

Introduction

Volunteers at Bigland Green Primary School bring with them a range of skills and experience that can enhance the learning opportunities of pupils at our school. We welcome and encourage volunteers from the local community.

Our Volunteers include:

- Members of the Governing Body
- Parents of pupils and local residents
- Ex-pupils and ex-members of staff
- Students on work experience
- University students referred to us by Student Volunteer Services
- Friends of the school and community volunteers
- Education business partnerships

The types of activities that Volunteers are engaged include:

- Hearing pupil read
- Working with small groups of pupil
- Working alongside individual pupil
- Undertaking art & craft activities with pupils
- Running after-school and enrichment clubs
- Working with pupils on the computers
- Accompanying school visits

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 complete the request form (appendix 1) and return to the school office. The school has a named staff member who co-ordinates the volunteering and work placements. Before starting to help in school, volunteers are provided with a short induction which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy. Request for volunteering are usually considered a term in advance and all volunteers are required to sign an agreement before commencing volunteering.

For the purposes of work experience, the school encourages ex-pupils, ex-staff members and current parents to approach other local schools.

Our School Vision

All adults 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's central aims that are to provide pupils with the opportunities so that they can be (a) confident individuals, (b) successful learners and (c) responsible citizens.

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 Classteacher and not with the parents of the child/persons outside school. Comments regarding pupils' 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 a member of the school leadership team (SLT).

Supervision

All volunteers work under the supervision of the Classteacher of the class to which they are assigned. Teachers retain 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 is the expected outcome of an activity. Volunteers are encouraged to seek further advice/guidance from the Teacher in the event of any query problem regarding pupils' understanding 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. Classteachers ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using Computing equipment or accompanying pupils on visits). Volunteers need to exercise due care and Attention, and report any obvious hazards or concerns to the Classteacher/ Headteacher.

Safeguarding & 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 this policy
- Volunteers must have been cleared by the Data Barring Service (DBS). A certificate is issued to the individual to produce in school.
- 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 carried out on these volunteers. These volunteers, who are under constant supervision of school staff, are provided with relevant guidance before being engaged in the assigned task(s).

Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher or a member of the School Leadership Team (SLT) for investigation. Any complaints made by a volunteer will be referred to them.

The Headteacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the school policy 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;
- Inform the volunteer that the school no longer wishes to use them.

Monitoring and Review

This Policy has been approved by the Governing Body and will be reviewed as required and updated in the light of new guidance from either the DfE or the Local Authority.

APPENDIX 1

A request to volunteer – must be fully completed for the request to be considered
Requests are usually considered a term in advance

Personal details

Full name		Date of birth		Gender M F
Address				Postcode
email			Telephone	
DBS or CRB Number If you already have one		Date when it was done and by whom		

Date when you can start		Date when you need to stop	
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Please place a tick in the boxes below to show your availability									
Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	Fri AM	Fri PM

Please state your preference for the age group (1= first choice; 2 = second choice; 3 = third choice)							
Years 5/6		Years 3/4		Years 1/2		Nursery/ Reception	

Are there any particular reasons for which you want to volunteer at Bigland Green?

Do you have any disabilities/other needs we need to take into account?

Thank you for taking the time to make this request.

Bigland Green ~ a great place to learn & grow

Volunteer agreement



Bigland Green has the following code of conduct

All members of the Bigland Green school community are expected to interact with courtesy and respect. Everyone will strive to:

- Respect other people's culture, race, background, gender and ability.
- Respect the property of the school and other people.
- Take time to listen to each other, and support others to develop positive self-esteem.
- Support pupils achieving high standards in all aspects of the curriculum.
- Support each other with everyday challenges, and work towards creating a safe and stimulating learning environment.
- Be honest and truthful, and feel safe to admit mistakes.
- Be positive towards each other and recognise individual achievements.
- Have high expectations of each other, and cooperate with each other.

Confidentiality

Volunteers in school are bound by our code of confidentiality. Any concerns that volunteers have about the children they come into contact with should be voiced with the classteacher and NOT with the parent of the child or persons outside school. If it is a comment, which a child makes, which gives rise to child protection concerns speak to the headteacher or member of the SLT.

Supervision

All volunteers work under the supervision of the classteacher to whom they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Health and Safety

Classteachers ensure that volunteers are clear about emergency procedure (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the classteacher/ headteacher.

Name		Mobile	
Home Tel		Work Tel	
Address			
Email			
Next of Kin	Name: Contact number: Relationship to you:		

Start of volunteering	
Hours of volunteering	
Teacher in-charge	

Thank you for offering your services as a volunteer at Bigland Green. Your offer of volunteering is greatly appreciated and we hope that you will gain much from the experience.

This **AGREEMENT** is made between Bigland Green School and
(Name of volunteer)
Signature of volunteer: Date: