



St Cuthbert's CE Primary School Volunteer and Visitors' Policy

Introduction

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:

- Parents of pupils
- Students on work experience
- University students
- Local residents
- Members of the Governing Body

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
- Supporting out of classroom work
- Accompanying school visits
- Accompanying children walking to swimming
- Coaching sport

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing children read, usually approaches their child's class teacher. Depending on the regularity of the volunteer's work in school it will be decided by the Head Teacher whether a full DBS is necessary. If this is deemed necessary then the volunteer will not begin work in school until full clearance is gained and evidence produced for entry onto the Single Central Register by the Business Manager.

Students on work experience who approach the school for a placement are asked to contact the headteacher who has responsibility for this area.

Our School Aims and Values

All adults who work in our school, whether as a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote the aims and values below.

At St Cuthbert's we believe that every child is entitled to the very best education we can offer. Working together with parents, an excellent range of experiences are designed to prepare each child for the next stage of education and the challenges of growing up.

Aims

To promote high expectations and raise standards of achievement across all areas of the school.

- To deliver Equality of Opportunity and Inclusion
- To ensure a happy, purposeful, caring environment in which all individuals are valued.
- To improve the quality of teaching and learning.
- To ensure the school is an integral part of the community and works in a two way partnership with the community.
- To ensure effective liaison with all agencies contributing to the welfare and education of children and families
- To prepare children for the opportunities, responsibilities and experiences of future life.

Values

Children learn best when they:

- feel happy and secure
- have high quality teaching in lessons and in every part of school life
- have high quality support and guidance from all St Cuthbert's staff
- enjoy excellent, well equipped buildings and play areas
- are challenged to reach the next step in their learning
- acquire the confidence to succeed
- develop resilience to recover quickly if they do not achieve what they had hoped to
- have respect for themselves and others
- celebrate their own achievements and those of others
- have a personal pride in being part of a supportive educational community.

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 / 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 should make **no reference** to the school, members of staff or individual children on any social media sites whilst volunteering or afterwards.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the headteacher as soon as is possible.

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

Health & Safety

The school has a Health & 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 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.

Safeguarding and Child Protection

The welfare of our children is paramount. Any volunteer who is concerned about anything to do with the welfare of a child must report it to the class teacher immediately, who will then speak to the designated person for child protection at the school who is the Headteacher.

To ensure the safety of our children, we adopt the following procedures:

- To ensure the safety of our pupils at all times, all of our volunteers who help on a regular basis must have been cleared through the Debarring Scheme (DBS). A certificate is issued to the individual who must then produce it in school. Where a Volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out on these volunteers. These volunteers are under constant supervision of school staff.
- All volunteers must sign in at the school office when they enter the building and wear a visitors badge at all times. Volunteers must return the badge and sign out before leaving.

Complaints Procedure

Any complaints made about a volunteer will be referred to the headteacher for investigation. Any complaints made by a volunteer will be referred to the headteacher for investigation. The headteacher reserves the right to take the following action:

- 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 them to work with us.

Expenses

Volunteers are not expected to incur costs for their volunteer placement. Expenses will be paid to volunteers but must be agreed in advance.

For all reimbursements, receipts / tickets must be presented to the Business manager and reimbursements will be made in line with school policy.

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