

VOLUNTEER WORKING IN SCHOOL POLICY 2023

The school's volunteer policy is part of the school's safeguarding systems.

Our School Aims

All adults and young people who work in our school, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our school aims and educational purpose.

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The school therefore, welcomes and encourages volunteers from the local community.

Our volunteers may include:

- Parents of pupils
- Students on work experience from local secondary schools
- NVQ students
- Members of the Governing Body

The types of activities that volunteers engage in, on behalf of the school, include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits

Safeguarding

Birmingham Council and this school are committed to safeguarding pupils, young people and vulnerable adults and expect its volunteers to share that commitment.

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing pupils read, should approach the Deputy Head directly.

Volunteer Induction

All volunteers in school will receive induction from the Deputy Head, who manages volunteers and student placements in school.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the Class Teacher and NOT with the parents of the child/persons outside school.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher or Deputy Head.

Process for recruiting Volunteer

1. The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
2. Enhanced DBS check undertaken
3. The volunteer will be made aware of the role and responsibilities they will be undertaking
4. If appropriate 2 References should be sought where the volunteer arrangement will continue on a regular basis.
5. Induction - school policies and documentation explained and issued.

Volunteer records to be kept in the school office

Before starting to help in a school, a volunteer should complete the Volunteer Agreement (Appendix 1), which sets out the school's expectations of its volunteer and to confirm they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer before they are left unsupervised with any pupils. This is not required where a volunteer is engaged in a 'one-off' activity.

Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the teacher as to how an activity is carried out/what the expected outcome of an activity is. Volunteers are encouraged to seek further advice/guidance from the Teacher in the event of any query/problem regarding children's understanding to of a task or behaviour.

Health & Safety

The school has a Health & Safety Policy and this is made available on request to volunteers working in the school. Induction will ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about safety aspects associated with a particular task (e.g. DT equipment/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class Teacher/Headteacher.

Child Protection

The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement either as a volunteer or college student (Appendix 1) or as a work experience pupil at secondary school (Appendix 2)
- All volunteers are given a copy of Summary of Child Protection/Safeguarding Information for Visitors and Volunteers at Paget Primary School (Appendix 3)
- All of our volunteers must have been cleared by the Criminal Records Bureau (DBS).
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required.
- Any concerns a volunteer has, about child protection issues, should be referred to the designated supervisor or Head Teacher

Complaints

Any complaints made about a volunteer will be referred to the Headteacher or Deputy Headteacher, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher or Deputy Headteacher reserves the right to take the following action-

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class
- Based upon the facts identified in the investigation it may be necessary for the school to inform the volunteer that the school no longer wishes to use them
- Provide the volunteer with a copy of the school's full Complaints Procedure

Monitoring and Review

This policy will be regularly reviewed and updated.

October 2023

APPENDIX 1

PAGET PRIMARY SCHOOL Volunteer and College Students - WELCOME

We hope that you will enjoy your placement at Paget Primary School.

To assist with the smooth running of the school it would be appreciated if you would take a few minutes to familiarise yourself with our procedures:

The class teacher that you have been placed with has responsibility for the children and he/she will be grateful for help.

START OF THE SCHOOL DAY: You are asked to arrive at school no later than 8.40 am and be in the appropriate classroom by 8.45am when the children go to their classrooms.

ABSENCE: Should you be absent from school at any time during your placement, please ensure you inform the school office at your earliest convenience. The telephone number is 0121 464 3902.

DRESS CODE

Please ensure you dress smartly. You should wear comfortable clothes that are not too short or low cut and comfortable shoes which ensure safety for both you and the children.

PERSONAL BELONGINGS

To ensure the safety of your belonging please ensure you ask a member of staff to put your handbag and mobile phone away in a secure place. To avoid any potential Child Protection issues **NO MOBILE PHONES ARE ALLOWED IN CLASSROOMS** during the school day.

DAILY WORSHIP: The following arrangements are in place for Daily Worship.

Monday		9.10am - FS & KS1 Values Assembly 12.10pm - KS2 Values Assembly.
Tuesday		Collective worship in class
Wednesday	-	Collective worship in class
Thursday	-	Collective worship in class
Friday	-	9.10am – FS & KS1 Celebration and Values Assembly. 12.10pm KS2 – Celebration and Values Assembly

BREAKTIMES:

The following break-times are applicable in school:

KEY STAGE	MORNING BREAK	LUNCHTIME	AFTERNOON BREAK
Foundation	See timetable	11.50 pm – 12.40pm	See timetable
Reception	See timetable	12.00 – 12.50	See timetable
KS1	10.30 am. – 10.45 am	Y1 12.10 – 1.00pm	Not timetabled
KS2	10.30 am. - 10.45 am	12.30 pm - 1.20 p.m.	None

It would be appreciated if you would help children with their clothing in the cloakroom and encourage them to go out to play quickly. You may join them in the playground. Children must be escorted to the playground doors and should walk quietly in all corridors at all times.

