

Mundella Primary School



Volunteer Policy

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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
- Ex-members of staff
- 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
- Working with children on the computers
- Accompanying school visits
- Undertaking Food Technology activities with small groups of children
- Administration tasks in the School office
- Library tasks

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 a member of the Senior Leadership Team or the class teacher.

Volunteers for one off school visits and events should complete a reply slip on the relevant letter or form sent out by class teachers or the office.

Volunteers who would like to help more regularly should complete the *Volunteer Application Form* (Appendix 1) with their contact details and type of activities they would like to help with. Before starting to help in school, all volunteers should complete and return the *Code of Conduct for Adults*, which sets out the school's expectations of volunteers and asks volunteers to confirm that they agree to abide by these expectations and that they have received the 'Information for Volunteers'. They should also receive *Information for Volunteers* (Appendix 2). An information pack including information about safeguarding and emergency procedures will be given and the information will be highlighted to the volunteer.

STUDENTS

Teaching students and work experience students have a placement arranged as part of their course. Safeguarding checks are carried out by their course provider. Students are given a 'Welcome Pack for Students' prior to or on their first day in school. This includes a copy of Code of Conduct for Adults and information about emergency procedures and safeguarding.

Appendix 1

VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEERS

CONFIDENTIAL

Please return this form to Birju Kotak, Business Manager at Mundella Primary School

VOLUNTEER WORK	MUNDELLA PRIMARY SCHOOL
Key Stage you would like to volunteer in: FS/KS1/KS2	Days/times you would like to volunteer:

Full name:	Address:
Daytime Telephone:	
Home Telephone:	
E-mail Address:	Post Code:

SUITABILITY FOR VOLUNTEER WORK

Please tell us about yourself including what skills you can bring to the school.

To be a volunteer at Mundella School you will be subject to a Disclosure and Barring Criminal Records Bureau check. This will be an **Enhanced** disclosure.

You must, therefore, disclose any convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations.

Any information given will be completely confidential and will be considered only in relation to an application for volunteer work at Mundella School

I have read the above statement, and

I have no convictions to declare

I have convictions to declare

DECLARATION

The information on this form is true and correct.

Signature:

Date:

Appendix 2

INFORMATION FOR VOLUNTEERS

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:

Mundella School - A school which promotes healthy living and respect for others and where everyone feels valued and able to reach their full potential

CONFIDENTIALITY

Volunteers in school are bound by a code of confidentiality as they may be party to privileged or potentially sensitive information. 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.

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, this is available on request to volunteers working in the school (please ask at the office). 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

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 this information sheet and asked to sign a '*Code of Conduct for Adults*'
- To ensure the safety of our pupils at all times, all our regular volunteers must have been cleared by the Disclosure and Barring Service (DBS) through Sheffield City Council. Please note that a 3 month or more break in volunteering will necessitate a new DBS check.
- Where a Volunteer is engaged in a 'one-off' activity where children will not be left unsupervised with the volunteer e.g. helping supervise a group of children as part of a class visit,

OFF-SITE VISITS

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences.

ROLE OF A 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

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 personal photographs of children. They are permitted only to use a school camera and must not use their personal mobile phone at any time when children are present.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice creams, biscuits, sweets – before, during or after the school trip.

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 unless it is your child who requires medicine in which case you will be asked to administer this and be responsible for carrying the medicine. 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. Please follow the instructions on the red emergency card that you will be given.

COMPLAINTS PROCEDURE

Any complaints made about a Volunteer will be referred to the Headteacher or other member of the Senior Leadership Team (Headteacher, Assistant Headteachers or Business Manager) for investigation. Any complaints made by a Volunteer will be referred to the Headteacher / or other member of the Senior Leadership Team.

The Headteacher reserves the right to take the following action:

- To speak with a Volunteer about a breach of the Code of Conduct 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 on the school website (www.mundella.sheffield.sch.uk)

Code of Conduct for Adults at Mundella Primary School

As an adult in the school, you are expected to act as a role model to the children who attend the school. The standards are laid out clearly in the Local Authorities guidance which is available in the Policy file in the Head's office.

However, the following is a summary.

- Pupils, colleagues, parents/carers and Governors expect the highest standards of behaviour from all adults. Adults should not put themselves in a position where their honesty or integrity could be called into question.
- Adults must not behave in a way that could place their pupils, their colleagues or themselves at risk. Adults are required at all times to observe and work to LA and school Health and Safety policies (a copy of the school policy is on the wall in the staff room).
- Defrauding and stealing from the school will not be tolerated.
- Adults are required to report genuine concerns re potential fraud, theft or unethical behaviour to the Headteacher or one of the Governors.
- Adults should be fair and honest when dealing with others.
- Confidential, personal or financial information about any employee, pupil, parent/carer, must not be disclosed to any unauthorised person without the express approval of the person concerned.
- All media liaison is handled by the LA Communications Service.
- Adults must not allow their personal or political opinions to interfere with their work.
- Adults must always remember their responsibilities to the users of the school and ensure courteous, efficient and impartial service delivery to all within the community.
- The Governors will not tolerate an adult's physical or emotional abuse, harassment, discrimination, victimisation or bullying of employees, pupils, governors, parents/carers, contractors or other members of the public.
- Adults working with children are in a particular position of great trust. Any breach of that trust, assault or sexual misconduct or breach of policies and procedures meant to safeguard pupils will be regarded as potential gross misconduct.
- Adults must ensure they adhere to LA and school's equalities policies and to all related legal requirements; treating all in a way which creates mutual respect. They must not discriminate on grounds of race, gender, disability, age, religion or sexual orientation.
- Adults act as ambassadors for the school and must maintain a standard of dress and appearance that is appropriate to the works being undertaken. Adults must be clean and tidy and ensure good personal hygiene.
- Adults who work with children are absolutely required to report any convictions whatsoever to their Head/Chair of Governors.
- The consumption of alcohol or illegal drugs impairs performance and may constitute a health and safety risk and interfere with that person's health or work performance. Where it is evident on school premises that a person is under the influence or has detectably taken alcohol or drugs this will be regarded as potential gross misconduct.
- Mundella has a no smoking policy. Smoking anywhere on the premises is not allowed.
- Whilst working as a volunteer or student within school, especially on a regular basis, certain information may be discussed in your presence and sometimes directly with you in order for you to fulfil your role. This information should remain confidential and never be disclosed to anyone outside of the classroom in which you are based. The children's learning that you witness should also not be discussed outside of school, even if it is good.
- Mobile phones should not be used when children are present, if you need to make a telephone call please do this in a staff room. Do not photograph children in school and do not post anything relating to your experiences in school on any social media site

If there are concerns or statements that are not fully understood employees must seek clarification from the Head.

I have read the above summary of the code of conduct and the Information for Volunteers and agree to abide by the requirements stated.

Signed Name

Date