



'It's awesome at Ayresome'



AYRESOME PRIMARY SCHOOL

Volunteer Policy
2021

Approved by the IAB: July 2021
Updated: July 2021
Review date: July 2023

Introduction

Volunteers at Ayresome Primary School bring with them a range of skills and experience that enhance the learning opportunities of children at our school. We welcome and encourage volunteers from the local community.

Where volunteers are: sports coaches, students or trainee teachers, we will ensure the necessary checks have been carried out by the organisation from which they are provided. Proof of a current DBS check will need to be produced before these volunteers are permitted to work with our young people.

Our volunteers include:

Members of the IAB

Parents of pupils

Ex-pupils

Ex-members of staff

Local residents

Friends of the school

Friends and family of Employees of the school

The types of activities in which volunteers are engaged include:

Reading with children

Working with small groups of children

Working alongside individual children

Undertaking arts & crafts activities with children

Working with children on the computer

Accompanying school visits

Supervising outside during breaks

Helping to organise school fairs

Becoming a Volunteer: Safer Recruitment

Expression of Interest

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, should initially discuss this with a member of staff on an informal basis. A Volunteer Expression of Interest form (Appendix 1) should then be completed and returned to the School Volunteers Coordinator (SVC). The SVC will liaise with phase leaders to decide firstly if there is a need in school and on the best placement (i.e. class, age of pupils, days, times etc)

Before commencement

In light of the latest safeguarding recommendations, all school volunteers will be asked to complete:

- an application form, providing the names and contact details of two referees
- School Staff Disqualification Declaration
- Staff Data Verification Form, including next of kin details.

Along with the completed forms, volunteers will be asked to show 2 forms of identification which will be copied and retained in their school file. Each volunteer's details will be stored on the school's Single Central Record.

The following policies will be issued and must be read before work commences:

- Child Protection and Safeguarding
- Peer on Peer Abuse & Procedure Guidance
- School Behaviour Policy
- Online Safety

Once references have been obtained, volunteers will be asked to undergo a DBS (Disclosure and Barring Service) check before they are permitted to work with our pupils. The school will fund the cost of the DBS check.

Volunteers should also complete the Volunteer Declaration (Appendix 2), which asks all volunteers to confirm they have received a copy of the policies.

Health & Safety & Safeguarding Guidance

On their first day, volunteers will be shown how to sign in and out using the school's Inventory system by a member of the administrative team. Volunteers will be given an identification badge on a lanyard which they will be expected to wear at all times. They will be escorted to the designated teacher, who will share general classroom routines and timetables (including when and where to take breaks).

The class teacher will ensure the following safety information is shared at some point during the first day:

- Procedure for fire evacuation including nearest fire exits
- Where to store their valuables and how to keep them safe
- What to do in an emergency
- Who the Designated Safeguarding Lead (DSL) is
- Point out key members of staff who they may need to know
- Inform them about any safety aspects associated with a particular task (e.g. using DT equipment / accompanying children on visits)

Our School Ethos and Values

School Ethos

As a school, we pride ourselves on our inclusive ethos; underpinning our vision are our 6 core values of respect, trust, tolerance, ambition, determination and excellence.

All adults who work in our school, whether a paid member of staff or as a volunteer, are expected to work and behave in such a way as to actively promote our school ethos and values. This is to provide a high quality education where high expectations, inclusive approaches and excellent teaching and learning form the basis of all our work. Our children are encouraged to have a positive attitude to learning. We aspire to create a culture of achievement for all.

We are committed to providing stimulating learning activities that will ensure our children leave West View with the skills and knowledge that will prepare them for lifelong learning. We will do this by encouraging enthusiasm for learning, self-confidence and respect for others, while working in partnership with parents, and the local community.

This vision is underpinned by Ad Astra Multi Academy Trust values.

Values

Strive for excellence in all that we do;

- To continuously improve the pupil experience is at the heart of everything we do;
- Value everyone in the school, treating them with dignity and respect;
- Foster inclusivity by recognising individuals and removing barriers to success;
- Encourage co-operation to achieve our aims;
- Create a culture of lifelong learning for all;
- Act with moral purpose to make a difference for all.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children with whom they work or come into contact should be raised with the child's teacher in the first instance. The information will be passed to a designated safeguarding officer if this is warranted. Volunteers should not discuss issues directly with parents or anyone else outside of 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. West View School is committed to keeping children safe; volunteers who are concerned about anything a child or adult in the school does or says should raise the matter with the Designated Safeguarding Lead (DSL) immediately.

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 / 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 their behaviour.

Dress Code

In line with the Staff Behaviour Policy, we expect volunteers to dress appropriately to work with our children. They should consider the length of dresses and skirts, the transparency of the fabric and the neck line of tops to ensure all adults working with our young people are presented as a good role model to follow. Denim is not permitted.

Tattoos and body piercings should be covered as much as is physically possible.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher or Deputy Headteacher for investigation. Any complaints made by a volunteer will be referred to the Headteacher or Deputy Headteacher.

The Headteacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Policy 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 requires their services. The full Complaints Procedure is available on our website or upon request.

Monitoring and Review

This Policy has been approved by the Governing Body and will be reviewed annually and updated in the light of new guidance from either the DfE.

Reviewed and Approved:

Ayresome Primary School

Volunteer Policy

APPENDIX 1

VOLUNTEER EXPRESSION OF INTEREST

Name:

Date of Birth:

Other names known by (including maiden names):

Address:

Telephone number:

Email address:

Emergency contact name and number:

What skills / areas would you like to help with in school?

Are there any particular age groups / classes you would like to work with?

What days/times are you able to volunteer?

Do you have any disabilities / other medical needs we need to take into account when working as a volunteer in school? (please give details)

Please return this form to the school office.

Thank you for showing an interest in volunteering in our school.

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

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APPENDIX 2

DECLARATION

I confirm that I have read the following policies and agree to the obligations that this places on me as a volunteer:

- Child Protection and Safeguarding Policy - website
- Trust Staff Behaviour - hard copy available from school or via email
- Peer on Peer Abuse - website
- School Behaviour Policy - website
- Social Networking Policy - website
- Volunteer - website

Full Name:

Address:

Telephone Number:

Signed:

DBS Check (for school use only)

Date:

Number:

Checked by: