

# CAMROSE PRIMARY SCHOOL

## **Volunteers in School Policy**

Status	Recommended
Updated	Autumn 2022
Shared with staff	To be shared
UNCRC Articles	3.6.19,28,43
Date to be reviewed	Autumn 2025
To be read in conjunction with	Child Protection Policy Induction Policy Confidentiality Whistle Blowing Policy Complaints Policy/leaflet Acceptable use of ICT Policy

# Camrose Primary School

## Volunteers in School Education Policy

**To be read in conjunction with the attached Camrose Protection Leaflet**

### **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 from our partner Universities & Colleges of FE – Hertfordshire University, Institute of Education, Middlesex University, Stanmore College and Harrow College
- Ex-members of staff
- Local residents
- Friends of the school
- International Students from IES Abroad
- Transage Volunteers (Harrow)

The types of activities that Volunteers engage in 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
- Working with children on the computers
- Cataloguing new library books
- Accompanying school visits

### **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 school office in the first instance. The lead person for Volunteers in our School is Theresa Chapman, Deputy Headteacher.

Volunteers 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 and the Stag Lane Child Protection Leaflet for Volunteers in School.

## **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 is under pinned by the following school aims:-

- We are committed to developing a passion for learning in all who attend our school.
- We want every child to see themselves as learners and to become thinking, active and effective members of our global community.

## **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any academic/ behavioural 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.

## **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 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 / Headteachers.

## **Child Protection/Safeguarding**

The welfare of our children is paramount. At Camrose we are committed to Safeguarding and meeting the needs of all children. We hope you find it useful.

To ensure the safety of our children, we adopt the following procedures:

- All Volunteers are given a copy of the Volunteer Policy and a copy of Camrose Child Protection Leaflet for Volunteers and asked to sign a *Volunteer Agreement Form* stating that these have been understood and that the individual will adhere to them. This leaflet additionally, provides some useful advice and information when working with children in our school. (Appendix 2)
- To ensure the safety of our pupils, all of our Volunteers must be cleared by the DBS. It is the responsibility of the volunteer to provide DBS information. The school will not meet the cost of this.

**No volunteer or adult employee is to have unsupervised access to the children prior to a satisfactory DBS.**

- Where a Volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, a formal check may not be necessary, but staff will ensure they are always supervised. We hold a list of DBS checked volunteers who we can call upon in the first instance for such activities.

### **Use of the school ICT network**

During the course of a volunteer's duties, it may become necessary for them to gain access to the school's computer network. If this should happen, the volunteer should approach the the school business administrator who will arrange for them to gain limited access through a password. **Under no circumstances should a volunteer use the computer network under the passwords of a pupil or member of staff.** They will be in breach of the Acceptable use of ICT agreement if they divulge their password to anyone. (Please see Acceptable use of ICT policy.)

### **Complaints Procedure**

Any complaints made about a Volunteer will be referred to the Headteachers for investigation. Any complaints made by a Volunteer will be referred to the Headteachers. The Headteachers reserve 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 every three years and updated in the light of new guidance from either the Dfe or LA.

**VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS**

Name of Volunteer:	
Other names known by (including maiden names):	
Date of Birth:	Gender: M/ F
Address:	
Phone:	Mobile:
What skills / areas would you like to help with in school?	
Do you have any qualifications that are relevant to the type of voluntary work you are applying for?	
Are there any particular age groups you would like to work with?	
Are you currently studying? YES /NO If Yes please provide details of course:	
What days and times are you available?	
Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? <i>(please give details)</i>	

**Thank you for taking time to complete this Volunteer Information Sheet.  
Please hand it to Theresa Chapman - Deputy Headteacher  
Your offer of help is appreciated and we will be in touch shortly.**

**VOLUNTEER AGREEMENT**

- **I have received and read the following documents:**

**Volunteers in School policy**

**Camrose Child Protection Leaflet**

- **I agree to abide by the Policy and understand that if I breach the policy the Headteacher has the right to withdraw consent for me to continue any voluntary work in the school.**

**Signed: .....Volunteer**

**Date: .....**

**Please return to:-  
Mrs J Handley  
School Office  
[office@camrose.harrow.sch.uk](mailto:office@camrose.harrow.sch.uk)**