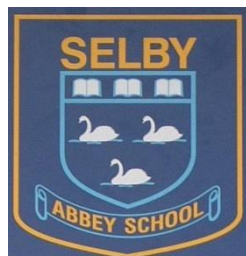


Selby Abbey CE Primary School

"I have come that they might have life, and have it to the full." John 10:10



Procedure for Volunteers working in School

Approved by:

John Weetman

Date: May 2025

Last reviewed on:

Next review due by:
May 2028

This policy is part of school's safeguarding systems.

Introduction

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

Our volunteers include:

- Members of the governing body
- Parents/carers of pupils
- Former pupils
- Students on work experience or teaching practice
- Former members of staff
- Local residents
- Friends of the school

The types of activities that volunteers are engaged in include:

- Hearing children read
- Helping with resources
- Leading or supporting workshops
- Working with individual children or small groups of children
- Accompanying on school visits
- Walking to and from local venues

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, usually approaches the class teacher, Pastoral Lead or Head teacher directly. Volunteers should complete the Volunteer Information Sheet (Appendix 1) with their contact details, type of activities they would like to help with and the times they are available to help.

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

The school will seek Disclosure and Barring Service (DBS) clearance for any volunteer before they come into school as part of its rigorous safeguarding arrangements.

Our School Vision and Aims

All adults who work in our school, whether as a paid member of staff or a volunteer, are expected to work and behave in a way which actively promotes our school vision and aims.

Our vision is to create a happy school family where all children and staff become the very best they can be within the context of Christian belief, practice and values. Children in our school will develop enquiring minds, respect for themselves, others and the environment, resilience and adaptability to flourish.

As a school family, we aim to:

- Create a warm, safe and inclusive environment in which all children feel valued and grow to fulfil their full potential
- Encourage the highest possible standards in all we do by supporting every child to be the very best they can be
- Provide a rich, broad and balanced curriculum to engage and excite the children
- Encourage children to reflect and realise their own personal strengths and to become curious, independent lifelong learners
- Develop the highest possible standards of teaching and learning by supporting staff and governors with excellent professional development and training opportunities
- Develop strong and effective partnerships between families, school and the community to help ensure we provide children with the best possible start in which to lead happy and rewarding lives
- Open a doorway to the world, helping our children to become compassionate, tolerant and respectful citizens, ready to make a difference and ready for the challenges of the 21st century

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with / or come into contact with should be voiced with the class teacher and NOT with the parents of the child / persons outside school. If it is a comment which a child has made which gives rise to concerns then the designated person Mrs Rachel Ray or deputy designated person Mrs Lisa Beaston should be informed immediately.

Comments regarding children's behaviour or learning can be highly sensitive and if taken out of context, can cause distress to the parent/carer(s) 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 Head teacher or Deputy headteacher.

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 behaviour.

Health and safety

School has a Health and safety policy which is made available on request to volunteers working in school. Class teachers ensure that volunteers are clear about emergency procedures (e.g. fire procedures, evacuation etc) and about any safety aspects associated with a particular task (e.g. using DT equipment / accompanying children on visits). Volunteers need to exercise due care and attention and report obvious hazards or concerns to the class teacher / head teacher. Volunteers must also follow our essential visitor protocol in relation to COVID-19 health and safety measures as necessary.

Child Protection

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

- All volunteers are given a copy of the volunteer policy and asked to sign a Volunteer Agreement (Appendix 2)
- To ensure the safety of our pupils at all times, all of our volunteers must have been cleared by the Disclosure and Barring Service. A certificate is issued to the individual to produce in school.
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out on these volunteers. These volunteers are under constant supervision of school staff and must read and sign our Off-site visit agreement (Appendix 3).

Complaints Procedure

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

The Head teacher 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
- Inform the volunteer that the school no longer wishes to use them

The full complaints procedure is available from the Head teacher.

Monitoring and Review

This policy will be reviewed in three years or sooner in the light of new guidance from either the Local Authority or DFE.

If you would like this information in another language or format such as Braille, large print or audio, please ask us

যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরমেটে চান, তাহলে দয়া করে আমাদেরকে বলুন।

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔

Aby otrzymać te informacje w innym języku lub formacie, np. w alfabecie brajla, w wersji dużym drukiem lub audio, prosimy się z nami skontaktować



Appendix 1

VOLUNTEER INFORMATION SHEET

Name of volunteer:

Date of birth:

Other names known by (including maiden names):

Address:

Phone:

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

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

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

Thank you for taking time to complete this Volunteer Information Sheet.

Please hand it to the Head teacher or Pastoral Lead. Your offer of help is appreciated and we will be in touch shortly.

Appendix 2

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Selby Abbey CE (VC) Primary School.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

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
- I agree to support the school's aims
- I agree to treat information I learn from being a volunteer in school as confidential and understand any breach would be looked into
- I understand that I am required to undergo a Disclosure and Barring Service (DBS) check to advise the school of my suitability as a volunteer
- 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.

Signed: _____

Name: _____

Date: _____

Appendix 3

OFF-SITE VISITS VOLUNTEER AGREEMENT

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this school trip.

Please read and return this appendix and sign and return the helper's slip.

This is part of our school's risk assessment planning and safeguarding arrangements.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all of the children in your group
- To stay with your allocated group of children, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- To contact your child's class teacher / member of staff if there are issues with first aid, safety and /or behaviour

Working alongside school staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst under the direct line management of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read sings/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest ☐ Follow guidance from the school staff

What is not permitted

- Only volunteers with enhanced DBS clearance issued by school will accompany any children to the toilet
- Volunteer helpers are not allowed to bring additional siblings on the school trip
- Volunteer helpers are not allowed to re-organise school visit groups
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices
- Volunteer helpers are not allowed to take photographs of children
- Volunteers are not allowed to administer first aid
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice-creams, biscuits, sweets before, during or after the school trip

