

## **ST IVES JUNIOR SCHOOL**

### **VOLUNTEER POLICY 2018**



#### **Policy aims:**

- to provide clear expectations as guidance for volunteers working within the school environment
- to ensure high standards and an ethos of safeguarding children
- to encourage interaction and engagement in order to raise standards and support children's learning, and to promote a sense of community
- to provide support to children in order to raise standards

#### **Introduction**

This policy sets out the broad principles for voluntary involvement in St Ives Junior School.

It is relevant to everyone within the organisation. It acknowledges that volunteers contribute in many ways, that their contribution is unique and that volunteering can benefit children, staff, local communities and the volunteers themselves.

The role of volunteers complements that of other staff within the school environment. Volunteer roles within the school will be organised depending on the needs of the school at the time and the capacity to support such a role. Therefore the roles may be of varying length and duration. Appropriate steps will be taken to ensure that all staff are clear about the role of volunteers, and to foster good working relationships between staff and volunteers. Volunteers will not be used during times of industrial action to do the work of paid staff.

St Ives Junior School is an inclusive school with the vision of 'Learning together, free to fly'. Everyone is supported in becoming caring, resilient, resourceful, collaborative, critical and creative learners. We celebrate diversity and value the achievements of all children. We are committed to providing the greatest possible access for all children by providing a broad, balanced and differentiated curriculum which is appropriate for meeting their needs. We expect all staff, governors and volunteers to be committed to this approach.

## Volunteer roles at St Ives Junior School

Volunteers are people who are unpaid and of their own will, contribute their time, energy and skills to benefit the school community. St Ives Junior School values the contribution made by volunteers and is committed to involving volunteers in appropriate positions and in ways which are encouraging, supportive and which develop volunteering.

No obligation, contractual or otherwise, will be imposed on volunteers to attend, give or be set a minimum amount of time to carry out the tasks involved in their voluntary activity. Likewise the organisation cannot be compelled to provide either regular tasks, payment or other benefit for any activity undertaken by the volunteer. Although volunteers offer time freely and willingly without binding obligation, there is a presumption of mutual support and reliability.

St Ives Junior School is committed to equal opportunities and believes that volunteering should be open to all regardless of race, gender, religion, sexual orientation, political beliefs or background, as long as this does not create a risk to children. The acceptance of volunteer assistance for a particular role is made on merit, the sole selection criterion being the individual's suitability to carry out agreed tasks.

All volunteers will be asked to attend an informal discussion about the role. Other safeguarding checks, including an enhanced Disclosure and Barring Services (DBS) check will be carried out. The Headteacher has the authority not to accept the help of volunteers if he or she believes that it is not in the best interest of the children.

## Volunteer Co-ordination

Volunteers will be asked to support in classes/areas of the school where there is the most need for support.

Volunteers will have access to support and supervision, in the main by the class teacher and Teaching Assistant within the class setting. This will enable both the volunteer and the member of staff to identify, monitor and evaluate the volunteer's involvement and recognise achievements relevant to their particular volunteering role and to their wider personal development.

Activities that we ask you to help with may include working with an individual or small group on activities such as:

- Reading and sharing books, with a decoding or questioning focus provided by the teacher
- Practising maths skills
- Practising spellings
- Checking and editing writing
- Practical activities such as art or design

- Topic related studies

New volunteers will be briefed about the activities to be undertaken and given all the necessary information to enable them to perform with confidence.

### Supporting Children in School

It is vital to encourage the children to talk about what they are doing in order to support them in using the correct vocabulary and to explore and think through their ideas. Children should be given appropriate time to complete a task. Children should always be encouraged to be independent with questions and prompts being given, rather than answers and directions. A child should never be moved or directed to a different location physically.

### Induction

All volunteers will be asked to attend an induction meeting which will cover topics including:

- Safeguarding (including the Prevent Duty)
- Child Protection
- Health & Safety, including fire procedures
- Confidentiality

A volunteer should not purchase or provide any equipment for the school or for pupils they are working with.

### Key Procedures and protocols

All volunteers must sign in at the school office. They should indicate their arrival time and which class/person they will be supporting. Volunteers must also sign out and state the time when they are leaving the school premises. Signing in and out is important in the event of an emergency so that staff and emergency services know who needs to be accounted for. A visitor badge must be worn at all times in school. Volunteers with a DBS clearance will have been identified to staff members. The Headteacher has the authority to withdraw the help of volunteers if he or she believes that it is not in the best interest of the children.

If a volunteer has any concerns about a child, they should speak to the class teacher as soon as possible after the disclosure in an appropriate setting so that others cannot overhear. Volunteers are asked to sign a 'Volunteer in School Protocol' a copy of which will be kept in school. Safeguarding concerns, including those regarding the Prevent Duty, about a child must be shared immediately with one of the Designated Safeguarding Leads as soon as possible after the disclosure.

The DSLs are: Ms Ruth Davey- Headteacher and Mrs Ali Watts- Deputy Headteacher.

### First Aid

Volunteers should not administer First Aid to children whilst in school. A number of staff hold certificates for first aid and first aid at work. Please talk to the class teacher, or teacher on duty, if you are approached by a child with an injury or who is feeling unwell.

### Fire

If the fire alarm sounds, all volunteers should make their way safely to the nearest exit, guiding any child or children they are working with (if away from the class) to the assembly point on the back playground within The Cage. If within the class, all volunteers should evacuate the building, taking their lead from the class teacher.

### Confidentiality

All school and individual child matters remain confidential to the school environment. Volunteers should not discuss any such matters or give opinions on school issues, adults, children or families connected with the school outside the school environment, including on social media, or discuss these with other parents or community members.

### Demeanour

All children should be spoken to quietly, calmly and in an age-appropriate way. Volunteers should not deal with any challenging behaviour, but should refer this to the class teacher to ensure that it is dealt with in line with our behaviour policy.

If a volunteer's behaviour, language or manner are unacceptable, they may be asked to change their role, or to leave the organisation.

School Volunteer Request Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

If a parent of a child/ren in the school please give names and classes: \_\_\_\_\_

\_\_\_\_\_

Have you read the School Volunteer Policy? \_\_\_\_\_

Are you willing to complete an online DBS check? \_\_\_\_\_

Which area/s of the school would you prefer to support? \_\_\_\_\_

Do you have any specific skills/strength that could be utilised? \_\_\_\_\_

\_\_\_\_\_

Are there any activities that you cannot support? Please give details. \_\_\_\_\_

\_\_\_\_\_

When are you available to support in school? Please give days and times. \_\_\_\_\_

\_\_\_\_\_

## Volunteer Protocol

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer: As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children
- Share the school behaviour policy with you to help you understand how we support and manage behaviour
- Ensure that the children you work with behave and work well
- Treat you with the highest respect and care
- Share relevant information about the children you are working with
- Treat anything you tell us with confidentiality

We agree not to ask you to:

- Deal with difficult or challenging behaviour
- Carry out a task that you feel unprepared to complete

Signed:..... Date: .....

Class Teacher/Volunteer Co-ordinator/Headteacher

Volunteer Helper: ..... (Printed Name)

### As a volunteer helper I agree to:

- Use the school behaviour and ethos policy and inform the teacher if I see any inappropriate behaviour
- Inform the teacher or DSL if I observe anything that concerns me in school
- Treat any information with total confidentiality
- Inform the school if I am unable to come into school for any reason by 8.30am in the morning
- Respect, listen to and work according to the guidance of the teacher at all times
- Complete the appropriate DBS safeguarding checks
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer helper

### I agree not to:

- Look at or compare children's work, records or staff records
- Share any information about a child, member of staff or family connected with the school with anyone outside the school, including on social media.

Signed:..... Date: .....

## Safeguarding

Everyone has a duty to keep children safe. Children may disclose information or worries at any point during the school day or you may notice something about a child that causes you concern. It is not unusual for children to disclose information to people they feel less affiliated to and anything could trigger this. If a child says something that concerns you:

- DON'T make promises of secrecy
- DON'T ask questions of the child
- DON'T appear shocked or terrified but instead remain calm and reassuring
- DON'T delay in reporting the disclosure
- DO listen closely and carefully to everything the child says
- DO report it to one of the DSLs immediately
- DO record what was said as soon as possible noting the date, time and as close to the exact wording as you can of the child's disclosure.

If you notice something about a child's manner, demeanour or their physical state, particularly injuries, alert the class teacher or DSL in an appropriate way as soon as possible.

## Prevent duty

As a school, we also have a duty to provide safeguarding to recognise children at risk of, or who may be vulnerable to, potential radicalisation. We need to remain mindful of this risk to children and be aware of signs that need reporting.

Signs could include:

- Expressing extreme views regarding people of other ethnicities, cultures or faiths
- Unusual or unsafe online activity
- Disclosures regarding family members' views or behaviours towards other ethnic groups
- Signs of isolation, fear or rejection of peer groups
- Recent political or religious conversion
- Conflict with family over political or religious views