



Volunteer and Students Policy

Approved at Full Governing Body Meeting:

Review due:



Volunteer and Students Policy

Introduction

Volunteers at Bidston Village CE Primary 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 referred to us by Chester University
- 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. dancing
- Accompanying school visits
- Addressing areas of development highlighted in the School Improvement Plan,
- Supporting pupils who need have been identified by the Inclusion Team as needing additional support
- Providing positive role models and one to one support

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 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 a way as to actively promote our school vision.

Our vision at Bidston Village is to develop an inclusive, healthy, safe learning community in which children's natural enthusiasm to learn is fostered and where the unique contributions of each member of the community are valued.

Children are encouraged to become independent learners who think creatively and reflectively. Thoughtfully planned teaching and learning opportunities, which are embedded in our shared core values, aim to lead the children towards self-motivation and challenge, encouraging self-discipline, perseverance and commitment. The school provides for the individual needs of all children and celebrates their achievements.

Working in partnership with home, we encourage the children to be supportive and tolerant individuals, able to work both collaboratively and individually. By encouraging honesty, tolerance and respect for others and ourselves, we aim to help the children to develop self-esteem and a caring attitude that will help them to be successful into adulthood.

The Core Values of the school are the characteristics that we believe are essential for life long learning and equip children in our school for a reasoned set of attitudes as they grow towards adulthood.

This vision is underpinned by the following aims and values.

Aims

- providing a welcoming, caring, supportive and safe environment where each child is valued as an individual and where Christian values are central to the ethos of the school and its community.
- encouraging all pupils to show thoughtfulness and develop respect for themselves and for those in the school community and beyond.
- developing a learning climate in which the contributions of all members of the school's community are valued, achievements celebrated and diversity accepted
- providing every child with a carefully planned and assessed learning curriculum containing enjoyable, challenging learning opportunities which help to meet their individual needs
- striving to continue to raise standards through high expectations embedded in the curriculum and in the learning and teaching
- encouraging children to develop lively and inquiring minds, to question and argue rationally and to apply their knowledge to new situations.
- encouraging children to develop confidence in their own abilities and have a motivated approach towards their learning.
- involving the children in the evaluation of their learning and the planning of their next stage of learning
- creating and maintaining effective partnerships with parents, the church, the parish and the wider community.
- establishing a secure, safe, attractive and interactive learning environment
- involving the children in the evaluation of their learning and the planning of their next stage of learning.
- making the best use of our environment (both local and extended) and our cultural heritage, to enhance the curriculum by enabling children to benefit from visits in the locality and further a field.

Values

- Kindness
- Trust
- Honesty
- Respect
- Thankfulness
- Forgiveness
- Friendship

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 Deputy Headteacher.

Code of Conduct

At Bidston Village we expect staff and volunteers to behave in a respectable way, modeling behavior to children in a calm manner. No abusive or foul language will be tolerated. Staff and volunteers are expected to dress appropriately, and avoid revealing clothes. The use of mobile phones for any reason is prohibited in school, except in the staff room or office.

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 / Fire Evacuation

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 children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Headteacher.

Safeguarding & Security

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

- To ensure the safety of our pupils and staff at all times, all of our Volunteers working lone with children must have been cleared by the Disclosure & Barring Service (DBS *formerly CRB*). A certificate is issued to the individual to produce in school.
- We operate a secure door system where external doors may only be released with a security fob. All staff are issued with a security fob to enter/exit various parts of the school building. Please always ensure that doors are firmly shut behind you and children are not allowed to exit unattended.
- In the foundation unit there is a 'password' facility in practice. Any individuals collecting a child must give the 'password' before a child may be released into their care.
- Volunteers are given a copy of the Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2)

First Aid

Under no circumstances will a volunteer be asked to administer medication of any kind. All medicines and first aid will be carried by staff. In the event of an individual requiring first aid, please advise a member of staff as soon as possible.

Complaints Procedure

Any complaints made about a Volunteer will be referred to the Headteacher / Deputy Headteacher for investigation. Any complaints made by a Volunteer will be referred to the Headteacher / 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 set out in the School Handbook (available from the School Office).

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 DCSF or LEA.

Signed:

Dated:

This part should be completed and returned to school

APPENDIX 1

VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS

Name of Volunteer:

Date of Birth:

Other names known by (including maiden names):

Address:

Phone:

email address:

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 / Deputy Headteacher.

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

This part should be signed returned to school and filed with trip risk assessments

APPENDIX 2

VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at Bidston Village CE 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 and 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 & Barring Service (formerly CRB) check to advise the school of my suitability as a volunteer.

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

Signed: _____

Name: _____

Date: _____

This part should be signed returned to school and filed with trip risk assessments

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 expect 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
- During a trip visits to an on-site shop are not always permitted, please check with the teacher in charge.

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.
- 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 on 0151 652 0673.

