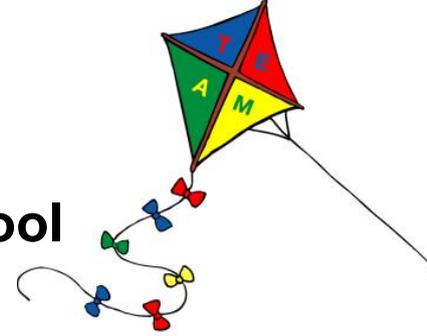


# Twyford St Mary's Primary School



## 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 and guardians of pupils
- Ex-pupils
- Professionals from link schools/businesses and the parish council
- 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/Debating
- 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 via the administration team. Before starting to help in school, volunteers should also attend a volunteer briefing session and read the Volunteer Support Guidelines which sets out the school's expectations (Appendix A).

### 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 briefing and copy of the Volunteer Support 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.

### 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.

### **Photographs and Videos**

No photographs or videos are to be taken while volunteering. Parents need to give permission for their child's photograph to be used or published, so the school needs to control photographs carefully. Volunteers should never have photos or videos of children on their own cameras or phones from their time as a volunteer.

### **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.

### **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 2021

Review: Autumn 2024

## **Appendix A Volunteer support Guidelines (as of October 2021)**

# **Volunteer Support Guidelines**

### **Signing in to site:**

- All visitors must sign into the office and wear a visitors badge at all times.
- If a child approaches you to ask who you are, show them your visitors badge and say: "I am a safe visitor".
- Please allow a member of the office team to escort you to your classroom or space.

### **Safeguarding support:**

- Safeguarding our pupils is the schools highest priority.
- If you have any concerns about the site being unsafe, please report it to Jane Quin as soon as possible.
- If a child speaks to you and discloses information that is of concern, please report it to Sophie Davies (DSL) or Tracey Aitken (in the absence of Sophie) as soon as possible.
- Please record this in writing as soon as you can. Use the child's words as accurately as you can.
- If a child asks you to keep it a secret, please say we cannot keep secrets.
- When speaking to the child use TED- 'Tell me, explain to me, describe to me' to avoid leading questions.

### **Fire and emergency procedures:**

- In the event of a fire, calmly exit the building via the nearest exit- the muster point is on the top playground.
- If you are working in an allotted space, please ask a member of staff, which is your quickest fire escape route and your alternative route.
- If you hear a pulsing alarm that goes on and off (at 2 second intervals), this is an emergency alarm, not a fire.
- Please bring the child you are working with straight to their classroom to be registered and remain in the room.
- If you have a group of children, come straight indoors to your nearest classroom or group room and remain there until leadership have confirmed all is ok.

### **First aid and medical support:**

- All LSA support staff are first aid trained as well as Rosanna Chadwick and Jane Quin in the office. Please seek out one of these members of staff to deliver medical support.
- Emergency medical equipment, such as inhalers and adrenaline injection pens are held in classrooms.
- We are a nut free school.

### **Photographs and Videos**

No photographs or videos are to be taken while volunteering. Parents need to give permission for their child's photograph to be used or published, so the school needs to control photographs carefully. Volunteers should never have photos or videos of children on their own cameras or phones from their time as a volunteer.

### **COVID19 regulations:**

- If you have any COVID19 symptoms, please do not come to school.
- If you begin to show symptoms within 48hrs of working in school, please book a PCR test and make us aware of the result as soon as possible.
- When running organised clubs/working with pupils please ensure 1m+ distancing to a child.
- Close contact is 15minutes in 1m+ proximity. Please ensure we are giving instructions/support at a distance and reading sessions are 10mins maximum.
- If a child in your group complains of illness, temperature, headaches, is coughing or loss of taste, please escort them to the office.
- If you wish to be provided with masks, visors or other PPE equipment, please speak to Jane Quin in the school office.

**Checked by Governors October 2021**