



Prince of Wales Primary School

Volunteers in School Policy

October 2018 due to be reviewed October 2021

1. Introduction

(a) At Prince of Wales Primary School, volunteers are a welcome resource to raise pupil's achievement and complementing the work of Teachers and Teaching Assistants. Our school will benefit greatly from developing well planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis. The role of volunteers in our school provides for the enrichment of the pupil's learning experiences, but should not encroach on, or restrict, professional teaching duties.

The deployment of any volunteer, whether for one day or for a number of sessions over a longer period, is managed with care; in particular taking account of the needs of the pupils and the staff to whom they are assigned.

(b) The Headteacher and Governors are mindful of deploying volunteers appropriately. Volunteers are not asked to replace paid staff or given responsibility within the School that would normally be associated with paid employees.

(c) The school retains the right to make the final decision as to which volunteers accompany a visit / support the teaching and learning, as not all volunteers may be suitable or competent.

2. Deployment

Volunteers are not asked to carry out duties which:-

- (i) fall normally within a Teacher's responsibility under *loco parentis*;
- (ii) fall normally within the job description of a Teacher or member of support staff, ie they are not asked to cover staff absence.
- (iii) would normally be performed by a contractor engaged by the LA or by the School;
- (iv) require them to have unsupervised access to children.

3. Organisation

(a) All volunteers are welcomed. The parameters of their role within the school are clearly defined from the outset in order to avoid any misunderstanding.

(b) A meeting between the volunteer or line manager and member of Senior Leadership Team (SLT) is held to ascertain interest, skills and time commitment of the volunteer and the needs of the school.

(c) An agreement is drawn up with the aims and objectives and timescales.

(d) Each volunteer is linked with a specific member of staff to whom they will be directly responsible.

4. School Regulations and Other Information

(a) Volunteers are made aware of the rules governing behaviour at the School; including the key 'dos' and 'don'ts' for children and adults. Procedures are designed to avoid hazards or risks associated with the tasks being carried out including details of first aid and emergency arrangements.

(b) As part of their induction to our school, volunteers are also provided with basic information such as details of those facilities available to them e.g. cooking room (for use before or after break times to ensure confidentiality), toilets etc.

(c) We feel it is vital that volunteers are made aware of the following:-

- expectations with regard to confidentiality;
- access to information related to pupils and/or staff;
- the expected level of behaviour and an awareness of Professional Codes of Conduct;
- that at no time will they be working with a child or group unsupervised;
- the School's Equal Opportunities policy – especially focussing on issues relating to discrimination and the use of appropriate language;
- the School's Complaints procedure;
- the School's Disciplinary procedure.
- the School's Volunteers Policy

5. Child Protection

The law requires the school to demand an enhanced DBS disclosure check for anyone with responsibilities which gives them regular unsupervised access to pupils under the age of 19. Under the Education (Teachers Amendment) Regulation 1998 this now includes volunteers who regularly help:-

- (i) in the classroom;
- (ii) in extra curricular activities;
- (iii) supervise pupils on school organised holidays or residential visits.

Volunteers that also have:-

- ongoing
- substantial
- unsupervised access also fall under this category.

All volunteers falling within the above categories are asked to complete a Disqualification under the Childcare Act 2006: Employee/Worker/Volunteer Declaration and a Police check (DBS) will be carried out.

If a volunteer is volunteering as part of a course or with the intention of applying for a course the cost of obtaining the DBS will be the responsibility of the volunteer.

IMPORTANT:

It is Teachers' responsibility to ensure that volunteers do not have unsupervised access to children.

The School Office will take all reasonable steps to confirm the identity of the person volunteering. The School Office will view, and take a copy of at least two original documents, as part of the checking process:-

- Birth Certificate plus if the name has changed:
- Marriage Certificate
- Copy of Deed Poll or Licence;

- Passport;
- Driver's Licence. (both parts)

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Appendix 1 – VOLUNTEER GUIDELINES

Thank you very much for volunteering to help at Prince of Wales. The following are a set of guidelines, which we hope will help to establish a successful partnership between staff and volunteers at the school.

- Teachers work hard to plan lessons and direct learning in advance. If you are unsure of the purpose of the activity you have been asked to assist with please clarify it with the teacher or teaching assistant at the start of the session.
- If you are committed to helping on a regular basis and for any reasons are unable to attend on a day when you are expected, please inform the teacher or the school office in advance. Similarly, if your help is not required on a particular day (due to a trip or other school activity) then the teacher will provide you with advance notice of this.
- Helping in the school that contains your own child will give you an insight into his or her education. Should you have any questions that arise out of this please direct them to the class teacher privately on a separate occasion, through Parent / Teacher evenings, or through the other channels that already exist within the school.
- When you are working with the children it is important to create an atmosphere that makes the children want to learn. Enthusiasm and encouragement are extremely important in helping with development.
- Should a child or children spoil an activity for others in which you are participating, please give one warning before asking the teacher or teaching assistant to intervene.
- Under the Children Act 1989 relating to child protection, if a child tells you something that you feel is of concern but you might not know the relevance of, you should discuss this privately with the teacher and no further.
- Confidentiality regarding what might be seen, heard or discussed within the class or group by children or adults is extremely important. School staff are bound by the rule of confidentiality that as a volunteer will also apply to you. Please do not discuss any issues that might arise in class with anyone other than the class teacher who is best placed to decide on the correct course of action.

You may be aware that legislation requires all people working with 'vulnerable members of society', whether in a professional or a voluntary capacity, have to apply for a "Disclosure" from the Criminal Records Bureau (CRB). DBS disclosures are not 'portable' and therefore, even if you have one already, you will need to fill in a new form. Forms are available at the school office.

Thank you very much for volunteering, your time, effort and enthusiasm to help in school. You can be assured that your help is greatly appreciated and will be of genuine help to both children and staff alike.

