



Edleston Primary School

Denver Avenue

Crewe

CW2 7PX

01270 910325

Volunteer Policy

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
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Local residents
- Friends of the school.
- We do not accept parents of pupils in school who are taking part in a course to further their career, due to the confidential information needed.

The types of activities that volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Accompanying school visits

- Sharing their skills/knowledge by talking to the class

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis, e.g. hearing children read, should contact Mrs Bagni. School visits will be dealt with directly through the Office.

Volunteers should complete the Application for voluntary work form, the DBS risk assessment for volunteers and read the volunteer policy.

The school will seek DBS clearance for any regular volunteers before they come into school to protect the staff and children. Volunteers without prior DBS checks will not be left alone with children and will be supervised by a member of staff.

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 aims and educational purpose.

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 or with Mrs Bagni, the designated safeguarding lead. It must NOT be voiced with the parents of the child or persons outside the school staff. If it is a comment which a child makes which gives rise to concerns then the Head teacher should be informed directly. 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.

Any volunteer who is concerned about anything another adult in the school does or says should raise the matter with the Head teacher, and must NOT be discussed outside the school staff. If any member of staff has concerns about a volunteer then they will speak to the headteacher. If these concerns are of a safeguarding nature [which includes confidentiality] then the headteacher will ask the volunteer to leave.

All volunteers in class 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.

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 equipment/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class teacher/Head teacher.

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 this Volunteer Policy and asked to sign a Volunteer Agreement)
- They will also be made aware of our Safeguarding policies
- They will be made aware of our designated Safeguarding members of staff – Mrs R Bagni and Miss C Procter
- To ensure the safety of our pupils at all times, all of our volunteers who come into school on a regular basis must have List 99 clearance. Where a volunteer is engaged in a 'one off' activity e.g. sharing their skills/knowledge by talking to the class, no formal checks are carried out on these volunteers. These volunteers will be under constant supervision of school staff and at no point unsupervised or alone with children.

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;
- Inform the volunteer that the school no longer wishes to use them.

Monitoring and Review This policy will be reviewed by the governing body every three years, or earlier if considered necessary.

Signed _____

Date _____