



# **VOLUNTEER POLICY**

<b>Date approved:</b>	<b>Jan 2018</b>
<b>Date for revision:</b>	<b>Jan 2021</b>
<b>Coordinator:</b>	<b>Nicky Whitaker</b>

# PRIORY SCHOOL (FOUNDATION) 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
- Ex-members of staff
- Local residents
- Friends of the school

## **The types of activities that Volunteers are engaged in include:**

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- Running after-school clubs
- Working with children on the computers
- Accompanying school visits

## **Becoming a Volunteer**

- Anyone wishing to become a volunteer must complete a Volunteer Application form and meet with Nicky Whitaker for an informal discussion.
- Volunteers must read the Volunteer Guidelines (Appendix 1).
- On receipt of a completed Volunteer Application form, the school will apply for references in the first instance. Once satisfactory references are received, an invitation to attend an interview will be offered.
- Before starting to help in school, volunteers sign 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. In addition, new volunteers will be invited to a brief induction meeting.
- An Enhanced DBS (Disclosure and Barring Service) check must be completed before starting to help in school. The DBS assists us make safer recruitment decisions and prevents unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). There is a £15 charge made to each volunteer for this service. Once the search has been completed, cleared checks are valid for 3 years.

Policy: Volunteer Policy

Date: January 2018

Co-ordinator: Nicky Whitaker

Priory School (Foundation)

Orchard Avenue, Slough, Berkshire. SL1 6HE. Tel: 01628 600300. [www.prioryschool.com](http://www.prioryschool.com)

# PRIORY SCHOOL (FOUNDATION) VOLUNTEER POLICY



## Our School Vision

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 vision.

## Aims

- To enhance the quality of children's learning through highly effective teaching
- To promote and sustain a challenging, stimulating and caring learning environment
- To maintain high standards of behaviour through self-discipline, tolerance and mutual respect
- To work closely and openly with parents/carers and the wider community to maximise children's development
- To continually seek ways to improve every aspect of the school's work and life

## Values

- We will respect our children's individuality, encourage creativity and assist them to make the most of their abilities.
- We want our pupils to leave us well educated, self-confident and caring members of society
- We will endeavour to promote equality of opportunity for all children.

## Confidentiality

- Volunteers in school are bound by a code of confidentiality.
- Any concerns that Volunteers have about the children they work with and come into contact with should be voiced with the Class Teacher and NOT with the parents of the child or 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, in line with our Child Protection Policy.

## 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 and 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 or problem regarding children's understanding of a task or behaviour.

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## Health & Safety

- The school's Health and Safety Policy is 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. accompanying children on visits).
- Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher in the first instance.
- All Volunteers must sign in and out through the main school reception. Upon signing in you will be issued with a volunteer's lanyard which you should wear at all times whilst on the school site.
- Fire evacuation procedures and maps indicating the safest route of exit in the event of a fire alarm can be found in each classroom and in the Staffroom. It is the responsibility of each Volunteer to ensure they are familiar with the evacuation procedures.
- There is no smoking allowed anywhere on the school site.
- Mobile phones must not be used whilst in the vicinity of children.
- You are not permitted to take photographs in school under any circumstances.

We love having volunteers helping in our school and we want you to feel successful and valued. Please never hesitate to ask if you are not sure about something, or for advice if you feel something you are doing is not working well. We'll do whatever we can to ensure your time with us is rewarding.

## 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 this Volunteer Policy and asked to sign the Volunteer Agreement (Appendix 2). New Volunteers are also asked to complete an application form, which can be found on our website.

Clearance as a volunteer will only be granted following receipt of satisfactory references and following a positive meeting with Nicky Whitaker.

As previously mentioned in the section 'Becoming a Volunteer', to ensure the safety of our pupils at all times, all Volunteers must be cleared by the DBS (Disclosure and Barring Service). A DBS is issued to the individual, the school is notified of the clearance of the DBS and a central record is maintained in school.

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## **Complaints Procedure**

Any complaints made about a Volunteer will be referred directly to the Deputy Headteacher for investigation. Any complaints made by a Volunteer will be referred to the Deputy Headteacher.

The Headteacher or Deputy Headteachers reserve 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 available from the school office

## **Monitoring and Review**

This Policy will be reviewed annually and updated in the light of new guidance from either the DCSF (Department for Children Schools and Families) or LEA (Local Education Authority).

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## Appendix 1 – Volunteer Guidelines

Thank you very much for volunteering to help at Priory School (Foundation). The following are a set of guidelines, which we hope will help to establish a successful partnership between staff and volunteers at our 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 reason are unable to attend on a day when you are expected, please inform the teacher or Nicky Whitaker in 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 in which you are participating for others, 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 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 Disclosure Barring Service (DBS). DBS disclosures are not 'portable' therefore, even if you have one already, you will need to complete a new form. At Priory School (Foundation) we complete DBS Checks using an online service. Once you have been accepted on the Volunteer Register, a DBS check will be set up for you to complete and information will be provided to you at the time by Nicky Whitaker.

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.

Yours sincerely

Mrs J Laver  
Headteacher

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## Appendix 2

### Volunteer Agreement

Thank you for offering your services as a Volunteer at Priory School (Foundation). Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it to Nicky Whitaker in the school office.

You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy and have read the Volunteer Guidelines
- I agree to support the School's Aims and Values
- I agree to treat information I learn from being a Volunteer in School as confidential
- I understand that my Volunteer position in School is dependent on the school receiving satisfactory references
- I understand that I am required to undergo a Disclosure Barring Service check to advise the school of my suitability as a volunteer

Signed: \_\_\_\_\_

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

Date: \_\_\_\_\_

#### PRIORY SCHOOL USE ONLY

Appendix 2 Received Date: ..... Signed: .....

Appendix 3 Application Form Received Date: ..... Signed: .....

Reference 1 Received: ..... Reference 2 Received: .....

Interview Date: .....

DBS Check Status: .....

Cleared for Volunteering: .....

Volunteer assigned: .....

recruitment@prioryschool.com

www.prioryschool.com

**Headteacher: Mrs Jacqueline Laver**

**Chair of Governors: Mrs Rachael Bartlett**

**Deputy Headteachers: Mrs Monisha Jefcut and Mrs Sarah Mijatovich**

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