

# **NORTHWICK PARK PRIMARY AND NURSERY ACADEMY**

## **VOLUNTEER POLICY.**

### **Introduction**

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

### **Our volunteers include:**

- ❖ Members of the Governing Body
- ❖ Parents of pupils
- ❖ Students on work experience
- ❖ University students
- ❖ Ex members of staff
- ❖ Local residents
- ❖ Friends of the school

### **The types of activities that volunteers are engaged with could include:**

- ❖ Working with small groups of children
- ❖ Undertaking art and crafts activities with children
- ❖ Working with children on the computer within a small group
- ❖ Accompanying school visits.

Any activity that is undertaken by a volunteer will be fully supervised by the class teacher and at no time will a volunteer be left on their own with any individual child/group of children.

### **Becoming a volunteer.**

Anyone wishing to become a volunteer, either for a one off event such as a school visit (in this instance you will be invited to accompany the class/year group) or a more regular basis, usually approaches the Headteacher or Deputy Headteacher via the school office.

Volunteers should complete the Volunteer Information Sheet (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

Once the Headteacher/Deputy Headteacher has agreed to the volunteer coming into the school, before starting to help, they should complete the Volunteer Agreement (Appendix 2) which sets out the school's expectations of volunteers and asks Volunteers to confirm they have received a copy of this policy.

## **Sign-in**

All visitors to the school, including volunteers, are required to report to the Reception office each time they visit. At that time, volunteers will be given a badge/sticker to wear. This will signify to the staff and pupils that a volunteer is in the building. At the end of the day, please sign out and return your badge/sticker.

## **Dependability**

The staff you work with will depend on YOU to be present at your scheduled time. Their days are planned with your help in mind. If you find you will not be able to volunteer on a particular day, please notify the school office as soon as possible. (School Telephone Number 01268 684554)

## **Dress Code**

Volunteers should plan to dress comfortably and appropriately when spending time with the pupils in school or during school related activities. Clothing that advertises things like alcohol, tobacco and other drugs, violence or sexual acts should **NEVER** be worn when working with children. All volunteers are required to follow the School Dress Code.

## **Code of Ethics**

There are certain rules all of us must follow when working in the school:

- ❖ **DO NOT** discuss individual children outside the school.
- ❖ Do not compare children within the school
- ❖ Never publicly discuss parents, children, teacher, school staff or other volunteers
- ❖ You may see confidential records of children in the classroom, staff room or office. These are for the eyes of staff members only and not to be read by any other person. If you do overhear any confidential issues, under **NO** circumstances should you repeat any of this information

## **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 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 Headteacher.

## **Mobile Phones**

Mobile phones are to be switched off in the classrooms. If you need to be reached please let the school office know you are expecting a call.

## **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.

Volunteers should have clear guidance from the Class 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 Class Teacher in the event of any query/problem regarding children's understanding of a task or behaviour.

## **Health and Safety**

The school has a Health and Safety Policy and this is made available on request to volunteers working in the school. Class Teachers 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/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 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 and asked to sign a Volunteer Agreement (Appendix 2).
- ❖ To ensure the safety of our pupils at all times, volunteers that come into school on a regular basis must have a DBS check (Disclosure and Barring Services). 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 children as part of a class visit a 'List 99' check will be carried out on these volunteers.

## **Complaints Procedure**

Any complaints made about a volunteer will be referred to the Headteacher/Deputy Headteacher for investigation.

Any complaints made by a volunteer, will be referred to the Headteacher/Deputy Headteacher.

The 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.
- ❖ Inform the volunteer that the school no longer wishes to use them. The full Complaints Procedure Policy is available at request from the School Office.

**Monitoring and Review:**

This policy will be reviewed annually and updated in the light of new guidance from either the D of E or the LA.

**Reviewed December 2014**

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VOLUNTEER POLICY**

**APPENDIX 1**

**VOLUNTEER INFORMATION SHEET- FOR NEW VOLUNTEERS.**

**Name of Volunteer:** .....

**Date of Birth:** .....

**Other names known by (including maiden names):**  
.....  
.....

**Address:** .....  
.....

**Telephone:** .....

**What skills/areas would you like to help with in school?**  
.....  
.....  
.....

**Are there any particular age groups/classes you would like to work with?**  
.....

**Do you have any disabilities/other needs we need to take into account when working as a Volunteer in school? (Please give details)**  
.....  
.....

**Thank you for taking time to complete this Volunteer Information Sheet. Please hand it to the School Office. Your offer of help is appreciated and we will be in touch shortly.**

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**APPENDIX 2**

**VOLUNTEER AGREEMENT**

**I plan to be a volunteer at Northwick Park Primary and Nursery Academy.**

**I have read, understand and accept the Volunteer Policy.**

**Signed:** .....

**Dated:** .....