



## Volunteers in School Policy

<b>Date Adopted:</b>	<b>January 2020</b>
<b>Next Review Date:</b>	<b>January 2021</b>
<b>Signature of Chair of Governors:</b>	
<b>Signature of Headteacher:</b>	

## Hollingbourne Primary School

At Hollingbourne Primary School we welcome volunteer helpers. Volunteers are a valuable resource and can also give volunteers insight into practical ways to help their own children.

This policy refers to:

- Volunteers within school (main policy)
- Adult involvement on school trips (appendix 1)
- Student/ work experience people in school (appendix 2)

### Volunteers within school

Anyone interested in becoming a volunteer within school should contact the headteacher or the deputy. If a volunteer is needed then a meeting will be arranged between the head/ deputy and the volunteer to discuss the frequency and the nature of the work being offered. Following a successful meeting, a DBS check will be carried out to ensure that the individual is suitable to work with children.

The volunteer should be given an overview of key policies including:

- Safeguarding (including use of images etc)
- Behaviour management
- Arrangement in case of fire/ lock down

The following guidance should also be followed by volunteers. **A copy of this guidance should be given to volunteers and a signed copy should be kept in school to demonstrate that the volunteer has understood the guidance:**

#### ***Confidentiality***

Confidentiality is very important and a high standard is expected of everyone working in the school.

Volunteers in the classrooms or around the school may well notice things which are personal to a child and which must be treated in the utmost confidence. These may be mentioned to a member of staff, but never discussed outside the school. Nothing learned in school about staff or pupils should be passed on to others, only the Class Teacher or Headteacher is in a position to share information about a child's performance with their parents.

#### ***Professionalism***

All children are different and develop at different rates and in different ways, to compare their performance is not helpful and can be very damaging.

Working in the school demands a high level of professionalism. No disagreements or personal antagonism towards another parent, a child or a member of staff should

ever be discussed within a child's hearing. Discipline should always be upheld and supported.

There is a need for volunteers to be sensitive to a teacher's need for quiet when addressing groups of children, this may well involve the volunteer being silent too.

***Safety – First Aid***

There are qualified First Aiders who will administer First Aid. Volunteers should speak to the class teacher who can contact a First Aider. No volunteer should administer first aid themselves.

***Security***

Volunteers should avoid working in an enclosed area alone with a child. All but essential physical contact with children should be avoided.

No volunteer will be given codes to gates without explicit permission from the headteacher. This is to safeguard both children and the volunteer themselves.

**IF IN DOUBT ABOUT ANYTHING TALK TO A MEMBER OF SCHOOL STAFF BEFORE TAKING ANY ACTION**

I have received an overview of the safeguarding policy

I have received an overview of the behaviour policy

I know what to do in case of fire/ lockdown

I have read and understood the guidance above.

Name:

Signed:

Date:

## Appendix 1

### **Adult involvement on school trips**

At Hollingbourne Primary School we aim to provide children with exciting and enriching learning experiences through the provision of school trips. During these trips, children's safety and welfare is paramount. Trips are supported with sufficient staff: child ratios based on the risks identified from the trip risk assessment. Where possible, trips are supported by members of staff by the school. However, parent/ carer volunteers will also be invited to help and take responsibility for looking after children while out.

When in need of additional adults (beyond the school staff) the following process will be followed:

1. The trip coordinator will write to parents/ carers asking for any volunteers.
2. Parents/ carers who would like to volunteer respond to the request.
3. Teachers then select the volunteers they need from the applicants. Those with effective previous experience on trips and those who have completed DBS checks will be selected first.
4. On the day of the trip, before departure, the trip coordinator will meet with all adults who are assisting on the trip- volunteers and staff members- to ensure that all are clear about the expectations while on the trip. The guidance below will be followed and once shared, signed by each individual adult.

