

VOLUNTEER POLICY

Headteacher: Mrs J Roome

Chair of Governors: Mrs D Morgan

INTRODUCTION

Volunteers at Troedyrhiw Community Primary School bring with them a range of skills and experiences that can enhance the learning opportunities of all the pupils. The school therefore welcomes and encourages volunteers and visitors from the local and wider community.

- Volunteers could include any of the following (this list is not exhaustive):
- Members of the Governing Body
- Parents, carers, guardians, elder siblings or Grandparents of Pupils
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Local residents
- Staff family members

Activities in which volunteers may be engaged in could include any of the following or similar activities:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks

BECOMING A VOLUNTEER

Anyone wishing to become a volunteer on a regular basis may either approach a teacher directly or send in a CV and covering letter explaining why they wish to volunteer in the school, what help they can offer and when they are available. If a suitable volunteering opportunity can be identified, then the following process will be carried out:

1. The person will be invited to attend the school for **an informal discussion** with an appropriate member of staff to ensure they are suitable for the role. The school reserves the right to refuse an approach at any time and not give a reason for this (Becki Evans – Volunteer Army).
2. If suitable the volunteer will be asked to complete undergo an initial induction to discuss and agree such issues as Child Protection, Health & Safety and Confidentiality.

3. **Two professional references or one character and one professional** will be sought from the referees (usually if outside agency / volunteers). **If the volunteer is a known parent / carer and there are no concerns, they are able to start volunteering (pending other checks and risk assessments).**

4. All volunteers must have a completed enhanced **DBS completed check** prior to starting.

5. The volunteer will be given appropriate school policies, procedures, health and safety information and safeguarding information to read.

6. The volunteer will be linked to a designated teacher, whose responsibility it is to make them aware of the role and responsibilities they will be undertaking. They will also ensure the volunteers CONDUCT themselves in an appropriate manner.

7. Volunteer records will be kept in the school office.

8. A specific member of staff will be allocated to oversee volunteer. This is Becki evans

9. Before starting to volunteer in a school, the above steps must be completed. No volunteer may start regular volunteering without the appropriate checks, unless with the written permission of the Head Teacher.

This is not required where a volunteer is engaged in a one-off activity, for example a parent helping on a school trip, or coming into class for a specific activity. However, these volunteers must be supervised at all times, and never left alone with a child.

SCHOOL AIMS AND OBJECTIVES

All volunteers are expected to observe the aims and objectives of Troedyrhiw Community Primary School.

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 parents/carers 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/carers 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 senior leaders in school (a whistleblowing policy is part of the induction pack).

SUPERVISION

All volunteers work under the supervision of a teacher or full-time member of staff. Teacher retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Teachers will be made aware of this policy and of their responsibilities within it.

HEALTH & SAFETY

The school has a Health & Safety Policy and this is made available to volunteers working in the school. The member of staff responsible for the volunteer will ensure that they are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated

CHILD PROTECTION

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

- All volunteers are given safeguarding information as part of their induction process
- Troedyrhiw Community Primary School Volunteer
- All of our volunteers must have been cleared by an Enhanced DBS check if appropriate to
- Role (see above)
- Where a volunteer is engaged in a one-off activity e.g. supervision of group as part of class
- visit, no formal checks are required. However, such volunteers will be under the constant
- supervision of school staff.
- Any concerns a volunteer has, about child safeguarding or protection issues, should be
- referred to the designated supervisor or one of the Safeguarding team.
- The school reserves the right to request a volunteer leaves the school site at any time.

COMPLAINTS PROCEDURE

Any complaints made about a volunteer will be referred to the Head Teacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Head Teacher or designated member of staff reserves the right to take the following action:

- To speak with a volunteer about a breach of this policy 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;
- Based upon the facts identified in the investigation it may be necessary for the School to inform the volunteer that the school no longer wishes to use them;
- Report the person to an appropriate authority e.g. police, social services etc.;
- Provide the volunteer with a copy of the school's full Complaints Procedure.