Please feel welcome to make cups of tea and coffee in the staff room during your break time. There is a small charge of 30p per cup which can be paid to the office. For reasons of safety hot drinks must not be taken into the classroom however, you may take bottled water. There are water coolers in school from which you may fill a bottle or enjoy a glass of water.

Children are not allowed sweets and should drink water at playtimes. Spare milk and fruit is available for children from Year 2 upwards and is placed outside the Deputy Heads' Office.

LUNCHTIME ARRANGEMENTS:

Classes are admitted into the dining room on a rota basis. All children wear a coloured wrist band denoting the choice of lunch they have made for that day; these are given out by the class teacher. You are welcome to have a school lunch at a cost of £3.10 which must be ordered from the school office at the start of the day. A menu is displayed in the foyer. Alternatively, you may bring your own lunch which you can eat in the staffroom or you may leave school premises for the lunchtime duration: you should ensure you return in good time ready to start the afternoon session.

HEALTH & SAFETY: If a child has an accident however slight, please report it to the Class Teacher.

School has three registered First Aid Staff in the event of serious injury and 7 paediatric First Aiders. A list of staff is displayed around school.

Should a child be sick or feeling unwell, please tell a member of staff.

Please be aware of anything that could cause an accident in school e.g. water on the floor which anyone might slip on or if electrical equipment is being used, make sure that there are no trailing wires etc.

DISCIPLINE: Please make yourself familiar with the school expectation and procedures. Always make sure the children in your class stay on task when you are working with them, and never accept any silly behaviour. Any child whose behaviour raises cause for concern should be reported to the Class Teacher.

PHYSICAL EDUCATION: Children change into their PE kits in the classroom. Please encourage young children to change quickly and to fold their clothes in a neat pile. If supporting in PE you should wear appropriate clothes including trainers. Please discuss this with the class teacher.

CONFIDENTIALITY: It is absolutely essential that any information you may hear about children or their families is treated with the utmost confidence and must not be discussed outside school. If however, a child tells you about someone who has harmed or abused them then you **must** share this with the Head or Deputy Heads. Please read 'Summary of Child Protection/ Safeguarding Information for Visitors and Volunteers at Paget Primary School for further guidance. A copy of this will be given to you by the school office upon your arrival at school for the first time.

GENERAL ISSUES:

Following school policy is essential to ensuring a safe and effective learning environment.

Behave in a mature and responsible manner. Respect has to be earned.

Find out exactly what the teacher would like you to do.

Use your initiative. If you see jobs that need doing, please carry them out.

We encourage the children to be responsible for clearing away after themselves.

Encourage children to talk about their work, using open-ended questions.

When listening to children read, encourage them to try new words before you step in and test children's comprehension.

Encourage children to be independent at all things, including cleaning and tidying up, changing for PE etc.

END OF THE SCHOOL DAY: The school day ends at 3.25 pm (EY/KS1 and P/P). KS2 3.30pm. Different classes exit through different doors. The children should leave school via the appropriate door. Should the teacher ask you to assist in seeing the children out please be aware that children are asked to come back into the building to wait, with their teacher, at the office should their parent/carer not arrive on time at school. Please wait with the teacher and be aware of children standing alone outside the school building. They should return inside.

TERMINATION OF PLACEMENT

The school reserves the right to terminate a placement if a volunteer student is not following school policy or school rules.

I hope these brief details help to make your visit with us a comfortable and enjoyable experience and that you have enjoyed your placement.

If you have any questions or queries, or need help with anything, please do not hesitate to ask a member of Staff. There are lots of willing people about who know the school very well and who will be more than happy to assist you.

Once again, thank you very much for your assistance. The Staff and children gratefully appreciate it.

**Mrs D Thomas
Deputy Head**

I have received a copy of the Volunteers Policy; read the above agreement and the Summary of Child Protection/Safeguarding Information for Visitors and Volunteers and agree to conduct myself accordingly.

Signed:.....Print name:..... Date:.....

APPENDIX 2

WORK EXPERIENCE SCHOOL STUDENTS - PAGET PRIMARY SCHOOL.

We hope that you will enjoy your placement at Paget Primary School. If you need any help with anything - just ask. There are lots of willing people about who know the school very well and who will be willing to help you.

