



## Volunteers in School Policy

Policy Control	
Responsible Person:	Marie Donoghue
Responsible Governor Team:	Teaching and Learning
Approved by Governors:	March 2017
Date due for review:	March 2020

**Our school policies are written with the objective of continuously improving the school in our aim of realising the school's vision:**

Goudhurst & Kilndown Church of England Primary School will provide a happy, caring and stimulating environment rooted in Christian values in which every child will flourish. We will realise the potential of every child and instil a lifelong love of learning. Our approach to teaching and learning will be inclusive, supportive and innovative and will embrace new education initiatives and leading technology. We will ensure that our children are aware of the world in which they live, understand the need to play an active role within the local and wider community and appreciate the importance of living a sustainable way of life. In partnership with parents and carers, we will help our children to build high self-esteem, independence and resilience and to develop the life skills they need for their future in an ever-changing world.

### Our School Values

Goudhurst and Kilndown Church of England Primary School values

**Community • Friendship • Joy • Love • Peace • Trust**

and all our stakeholders are encouraged to *reflect* upon their learning and their actions

The school's volunteer policy is part of the school's safeguarding systems

### ***Introduction***

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Board of Governors therefore, welcomes and encourages volunteers from the local community.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that volunteers engage in, on behalf of the school, include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits

### ***Safeguarding***

Kent County Council and this school are committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

### ***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 pupils read, usually approaches the Class Teacher, Headteacher, Senior member of Staff or Class Teacher directly.

Volunteers should complete the Volunteer Application Form (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help

### **Definition**

Activity which is described as 'frequent' or 'intensive' covers the meaning given in the Safeguarding Vulnerable Groups Act 2006. In this context they are defined as follows: -

- **Frequent** - once a week or more often on an ongoing basis.
- **Intensive** - three or more occasions in a 30 day period.

### **Process for Recruiting Volunteers**

Process for recruiting Volunteer who will be working frequently or intensively:

1. Identify the need and role.
2. Attract candidates by means of a local advert/school communications system.
3. The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role.
4. Enhanced DBS check undertaken.
5. The volunteer will be made aware of the role and responsibilities they will be undertaking.
6. If appropriate 2 references should be sought where the volunteer arrangement will continue on a regular basis.
7. Induction- school policies and documentation explained and issued. These to include Health and Safety, Behaviour Management Policies, Code of Conduct and Whistleblowing Policy.
8. Volunteer records to be kept in a central place within the school.

Before starting to help in a school, a volunteer should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of its volunteer and to confirm they have received a copy of this policy.

The school will seek DBS clearance for a volunteer before they come into school, to make an informed decision when accepting volunteers to work with children. This is not required where a volunteer is engaged in a 'one-off' activity (please refer to Child Protection, page 3)

All adults /young people 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. Beliefs, Objectives and Values.

### Our School - Vision

Our school motto is **Enjoy Achieve Together**. We think it encapsulates perfectly the aim of our school: to be a place where children are happy, where children achieve to their full potential and where children, parents and teachers engage with each other in partnership. We believe our school culture, “the feeling” in the school, is very special and we know it comes from strong values, a clear vision and good leadership.

### Our Vision

Goudhurst & Kilndown Church of England Primary School will provide a happy, caring and stimulating environment rooted in Christian values in which every child will flourish. We will realise the potential of every child and instil a lifelong love of learning. Our approach to teaching and learning will be inclusive, supportive and innovative and will embrace new education initiatives and leading technology. We will ensure that our children are aware of the world, in which they live, understand the need to play an active role within the local and wider community and appreciate the importance of living a sustainable way of life. In partnership with parents and carers, we will help our children to build high self-esteem, independence and resilience and to develop the life skills they need for their future in an ever-changing world.

### Our Beliefs

As a school we believe that:

- Children learn well and develop as individuals when they feel safe, secure and happy

- All children can succeed regardless of their starting point, individual educational needs or special needs
- High expectations from the school inspire high aspirations in the child
- A high quality approach to teaching and learning is a pre-requisite for children to succeed
- Recognising, rewarding and celebrating achievement is crucial to building good self-esteem
- Providing extended-curriculum opportunities helps to increase self-confidence
- Partnership with parents is vital to developing the child as an individual, raising attainment and improving children's "life chances"

### **Our Objectives**

To help us to realise our Vision we have strategic objectives in place that allow us to measure our progress and our impact. Our objectives, which are shared by Governors, Leadership and Staff, are to:

- manage a safe and inspiring learning environment both inside and outside
- promote a caring Christian ethos where every child feels he or she plays an important part
- identify and build on the strengths of each child and develop the child's competence and understanding in all areas of the National Curriculum and beyond
- collaborate to create a 'learning school' environment and foster a lifelong love of learning
- to research educational initiatives and the leading use of technology to support our teaching and learning
- expand each child's awareness of the world around them and help them to feel part of a community
- value parents and carers as educators of their children, engage them in partnership and treat them with respect
- provide a range of activities, motivations and reward and recognition schemes that develop personal attributes and skills for life in our children.

### **Our Value Set**

We hold a guiding set of values at our school that we hope will extend into our children's lives beyond their time at our school, becoming values for life. Our values are Love, Joy, Peace, Community, Friendship and Trust. Our value set comes from our Christian foundation and children are familiar with how each value links to the relevant Bible stories such as The Good Samaritan. Each term we explore a different value and its meaning and share this learning with our parents and community. We encourage respect and reflection as part of the ethos of our school and we work to promote children's self-esteem and their spiritual and emotional wellbeing. Our values are not simply a matter for RE lessons, but are the foundation for everything that we do together.

### ***Confidentiality***

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

## ***Supervision***

All volunteers work under the supervision of a teacher or full time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

## ***Health and Safety***

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Headteacher. Volunteers are covered by the schools indemnity and Public Liability Insurance.

## ***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 Policy and asked to sign a Volunteer Agreement (Appendix 2).
- All of our volunteers must have been cleared by the Disclosure and Barring Service (DBS). There may be a charge for this check.
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required.
- Any concerns a volunteer has, about child protection issues, should be referred to the designated supervisor or Headteacher.

## ***Complaints Procedure***

Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher or designated member of staff reserves the right to take the following action-

- To speak with a 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.
- Based upon the facts identified in the investigation it may be necessary for the School to inform the volunteer that the school no longer wishes to use them.
- Provide the volunteer with a copy of the school's full Complaints Procedure.

## APPENDIX 1 - Volunteer Application Form

### Applicant Details

First Name

Surname

Date of Birth

Address

### Contact Information

Home Tel. No.

Mobile Tel. No.

Email Address

### Reference Contact Information (Must be previous employer or someone with a recognised professional standing in the community)

Reference 1

Home Tel. No.

Mobile Tel. No.

Email Address

### Reference Contact Information

Reference 2

Home Tel. No.

Mobile Tel. No.

Email Address

## Other Information

What activities/ areas of the school's work would you like to help with?

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

Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School?  
(Please give details)

*Thank you for taking time to complete this Volunteer Application Form. Please hand it to the School Office, marked for the attention of the Headteacher. Your offer of help is greatly appreciated and we will be in touch as soon as possible.*

## APPENDIX 2 - Volunteer Agreement

Thank you for offering your services as a volunteer at school. Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at school.

You will receive a copy of it for your records.

I have received a copy of the School's Volunteer Policy YES/NO

I have received a copy of the School's confidentiality Policy YES/NO

I agree to support the School's Vision/Beliefs/Objectives/Values  
YES/NO

I agree to treat all information obtained from being a volunteer in School as **Strictly Confidential**

I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken and I may be required to pay for this.

If you already have a DBS Certificate, please hand it to the school, the number will be recorded and checks made with the issuing body. A new enhanced DBS check must be taken.

I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Teacher, Head of Department

Signed: .....

Name: .....

Date: .....