HAZELDENE SCHOOL

VOLUNTEERS AND STUDENTS IN SCHOOL POLICY
OCTOBER 2020

SIGNED …… DATE……..
HEADTEACHER

SIGNED …… DATE ……..
CHAIR OF GOVERNORS

TO BE REVIEWED JANAURY 2023

Hazeldene School

Volunteer and Students Policy

Introduction

Volunteers at our school 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 of pupils
- Ex-pupils
- Students on work experience
- University students
- Local residents
- Friends of the school

The types of activities that Volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- Running after-school clubs e.g. multi skills
- Working with children on the computers
- Accompanying school visits
- Addressing areas of development highlighted in the School Development Plan,

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 children read, usually approaches the Headteacher or our assistant heads 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 this policy.

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 as way as to actively promote our school vision.

Hazeldene School is a special place full of learning, laughter and friendship and where all children are happy, feel safe and are valued.

At Hazeldene School, we provide the best possible education in a stimulating and creative environment. The school develops a love of learning inspired by high quality teaching, developing and building upon individual strengths and talents. We expect all children in our school to reach age related levels, in line with national expectations, as a minimum and ensure that the barriers to learning are removed so that every pupil reaches their full potential.

Children educated at Hazeldene are open minded, committed and confident. We encourage a positive partnership between pupils, home, school and the wider community. The school values and has a strong relationship with its community, which develops individuals who will lead happy and rewarding lives.

Our Mission statement is:

Enjoying Learning and Achieving Together

Aims

Enjoy learning

Praise and encourage

Value individuals and celebrate difference

Provide a safe, caring, and welcoming environment that we can all be proud of

Encourage confidence and independence

Promote and welcome involvement from the wider community

Nurture the confidence to embrace new challenges

Provide an exciting and stimulating curriculum

Aspire to be happy and healthy

Values

- We will respect our children's individuality, encourage creativity, and assist them to make the most of their abilities.
- We want our pupils to leave us well educated, self-confident, and caring members of society.
- We will endeavour to promote equality of opportunity for all of our children irrespective of gender, race, creed, ability, or disability.

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 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. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher or Assistant 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 & Safety

The school has a Health & Safety Policy and a paper copy is given to all volunteers/students 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 children 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 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 Baring Service (DBS). A certificate is issued to the individual to produce in school.

Complaints Procedure

Any complaints made about a Volunteer will be referred to the Headteacher / Assistant Headteacher for investigation. Any complaints made by a Volunteer will be referred to the Headteacher / Assistant Headteacher.

The Headteacher 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 set out in the School Handbook (available from the School Office).

Monitoring and Review

This Policy will be reviewed bi annually

APPENDIX 1

VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS

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 any 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 Headteacher

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 Hazeldene 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 and Core Values
- I agree to treat information I learn from being a Volunteer in School as confidential
- I understand that I am required to undergo a Disclosure and Baring Service check to advise the school of my suitability as a volunteer.

If you already have a DBS Certificate, please hand it to the school and a copy will be made for the school records.

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.

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 well being 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 expects volunteer helpers to:

- comply with all of the above whilst being 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 signs/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?

- 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 permitted to take photographs of children OR USE THEIR MOBILE PHONE.
- Volunteer helpers must not refer to school events on social networking sites, such as Facebook or Twitter.
- Volunteers should not 'check in' on school events on social networking sites.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's attention we always use their name and under no circumstances are we to come into physical contact with a child.

First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

I have read the Volunteer Policy

I agree to the terms and conditions as stated in the policy

I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

Signed : _____ Date : _____

Helen Ward
October 2020