We would ask that you treat this work experience seriously. This is your chance to experience the world of work and what it will be like when you take up employment. To support you in this wonderful opportunity staff have agreed to accept you into their classroom which in turn increases their workload and responsibility. You need to ensure that you make the most of the experiences you will be offered.

We ask that Students follow the school code of dress and avoid wearing casual and leisure wear (such as jeans, shorts and sports wear) which are not appropriate for a place of work.

The class teacher that you have been placed with has responsibility for the children but he/she will be grateful for help. Here are some ideas:

Start of the school day: You are asked to arrive at school no later than 8.40 am and be in the appropriate classroom by 8.45am when the children enter the building and go to their classrooms.

Absence: Should you be absent from school at any time during your placement, please ensure you inform the school office at your earliest convenience. The telephone number is 0121 464 3902.

Personal belongings

To ensure the safety of your belonging please ensure you ask a member of staff to put your handbag and mobile phone away in a secure place. To avoid any potential Child Protection issues **NO MOBILE PHONES ARE ALLOWED IN CLASSROOMS** during the school day.

Health & Safety: Please be aware of anything that could cause an accident in the classroom e.g. water on the floor, which anyone might slip on, or if electrical equipment is being used make sure that there are no trailing wires etc.

If a child has an accident however slight report it to the teacher who will explain what to do.

Discipline: Please make yourself familiar with the school rules and procedures for rewarding positive and disciplining inappropriate behaviour. Always make sure children stay on task when you are working with them and never accept any silly behaviour. You are there to support them in a professional way and not be their 'friend'.

General issues:

Following school policy is essential to ensuring a safe and effective learning environment.
Behave in a mature and responsible manner. Respect has to be earned.
Find out exactly what the teacher would like you to do.
Use your initiative. If you see jobs that need doing, please carry them out.
We encourage the children to be responsible for clearing away after themselves.
Encourage children to talk about their work, using open-ended questions.
When listening to children read, encourage them to try new words before you step in and test children’s comprehension.
Encourage children to be independent at all things, including cleaning and tidying up, changing for P.E. etc.

Confidentiality: It is absolutely essential that any information you may hear about children, or their families is treated with the utmost confidence and must not be discussed outside school. If, however, a child tells you about someone who has harmed or abused them then you **must** share this ‘secret’ with the Head Teacher and no one else. People will only trust us if we behave in a trustworthy manner.
Please read ‘Summary of Child Protection/ Safeguarding Information for Visitors and Volunteers at Paget Primary School for further guidance. A copy of this will be given to you by the school office upon your arrival at school for the first time.

Breaktime: It would be appreciated if you would help children with their clothing in the cloakroom and encourage them to go out to play quickly. You may join them in the playground.
Please feel welcome to make cups of tea and coffee in the dining room during your break time. For reasons of safety these must not be taken into the classroom. The charge for a drink is 30p which should be paid to the school office.
Children are not allowed sweets or sugary drinks.

You are welcome to have a school lunch but this must be paid for. Please ask at the school office.

Termination of placement

The school reserves the right to terminate a placement if a student is not following school policy or school rules. The appropriate member of staff from the student’s school will be contacted by the Deputy Head and informed of the decision to terminate the placement and the reasons for this decision.

Enjoy your stay at our school.

Mrs D Thomas
Deputy Head

I have received a copy of the Volunteers Policy; read the above agreement and the Summary of Child Protection/Safeguarding Information for Visitors and Volunteers and agree to conduct myself accordingly.

Signed:.....Print name:.....

Date:.....

APPENDIX 3

Summary of Child Protection/Safeguarding Information for Visitors and Volunteers at Paget Primary School

Paget Primary School is committed to the highest standards in protecting and safeguarding the children entrusted to our care.

Our school will support all children by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. Staff working with children are well placed to identify such abuse.

At Paget in order to protect our children, we aim to:

- Create an atmosphere where all our children can feel secure, valued and listened to
- Recognise signs and symptoms of abuse
- Respond quickly, appropriately and effectively to cases of suspected abuse

If you have a concern that a child is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally) you must contact the following staff member as quickly as possible.

DSL name:

Miss V. Nussey

Mrs D Thomas

Mrs C. Ewbank

Ms K Green

Miss G Spiers

Mrs Ali-Gobern

Head Teacher: Miss V. Nussey

Everyone working with our children their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised
- They should involve the Designated Senior Lead (DSL) immediately
- If the DSL is not available the Head should be contacted.
- Disclosures of abuse or harm from children may be made at any time.

If anything worries you or concerns you, report it straight away.