

Stock C of E Primary School



Adult Volunteers Policy

Date agreed by the Governing Body: 30th September 2021

Date of Next Review: July 2024

Lead professional: Alina Clay

1 Introduction

1.1 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.

1.2 The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

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

- teachers;
- teaching assistants;
- dinner supervisors;
- administrative staff;

1.2.2 Adult workers employed by another organisation:

1.2.3 Volunteer helpers:

- parents or other adult helpers working alongside teachers;
- students on work experience.
- governors

This policy sets out the arrangements for volunteer helpers only.

2 Volunteer helpers

2.1 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.

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

- take responsibility for all or some of the whole class;
- change very young children, or supervise them changing;
- 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. Volunteers will also be reminded of confidentiality expectations, when working in school.

3 Signing in

- 3.1 All new visitors/helpers will receive a short induction outlining the school's safeguarding practices and code of conduct. They will also be given a copy of Safeguarding: Guidance for adults visiting or working on a school site.
- 3.2 When helpers arrive in the school, they must sign in at the reception desk. They will be given a visitor's badge, which they should wear at all times. The signing-in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving, and return their badge before they leave.

4 Police checks

- 4.1 For the children's safety, all regular volunteer helpers, are required to complete a DBS (Disclosure and Barring Service) check and Staff Disqualification Declaration.
- 4.2 The head teacher has the authority not to accept the help of volunteers if he or she believes it will not be in the best interests of the children.

5 Data Protection.

All information acquired whilst being engaged by the school, no matter how it is received, should be regarded as sensitive and confidential. It is important to be aware of how information can be gleaned by others through casual conversation. In the event of a data breach the headteacher must be notified and the steps followed as detailed in the Data Breach Policy.

6 Internet use and social networking

Volunteers are expected to behave in an ethical and lawful manner with regard to the use of the internet and emails. Care and attention should be taken while using social networking sites.

Social networking applications include but are not limited to:

- blogs i.e. blogger,
- Online discussion forums, for example Facebook, Instagram and Snapchat,
- Media sharing services for example YouTube;
- Professional networking sites, for example Linked In
- 'Micro-blogging' application for example Twitter.
- Whats App

Use of these sites should not involve communication regarding your employment at this school or any activities which may bring the school into disrepute and / or may cause us to question your suitability to work with children.

Information must not be shared or posted online through any means, including social media sites, which relates to any individual stakeholder or brings the school into disrepute nor must contributions be made to discussions or conversations on social networking sites regarding the school and anyone associated with it.

Volunteers must not attempt to contact pupils, past or present, via social media or email, or make arrangements to meet outside of school.

7. Mobile Phones

Volunteers are required to ensure mobile telephones are switched to silent during working hours. Volunteers are not permitted to use their mobile telephones whilst on school premises, and must ensure they are stored securely and are not accessible by pupils at any time.

Volunteers are not permitted to contact pupils by telephone, text message or by sending picture messages using their mobile telephone or divulge their telephone number to pupils under any circumstances.

6 Monitoring and review

- 6.1 The day-to-day monitoring of this policy is the responsibility of the head teacher, who will report to the governors annually, stating the number of adult volunteer helpers in the school, and summarising their value to the children.

Induction programme

- All new volunteers are invited to visit the school before they take up post.
- All new volunteers meet with the Headteacher or Deputy head teacher within their first week in post where they are given training in:
 - Safeguarding
 - GDPR
 - Health and Safety
 - Fire Evacuation
- All volunteers will discuss the Volunteers Policy and code of Conduct with the headteacher or Deputy head teacher and sign a copy of the Confidentiality Agreement and Policy.
- All volunteers are expected to contribute to the ethos of the school and uphold the School's aims and values.

Code of conduct for volunteers

Volunteers are expected to maintain high standards of behaviour and conduct while involved in activities at school. The following is a guide to appropriate conduct while working in or on behalf of a school (including school trips, residential visits and out of school activities).

