



THURNBY MEAD
PRIMARY ACADEMY

Volunteering In Schools Policy 2023

Believe, Achieve, Celebrate

M. Miles Sept 2021

Review Date	Name	Notes
Nov 2023	Michelle Woodhouse	Added Code of Conduct for Volunteers

The academy's Volunteer policy is part of the school's safeguarding systems. It must be read in conjunction with our Child Protection policy, Health and Safety and our Safeguarding policy. Other policies (such as our E safety policy may apply depending on the nature of the volunteering)

Introduction

Volunteers at our academy 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.

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

Becoming a Volunteer

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 the Principal or Vice Principal. School visits will be dealt with directly through the Office.

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

Before starting to help in school, volunteers should complete the *Volunteer Agreement* (Appendix 1), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

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The academy will seek DBS clearance for any regular volunteers before they come into school to protect the staff and children.

Our School Aims

All adults who work in our academy, 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 as identified below:

- Nourish the diverse talents of our children, widen their horizons, develop their appetite for learning enabling them to live life to the full
- Bring to an individual the feeling that they can cope with their environment with a sense of confidence in themselves as a significant, competent person
- Encourage children to feel capable of handling situations which challenge their intellectual, personal, spiritual and moral values, showing tolerance of others, ultimately to be equipped with adult life and work in a fast changing society.

Our educational purpose is:

- To teach the national curriculum in a manner which excites the interest and commitment of the children and meets their present and future needs
- To develop attitudes, skills and knowledge which will be relevant to our learners as they prepare to meet the widening expectations of a changing society. We regard personal development as a life long learning process.
- To value all children equally whatever their stage of development and offer experiences which give them the maximum sense of success
- To afford all children equality of opportunity and not be discriminated against on the grounds of class, colour, gender, religion or disability
- To provide a partnership between schools, parents and the wider community each having contributions to make to the development of the other.

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 Designated Safeguarding Leads who are the Principal Michelle Woodhouse, Vice Principal Jade Hubbard or the Learning Mentor Steph Taylor. It must NOT be voiced with the parents of the child or persons outside school. If it is a comment which a child makes which gives rise to concerns, then the Principal or the Vice Principal 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. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Principal or Vice Principal.

Supervision

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.

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

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 a *Volunteer Agreement* (Appendix 2)
- They will also be made aware of our Child Protection and Safeguarding policies
- They will be made aware of our Designated Safeguarding members of staff – Michelle Woodhouse, Jade Hubbard, Steph Taylor, Beth Lovell, Brett Harvey, Julia Turland and Fehmida Nurgat.
- To ensure the safety of our pupils at all times, all of our volunteers must have DBS clearance. Where a volunteer is engaged in a 'one off' activity eg. 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.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Principal for investigation. Any complaints made by a volunteer will be referred to the Principal/Vice Principal.

The Principal 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, eg: helping with another activity or in another class;
- Inform the volunteer that the school no longer wishes to use them
- The full Complaints Procedure is available from the Principal

Monitoring and Review

This policy will be reviewed every two years, or earlier if considered necessary.

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Appendix 1

VOLUNTEER INFORMATION SHEET - FOR NEW VOLUNTEERS

Name of volunteer:.....

Date of Birth:.....

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

Address:

Telephone no:

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 Principal/Vice Principal. Your offer of help is appreciated and we will be in touch shortly.

Code of conduct for volunteers

By signing this form, volunteers agree to the following:

1. School rules and policies

1.1. Volunteers will follow all school rules and policies, including those on:

- 1.1.1. Child protection
- 1.1.2. ICT and internet acceptable use
- 1.1.3. Online safety
- 1.1.4. Mobile phones
- 1.1.5. Data protection
- 1.1.6. Health and safety
- 1.1.7. Equality
- 1.1.8. Whistle-blowing
- 1.1.9. Behaviour
- 1.1.10. Dress Code

1.2. Copies of the school policies are available online or from the school office

2. Professional conduct

2.1. Volunteers must accept and follow instructions provided by supervisors and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer co-ordinator, Jade Hubbard.

2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.

2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:

- 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
- 2.3.2. Refraining from using inappropriate language
- 2.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values

- 2.3.4. Behaving in a way that is appropriate for the role they are undertaking
- 2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute
- 2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying “thank you”.
- 2.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil’s parents have consented.
- 2.6. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child’s education with school staff.
- 2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

3. Safeguarding

- 3.1. Volunteers must be familiar with, and adhere to, the school’s safeguarding and child protection policy. A safeguarding induction will be provided to all volunteers before they begin their placement.
- 3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should complete a concern form (available from the office) AND speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is Michelle Woodhouse and the [deputy/deputies] are Jade Hubbard, Julia Turland, Fehmida Nurgat, Brett Harvey, Stephanie Taylor and Beth Lovell.
- 3.3. Volunteers should refrain from physical contact with pupils and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil’s consent before touching them.
- 3.4. Volunteers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
 - 3.4.1. Exchanging contact information

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3.4.2. Making contact with pupils outside of school, including on social media

3.4.3. Arranging to meet pupils outside of school

3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor and this should be on a school device.

4. Health and safety

4.1. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.

4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.

4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

5. Confidentiality

5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

X

Volunteer name (please print)

X

Volunteer signature

X

Date

Appendix 2

Volunteer Agreement

Thank you for offering your services as a volunteer at Thurnby Lodge Primary Academy. 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 and hand it in at school.

You will receive a copy of it for your records.

- I have received a copy of the Academy's Volunteer policy
- I am aware of the School's Child Protection and Safeguarding policies
- I know who the designated safeguarding leads are in school
- I agree to support the Academy's aims
- I agree to treat information I learn from being a volunteer in school as confidential
- I understand that I am required to undergo a DBS check to advise the school of my suitability as a volunteer.

Signed

Name.....

Date.....