

Crookham CE (A) Infant School

Volunteer Policy

Introduction

Volunteers 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, former pupils, students on work experience, university students, former members of staff, local residents and 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 and craft activities, working with children on computers, accompanying school visits.

Becoming a volunteer

Before starting to help in school, volunteers should complete the *Volunteer Agreement and Information* form which sets out the expectations of volunteers and requests background information required by Hampshire County Council's Safeguarding Policy.

A DBS enhanced disclosure certificate is mandatory and the on-line application form will be sent to the applicant's email address. The school accepts DBS enhanced disclosure certificates issued by Hampshire child-related organisations within the last three years.

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 or anyone outside school. No comments regarding children's behaviour or learning should be shared outside of the school including with the child's parents. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher or Deputy Headteacher.

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 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 or guidance from the teacher in the event of any query or problem regarding children's understanding of a task or behaviour.

Health and Safety

The school has a Health and Safety Policy and this is available by the photocopier for information. Class teachers ensure that volunteers are clear about emergency procedures (eg. Fire alarm evacuation) and about any safety aspects associated with a particular task (eg 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 this volunteer policy and asked to sign the agreement.
- To ensure the safety of our pupils at all times, all our volunteers must undergo a recruitment process which includes obtaining references and DBS enhanced clearance.
- All visitors will be asked to sign in at reception and wear a visitor's badge

Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher/ Deputy Headteacher for investigation. The Headteacher reserves the right to take the following action:-

- To speak with the volunteer about a breach of the volunteer agreement and seek reassurance that this will not happen again;
- Offer an alternative placement for the volunteer eg helping with another activity or in another class;
- Inform the volunteer that the school no longer wishes to use them.

Monitoring and review

This Policy has been approved by the Governing Body and will be reviewed annually and updated in the light of new guidance from either Ofsted, the DFEE or the LEA.