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:** _____

This part should be completed by school and filed with risk assessments

APPENDIX 4

YOUNG PERSONS RISK ASSESSMENT FOR A WORK EXPERIENCE PLACEMENT

The purpose of the Young Persons Risk Assessment is to make sure the health, safety and welfare of the student has been considered with respect to their age, experience, maturity and any factors mentioned in the Information about the student on their Approval and Consent Form which you will have received. This will also make sure you have complied with Regulation 19 of the Management of Health & Safety at Work Regulations 1999.

This "sample" Young Persons Risk Assessment is designed for you to use *as a* starting point for the "risk assessment" you will need to complete for the student you are taking on Work Experience.

1. Tick the box of the "control measure" which are applicable to the job you are offering and
2. Add any further control measures that are not shown which apply to the job as this may NOT be a complete list of the significant risks and their control measures for your situation.

Occupational Sector Education and Training

Job Title Teaching Assistant/Learning Support Assistant

Main Tasks and duties Learning support/teaching assistants support teachers in schools. They help the teacher by:

- getting things ready for lessons
- helping children complete their work
- displaying art and craft work
- organising and playing games with younger children.

Teaching assistants are employed to work school hours, term-time only, although they may sometimes have to attend at other times for training. Many work part time. They work on the school premises, in classrooms, dining areas and playgrounds. They sometimes accompany children on school trips.

Teaching assistants should:

- enjoy working with children
- be interested in their development and learning
- be able to build good relationships with children, their parents and carers, with teachers and other professionals.

Specific Hazard Identified	Current Control Measures	Additional controls for the young person to make sure the risk is adequately controlled	The following control measures will apply to this job (please tick)
Lone working with children	CRB checks on all employees and volunteers Accommodation suited to secure working environment Staff qualified as competent to work with children and young people	Under no circumstances should a young person on work experience be left alone with children.	
Manual handling	Appropriate lifting and handling training. Personal Protective Equipment	Young person to lift only objects that are within their acceptable capabilities. Instruction on correct lifting techniques to be provided. Under no circumstances should a young person on work experience lift a child during teacher support work.	

Biological	Good occupational hygiene procedures are followed. Personal Protective Equipment	Young person must be reminded of the importance of using gloves and hand washing when working with waste, soiled clothing or minor injuries. Young people on work experience would not be expected to carry out this work	
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teaching assistant-learning support assistant

Hazardous substances and chemicals	Substances to be suitably stored and used under controlled conditions, restricted access, and personal protective equipment.	Young persons should not use these materials but when observing their use e.g. cleaning and sterilising fluids etc. personal protective equipment must be worn.	
Exposure to the sun	Wear as much body cover as possible use sun block cream; avoid dehydration, personal protective equipment.	Young person to be reminded of dangers of exposure to sun. Wear as much body cover as possible. Use sun block cream and avoid dehydration. Personal protective equipment.	
Dealing with aggressive/unhappy young people or parents	Ensure staff competent to deal with aggression, conflict and abuse. Have clear and communicated policies on aggression, conflict and abuse.	Young person will not be left alone with aggressive/unhappy young people or parents. Young person removed from scene	
Use of General Office/ IT equipment	Regular Inspection. Portable appliances examined and tested. Regular breaks. Employer to maintain a clear and tidy workplace.	Young person to be given instruction and explanation of equipment to be used. Employer to assess competence of young person to carry out tasks	
Psychological Capacity	Staff trained and competent at this type of work	Young person should be given forewarning that situations might arise that are stressful and or disturbing. Young person to be continually monitored and mentored appropriately.	
Animals	Good occupational hygiene procedures are followed on visits to animal establishments e.g. school trips Personal Protective Equipment	Ensure young person is made aware of the dangers of each animal to themselves and the children in the group. Prevent access to potentially aggressive animals. Emphasise the dangers of animal contact such as zoo noses and the importance of hygiene procedures for themselves and the children in the group	
Please add any hazards & controls not listed above.			

Young persons risk assessment completed by:-

Date:-

INDUCTION FORM

Visitor/Volunteer/Student (delete as necessary).

Name.....

Date of placement/visit.....

Medical details (only if these may affect health and/or safety whilst in setting e.g.: Anaphylaxis and carries Epic Pen).....

Emergency contact number: (if deemed necessary).....

Check-list for policies and procedures :(Tick and initial to show these have been discussed)

Confidentiality:

Code of conduct:

Mobile Phones:

Safeguarding (for adult and child protection)There is a dvd available for training:

Fire Safety and Evacuation:

First Aid:

Risk Assessments: See *Appendix 4*

Security:

All of the above are covered earlier in this document.

Tours of the school to include Staffroom and Toilets:

Introductions to team:

I.....have been inducted into the setting and I understand the procedures to follow.

Signed:

Date:

Induction completed by.....Date.....