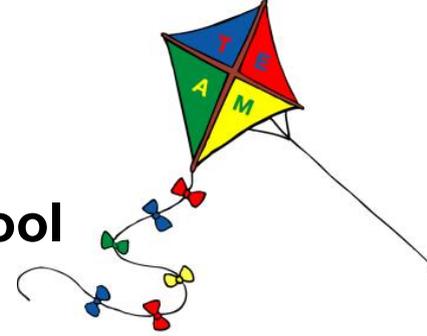


Twyford St Mary's Primary School



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
- Students on work experience
- Local residents / members of the Parish
- Friends of the school

The types of activities that Volunteers are engaged in include:

- Listening to pupils read
- Working with small groups of pupils
- Working alongside individual pupils
- Undertaking art & craft activities with children
- Extra Curricular Clubs e.g. Gardening
- Accompanying pupils on 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, e.g. listening to pupils read, should ideally approach the Headteacher or Deputy Headteacher directly. Before starting to help in school, volunteers should also read the Volunteer Guidelines which sets out the school's expectations.

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.

Our Vision:

Together Everyone Achieves More through courage, care, joy and respect.

We are a Church of England school deeply committed to our children, parents and the village community we serve. Our Christian values of courage, care, joy and respect contribute to the well-being and spiritual development of the school community. This is evident in all our relationships and work throughout the school where all are welcomed equally irrespective of their own personal beliefs.

We want children to discover learning, their passions and skills in an inclusive environment where everyone achieves the highest standards possible. Together our children learn to be good friends, resilient hard workers and confident individuals. We promote lively enquiring minds which enable our children to make positive and informed choices. Here every child has a chance to shine and make a positive contribution to school life and beyond.

If you visit Twyford St Mary's, you will find a warm and welcoming school full of children with a sense of pride who are happily engaged in well-planned purposeful activities.

We are the village school making a world of difference.

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 pupils' 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.

Photographs

Please don't take photographs while volunteering. Parents need to give permission for their child's photograph to be used or published, so the school needs to control photographs quite carefully. If volunteers have photos on their own cameras or phones, it becomes difficult to ensure that we comply with parental wishes.

Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for pupils at all times, including the pupils 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 pupils 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 pupils 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 pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures:

- All Volunteers are given a copy of the Volunteer Guidelines and asked to read it.
- To ensure the safety of our pupils at all times, all of our Volunteers must have a DBS issued by the school within the last 4 years.

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. The Headteacher reserves the right to take the following action:

- To speak with a Volunteer about a breach of the Volunteer Guidelines 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 Complaints Procedure is available from the School Office.

Governor Approved: Autumn 2018

Review: Autumn 2021