### **Trip guidance:**

1. No adults are permitted to smoke any type of cigarette or drink alcohol on any trip.
2. No adults are permitted to use physical means to reprimand children (including their own). The school behaviour code should be followed at all times.
3. No adults who are not DBS checked are permitted to be alone with children **in any** circumstances.
4. The class teacher will organise groupings for their class and liaise with relevant adults so that they know which children they will be responsible for.
5. Parent/ carer volunteers are unlikely to be grouped with their own child, and should understand that they are responsible for **all** children within their group- not their own child.
6. Before departure each adult leading a group should ensure that each child has:
  - a. Been to the toilet
  - b. Their packed lunch
  - c. Emergency contact details for the children in their group
  - d. Any additional resources provided by the class teacher

7. Before departure the adult should also have read the trip risk assessment.
8. If the trip involves a coach then the class teacher will ensure adults know where they should be positioned on the coach. Each adult is then responsible for ensuring that their children have their seatbelt fastened correctly and that bags are stored correctly. They should also seek the advice of a class teacher if any children in their group become unwell. If the trip involves walking, the class teacher will provide guidance as to where the adult should position themselves to best safeguard the children from traffic and other risks identified within the risk assessment.
9. While on the trip it is the adult's responsibility to manage the behaviour and safety of their own allocated group. This includes all elements of the day, including lunchtimes. If any adult has difficulty in doing this then they should immediately refer to the class teacher. The class expectations for behaviour and conduct should be maintained at all times, following the school behaviour code.
10. While on the trip it is the adult's responsibility to maximise the learning opportunities of all children within their allocated group. This includes sensitive interaction to encourage all children to engage in learning activities.
11. While on the trip, if children fall unwell or have an accident, this should be reported to the class teacher/ nearest school first aider who can decide on any follow treatment which may be necessary. If the class teacher/ first aider is not in a similar location, then the adult should phone the class teacher using their relevant contact details which will have been provided.
12. The advice of teachers will be followed at all times and the schedule for the day will be adhered to, unless advised otherwise by the class teacher.

Specific further guidance is outline below:

Name (of parent/ carer/ staff member):

I have had the guidance above explained to me. I understand the guidance and that this should be followed at all times when on a school trip.

Signed: ..... (Parent/ carer/ staff member)

Date: .....

## Appendix 2

### **Student/ work experience people in School.**

At Hollingbourne Primary School we welcome students undertaking training or work experience. We value the contribution they can make and understand that the time spent in our school is crucial in building up experience of working with young children.

#### Expressing an interest

When students express an interest in being placed in school, an appointment is made with the Head Teacher. At this meeting the student can explain their placement- timings and expectations and basic ground rules can be explained. We expect students to ask the class teacher about vital policies with which they may need to become familiar, including procedures in the case of fire.

#### Safeguarding

It is important that safeguarding policies and procedures are followed to protect both children and the student. We ask that students:

- Do not go into the children's toilet area
- Do not change intimate clothing on children- but instead speak to the class teacher/ teaching assistant who can then do it.
- Do not sit children on their laps/ cuddle (unless children initiate this)/ kiss or make inappropriate contact with children.
- Store away their personal belongings including their phone, where they remain until lunch break.
- All information gained within the class, remains in the class. Confidentiality must be adhered to. It is not appropriate to share confidential information outside of school- informally or formally.
- Share any concerns they have about individual children with the child's Key Person/ teacher (without making judgements).

#### Conduct in school.

We expect all students placed in school to behave in a professional way. We expect appropriate language to be used with parents, children and staff alike.

We expect full engagement with children at all times to maximise their opportunities to learn.

We expect the student to wear their uniform/ appropriate clothing (only if a uniform is not provided). We also ask that students are equipped with appropriate outdoor

clothing including wellies, coat with a hood/ waterproofs etc- just as we would for all staff.

We ask that students become an active member of the team and take a full part in the life of the school.

### Timings

We ask that students arrive by 8.30 and leave at 3.30 at the earliest. We ask that student teachers contribute ideas for planning where appropriate during the planning meeting after the session ends.

Students are entitled to a lunch break between sessions. College students who are on long term placements are entitled to use the staff room to have their lunch break; however school work experience placement students may not.

We will ensure that we complete any reports/ required paperwork by the deadlines set as long as an appropriate length notice has been provided.

We ask that if students are going to be absent from school due to sickness etc that we are phoned directly to inform us.

**I have read and understood the policy and agree to the conditions of my placement laid out within it.**

**Signed:**

**Printed:**

**Date:**