

Brinsworth Whitehill Primary School



Volunteer Policy

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils 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 (who have been left at least 3 years)
- Students on work experience
- University students
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that Volunteers are engaged in include:

- Working with small groups of children
- Working alongside individual children
- Undertaking various activities with children
- Working with children on the computers
- Accompanying school visits

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 must complete an application form (Appendix 1) in the first instance providing two referees.

Before starting to help in school, volunteers will complete a DBS application form and the Volunteer Agreement (Appendix 2) at their induction meeting. This sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy and the safeguarding policies.

Our school vision and Aims statement

Brinsworth Whitehill Primary School will be a good school where pupils will have a highly positive educational experience that prepares them well for the next stage of education and provides them with opportunities to develop socially, emotionally, academically and physically to achieve the highest possible standards. Climate for learning will be good and characterised by embedded inclusivity and high expectations from the whole learning community for the whole learning community. Pupils in our care will be happy, enthusiastic and purposeful learners. All staff will be supported through the dissemination of best practice and collaboration. All pupils will be supported to reach their full potential and those pupils who fall behind will be helped to make rapid progress through effective action ensuring all pupils will make at least good progress. School will close the gap for all groups of pupils and national figures rapidly.

We will work together to:

- Raise achievement through a commitment to high standards and expectations
- Enable every child to succeed as an independent, enthusiastic and confident learner
- Provide active, co-operative and independent learning through dynamic and high quality teaching
- Create an atmosphere where each child is valued as an individual, enabling them to develop a positive self-image, self discipline and respect for others
- Ensure equality of opportunity at all times, so that each child is given appropriate support and enrichment
- Create an inclusive learning community which challenges and enables every learner to flourish, prosper and develop aspirations for a successful future
- Provide a welcoming, secure, stimulating and enriched learning environment
- Provide an innovative, creative and integrated curriculum which inspires and motivates children to learn and which takes account of different learning styles
- Celebrate our rich diversity and work in partnership with parents, children and the wider 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 parents/carers 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/carers 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 senior leaders in school (a whistleblowing policy is part of the induction pack).

Supervision

All volunteers work under the supervision for the Class teacher of the class which they are assigned to. 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. The community room or workroom will be designated for use by volunteers for break and lunchtimes.

Health and Safety

The school has a Health and Safety policy which is included in the induction pack. 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 / manual handling / positive physical intervention). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / School leadership.

Child Protection / Safeguarding

The welfare of our children is paramount. To ensure the safety of our children we adopt the following procedures;

A copy of the safeguarding leaflet is included in the pack

A copy of all safeguarding policies are available from the school website:

www.brinsworthwhitehillprimaryschool.rotherham.sch.uk

To ensure the safety of our pupils at all times, all of our Volunteers must have been cleared by the DBS (Disclosure and Barring Service). A certificate is issued to the individual to produce in school who receive confirmation from the LA when issued.

Volunteers are able to access and attend any relevant in-house training sessions in their own time, by prior arrangement with the Headteacher or Deputy Head.

Complaints Procedure

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

The Headteacher reserves the right to take the following action:

To speak to the 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 is available from the school website or the school office.

Monitoring and review

This policy will be reviewed annually and updated in the light of new guidance from either the DfE or LA.



Volunteer Application Form

Please complete and return this Volunteer Application Form by email to brinsworth-whitehill.primary@rotherham.gov.uk or hand in to the school office.

The school is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and Volunteers to share this commitment. All personnel are required to complete a DBS disclosure prior to commencing voluntary work.

Personal Details

Date of Birth:

Name		Title	
Contact address		Email address	
Home Telephone Number		Mobile phone number	

Which school area are you interested in supporting (please tick as many as you like):

Foundation Stage	Key Stage One	Key Stage Two
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Availability:

Monday	Tuesday	Wednesday	Thursday	Friday
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Time: (between 9.00am and 3.00pm)

Please can we ask why you would like to take on voluntary work at our school (Max 200 words)

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Work/Voluntary Experience (Last 3 years)

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Health

Do you have any health problems or disability of which we should be aware?

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If Yes, please give details:

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References

Please supply the names and address of **two character referees**.

1	Name	Address, email and telephone number if possible please
2		

Personal Declaration:

I hereby apply to become a volunteer with Brinsworth Whitehill Primary School. I also agree to abide by all school policies together with guidelines and risk assessments and understanding that I have a responsibility for my own and others Health and Safety while volunteering with the school.

If accepted, I will abide by the principles of volunteering outlined at induction.

I agree that Brinsworth Whitehill Primary may hold and use my data on this form for the purposes of administering and supervising my work with the school and that such data may be available to those how reasonably need to know within the same Local Authority.

You MUST tick the box below:

I understand that I am not applying for a paid position (please tick)

Our Volunteer Policy can be reviewed at brinsworth-whitehill.primary@rotherham.gov.uk. For a hard copy, please contact the school on 01709 828242.

Signed:.....Date:.....



Brinsworth Whitehill Primary School

Volunteer Agreement

Thank you for offering your services as a Volunteer at Brinsworth Whitehill Primary School. Your offer of help is greatly appreciated and we hope that you will gain from and enjoy your experience here.

Please read and sign this volunteer agreement sheet and hand it to the school office. You will receive a copy for your records.

- I have read a copy of the school's Volunteer Policy
- I agree to support the school's Vision, Mission and Aims
- I agree to treat all information I learn from being a Volunteer in school as CONFIDENTIAL
- I agree to work only as directed by school staff
- I understand that I am required to undergo a Disclosure Barring Service check to advise the school as to my suitability as a Volunteer
- I have been given access to the volunteer induction pack, which includes copies of safeguarding policies.

Signed: _____

Print Name: _____

Date: _____

Signed: _____ (member of school staff)

Position: _____