



HARTSBOURNE PRIMARY SCHOOL VOLUNTEER POLICY

To be read in conjunction with Equal Opportunities Policies, Pupil Diversity Policies, Curriculum Policies, SEND Policies

RATIONALE

Volunteers at Hartsbourne Primary School bring with them a range of skills and experience that can enhance the learning opportunities of children at the school. We welcome and encourage volunteers from the local community. Our Volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience / placements
- Trainee teachers
- Local residents
- Friends of the school

The types of activities that Volunteers are engaged can include:

- Hearing children read, using computer programmes
- Working with small groups and/or individual children
- Undertaking art and craft activities with children
- Accompanying school visits
- Organising resources, working in the library

ORGANISATION

Becoming a Volunteer

Anyone wishing to become a volunteer on a regular basis should approach the school office in the first instance and complete a Volunteers' form and DBS (Disclosure and Barring Service) request. Volunteers wishing to accompany a class on a school trip should approach the class teacher in the first instance.

Volunteer Induction

All volunteers in school will receive induction from the School Business Manager or Head Teacher, 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 children they work with/come into contact with should be shared with the class teacher in the first instance and the Head or Deputy Head if the concern continues.

Volunteers are not permitted to approach parents and discuss concerns or activities with them. 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 Head Teacher or the School Business Manager.

Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's 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 of a task or behaviour.

Health & Safety

The school has a Health and 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 any safety aspects associated with a particular task (e.g. using DT equipment/companying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class Teacher/Head Teacher.

Child Protection

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

- All Volunteers are given a copy of the Volunteer Policy.
- All regular volunteers must have a current DRB that the school has requested.
- All Volunteers will apply to the school and the school will carry out the appropriate safeguarding checks
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out. The Volunteers will work under the supervision of the class teacher.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Head Teacher or School Business Manager for investigation. Any complaints made by a volunteer will be referred to the Head Teacher or School Business Manager. The Head Teacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Code 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 offer the opportunity to volunteer.

HARTSBOURNE PRIMARY SCHOOL CODE OF CONDUCT FOR ALL VOLUNTEERS

All Volunteers will be asked to read and sign to say that they understand and will abide by the Code of Conduct for Volunteers.

This Code of Conduct reflects relevant legislation, expectations and principles for employees, and reflects the requirement that only the highest standards of probity and integrity are expected. The code sets out the minimum standards that should apply and is not exhaustive. Inevitably, some issues affect some staff groups more than others and a 'common sense approach' should be employed to the application of the Code of Conduct to different staff groups. However, all employees are covered by this code, and as such non-compliance or claimed ignorance of the code could result in disciplinary action being considered.

General Requirements

Volunteers should ensure they demonstrate appropriate attitudes consistent with these statements:

- Attend punctually and dress appropriately for an educational setting.
- Be honest and trustworthy.
- Follow Health and Safety procedures.
- Take care of yourself, your colleagues and others whilst at the school.
- Display commitment to the aims, vision and mission statements of the school.
- Follow reasonable management instructions ensuring that you do not knowingly undermine the leadership, management or smooth running of the school.
- Accept and adhere to school policies and procedures.
- Take care of school property, making careful and best use of all resources provided.
- Undertake your duties and responsibilities effectively, efficiently and diligently.
- Show respect for all people within the school at all times – (including children and all stakeholders).
- Maintain appropriate levels of confidentiality at all times.
- Only discuss a child with a parent/carer with the express permission of the Head Teacher.
- Represent the school positively at all times.
- Respect the rights of individuals to hold religious or political beliefs, or sexual orientation, different to your own.

With Children

Please remember that the emotional, physical, intellectual and moral welfare of the children is the prime purpose and first concern of our school; therefore we try to:

- Behave with compassion and impartiality;
- Be sensitive in expressing criticism of children and avoid hurtful comments of a personal nature
- Do nothing to abuse, exploit or undermine the staff/pupil relationship, which is based on trust.
- Respect the confidentiality of information relating to children unless its disclosure is either required by law or is in the best interests of a particular child.
- Ensure that reports (verbal or otherwise) are based on factual and objective information.
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With Colleagues

- Exercise a duty of care to all colleagues – for their physical and emotional health and well being.
- Acknowledge the various roles and responsibilities that colleagues have within school.
- Respect colleagues, particularly when making any assessments or observations of their work, making objective judgements, comments, observations or assessments.
- Not denigrate a colleague in the presence of others.

Social Networking Sites

Use of social networking sites should be undertaken with due care and attention. In particular, use of such sites should not involve communication regarding a placement at this school or any activities which may bring the school into disrepute and / or may question your suitability to work with children.

I have read and understood the school's Code of Conduct and am aware of the possible consequences of breaching it.

Name: _____ Signed: _____ Date: _____