You must agree to:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other volunteers, members of staff and pupils, and make them feel valued.
- Be approachable, pleasant and be a positive role model for pupils.
- Adhere to all school policies. For example: Child Protection, Health and Safety, Anti-Bullying, Behaviour Policy etc.
- Maintain confidentiality of personal information at all times, unless there is a need to report something.
- Treat all children and members of staff equally.
- Report any incident of bad behaviour to the class teacher immediately.
- Dress and behave in a manner which promotes healthy and safe working practices. Standards of dress and personal presentation are relevant to all employees and volunteers. In general, standards of dress should be smart, fit for purpose and portray a favourable impression of the school.
- Accept and follow directions from your supervising staff member and seek guidance through clarification where you may be uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report to the supervising staff member any potential hazard in the workplace.
- Conduct your work in a co-operative manner.
- Ensure you do not use your mobile phone while you are on school premises.

You should never

- Tell a child off. As a volunteer, you are not expected to discipline children. If there are any problems, tell the class teacher straight away and he or she will deal with the situation.
- Shout, hit, threaten or manhandle a child.
- Take photographs in school without the prior permission of the head teacher or class teacher.
- Develop 'personal' or sexual relationships with pupils.
- Work with children when you are not in the proper physical or emotional state to do so. For example: under medication which makes you drowsy, or under extreme stress which may

impair your judgment.

- Behave in an illegal, improper or unsafe manner. For example: smoking or drinking alcohol
- Share your personal contact details with pupils or make personal arrangements to meet Children outside of school. This includes all social media, eg Facebook, Instagram, Twitter.
- Discriminate favourably or unfavourably towards a child.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the school into disrepute when representing the school.

Confidentiality Agreement

For attention of all employees, Governors, volunteers, visitors and contractors

Introduction

All employees, volunteers, visitors and contractors should be aware that information relating to individual children or members of staff is confidential. This agreement is intended to help you understand how to protect children at all times. The agreement also aims to give employees, volunteers, visitors and contractors clear unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school.

Agreement

I understand my role and responsibility in maintaining the confidentiality of children and members of staff Stock C of E Primary School.

1. I recognise that I am in a position whereby, at certain times, I may have access to information concerning individual stakeholders. I am aware that members of staff and volunteers may well have connections (family or friends) within the school, and may overhear conversations of a sensitive nature.
2. I agree to only discuss information relating to insert Stock C of E Primary School and its stakeholders on a 'need to know' basis. I will keep confidential any information heard, read or shared between members of staff, outside agencies and parents / carers regarding a child or the child's family.
3. I agree not to post or share information online through any means, including social media sites (e.g. Facebook, Twitter), which relates to any individual stakeholder or brings the school into disrepute. I will not contribute to discussions or conversations on social networking sites regarding the school and anyone associated with it.
4. I agree to pass anything that I hear that raises questions about the professionalism of someone working at the school to the Headteacher.
5. I agree to report anything of concern regarding a child, or if a child reports anything of concern, to the designated person for child protection.
6. I agree to conduct conversations of a sensitive nature regarding children or adults in a private space.
7. I agree not to leave paperwork regarding children, parents or members of staff on display at any time. I also agree that paperwork that contains personal or sensitive information that is no longer required is shredded.
8. As a volunteer I understand that I am responsible to the teacher who I am placed with, and I should discuss with them any concerns or information that needs to be shared about stakeholders.
9. I agree to refer all requests for information by an outside agency or the media to the Headteacher I agree to uphold the good name of Stock C of E Primary School in discussions both inside and outside of school.



Adult Volunteers Policy

I have read Stock Church of England Primary Adult Volunteer Policy and agree to abide by the Policy and the code of conduct.

Signed.....

Print Name.....

Date.....



I have read the Stock Church of England Primary School Confidentiality Agreement. I understand my role and responsibilities.

Signature: _____ Date: _____

Print Name: _____

Role in School: _____

Signature of School Representative: _____ Date: _____