

Bridgemere CE Primary School

Volunteers in School Policy



Confirmation that the Volunteers in School Policy at Bridgemere CE Primary has been discussed and approved by the Staff and Governing Body.

To be reviewed **April 2020**

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Introduction

We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security.

Our schools have a variety of adults working on the premises at any one time. They can be categorised as follows:

Paid full or part-time staff employed by the school:

- Teachers;
- Teaching assistants;
- SEN assistants;
- Caretaker;
- Dinner supervisors;
- School secretaries;

Adult workers employed by another organisation:

- Peripatetic music teachers;
- Trainee teachers;
- LEA advisers and inspectors;
- Health visitors;
- Grounds maintenance staff;
- Contract workers (for example an electrician or heating engineer).

Volunteer helpers:

- Parents or other adult helpers working alongside teachers;
- Students on work experience.

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This policy sets out the arrangements for volunteer helpers only.

Volunteer helpers

Volunteer helpers support the school in a number of ways, including:

- Supporting individual pupils;
- Hearing pupils read;
- Helping with classroom organisation;
- Helping with the supervision of children on school trips;
- Helping with group work;
- Helping with art or subjects involving other practical activities.

Volunteer helpers are **not** allowed to do the following activities:

- Take responsibility for all or some of the whole class;
- Supervise children engaged in PE or other specialist activities;
- Take children off the school site without a teacher in charge.

The responsibility for the health and welfare of the child remains with the class teacher at all times.

To ensure that volunteers are clear of the procedures in our school, a volunteers booklet has been produced and given to everyone who comes into our schools. The following sections are from the booklet and begins with setting out our values.

We aim

- To provide an environment where each child feels happy, safe and valued as an individual with unique skills and talents, and who experiences success.
- To provide an education which develops the child intellectually, academically, physically, socially, emotionally, culturally and morally.
- To provide a rich, stimulating curriculum that promotes high expectations and secures high standards through engaging, interactive, and stimulating programmes of study.

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- To encourage children to take responsibility for their own learning and be encouraged to achieve their potential.
- To offer a local/global curriculum where children are encouraged to take care of and appreciate the world and the people around them.
- To build a strong sense of a learning community based on positive communication and effective partnerships between home and school.
- To encourage and expect parents to take an active role in their child's learning in school and support their child's learning at home.
- To celebrate the diversity of our society, to be inclusive, and to promote community cohesions and respect of all religions, cultures and backgrounds.



Safeguarding

At Bridgemere CE Primary we are committed to safeguarding and promoting the welfare of pupils in our care and we expect all staff and volunteers to share this firm commitment.

Our school operates a stringent Child Protection Policy, in line with Cheshire East Child Protection guidelines. On application to be a volunteer helper all volunteers will be asked to complete a DBS (Disclosure and Barring Service) check.

Any welfare issues must be referred to a member of staff immediately. They will advise whether this needs to be referred to the Designated Persons, namely Beverley Dolman, the Executive Headteacher or Kate Appleby, the Head of School.

Safeguarding training will be available and Child Protection, Safeguarding and Whistleblowing policies are on the school website.

Signing in

All volunteers are to sign in at the office each time they come in school and wear their visitor badge. This ensures that everyone knows they are a visitor or volunteer. They are to sign out again before leaving the premises.

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Deployment:

Volunteers will usually work in a specific class or with certain children and as far as possible we try to keep this the same if they are coming into school on a regular basis. This will not normally be in their child's class. This allows you to build up a relationship with the class teacher and the children. Volunteers often utilise their skills and help in a curriculum area such as Art or ICT but lots of volunteers help with reading. We encourage volunteers to let us know if you have an interest or skill in a certain area that they would be willing to share with us.

If volunteers are reading with children they are encouraged to allow the child to hold their own book, however young they are. We also encourage them to turn the pages and attempt unknown words. This enables children to become independent readers.

When volunteers are working in school, they are always under the supervision of a staff member and should, for their own protection, be in sight or earshot of them. They are not take a child or group into a room on your own, unless this has been specifically requested.



Positive Behaviour Management

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We expect excellent, polite and respectful behaviour from all of our children, but if a child working with a volunteer displays any unacceptable behaviour, please we encourage them to tell one of our staff immediately who will deal with the child appropriately.

First Aid

Volunteers are made aware of First Aid equipment that is available in the school office and in each classroom. There is a list of qualified First Aiders in the office and in the staffroom. If a child is hurt, they are encouraged to notify a member of staff immediately.

Emergencies - fire

For their own safety all volunteers are to ascertain where the nearest fire exit is. They are made clear in the case of fire, the fire bell will ring and pupils need to evacuate the school immediately. Everyone assembles on the playground in class lines in silence and a register is taken by the classteacher.

Refreshments

All volunteers are welcome to join the staff as a volunteer in the staffroom at break times and make themselves a cup of tea or coffee.



Confidentiality

All information regarding pupils and staff must remain confidential. We expect our volunteers to abide by the same code of confidentiality as teachers. Anything they hear or see in school is confidential and should not be discussed outside of school. Indeed they may be working with children who have specific difficulties and these will be explained to them but again this information is confidential.

We have well defined procedures for informing parents of what has happened whilst the children are at school. We encourage any volunteer not to be tempted to relay anything they have seen or heard in the classroom

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to other parents. If they are asked by another parent about their child, they must refer them to the class teacher.

Dress Code/Mobile Phones/Facebook

Our school has a dress code for all staff that is smart and respectful i.e. no low tops and modest length dresses/skirts. Mobile phones are to be switched off or to silent when in school and only used during lunchtimes or breaktimes. They are not to be used for taking photos of children. Social media must NOT be used to refer to any activities within the school.

All volunteers must sign a Code of Conduct relating to their time in school. (See Appendix I).

The Executive Headteacher has the authority not to accept the help of volunteers if she believes it will not be in the interests of the children.

Monitoring and review

The day-to-day monitoring of this policy is the responsibility of the headteacher.

This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

Signed :

Date :

Appendix I

CODE OF CONDUCT FOR ALL STAFF/STUDENTS/VOLUNTEERS WORKING IN BRIDGEMER CE PRIMARY

We request that you read, sign and return a copy of this code of conduct to the Head of School as an indication that you agree to the principles it contains and in order for the school to function successfully.

- Treat all children equally and with respect. Respect gains respect. It is a two way process.
- Inform another member of staff if you experience behaviour difficulties that you feel unable to deal with so that the child can be dealt with appropriately.
- Conversations that you hear, or are part of, that relate to children or staff must remain confidential.
- The progress/difficulties of individual children must not be discussed with others outside the school.
- For your own protection please make sure that you are never alone with one child. Sadly we are working in times when you can't afford to take any chances. Please avoid all physical contact with the children.

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- Unless you are employed to work with the children you must not discipline them under any circumstances. Report any issues to a member of the teaching staff to be dealt with appropriately.
- You may witness behaviours that we are already working closely with the child, parents and outside agencies to support and improve. You may not always be aware of this as such information is highly confidential. It is easy to make judgements without being fully aware of the facts contributing to the child's difficulties. If you have concerns please speak to the Head of School

I have read the Code of Conduct and agree to abide by the principles it contains.

Signed :

Date :