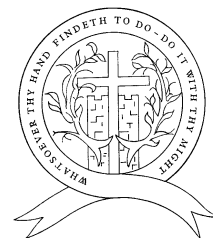


Volunteer Policy

Policy written by Darren Gates
Governor link: Chair of Governors

Policy approved in July 2022
Policy to be reviewed in Summer 2025



Whatever you do, do it with all your heart. Colossians 3:23

Our vision is to be a school where pupils have a positive approach to learning and where provision is consistently good or better. Our curriculum is relevant and creative and reflects our diversity. We aim for all pupils to leave St Matthew's well equipped for the future, demonstrating Christian values and showing self-confidence.

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.

Our volunteers include:

- Members of the Governing Body (separate arrangements apply)
- Parents of pupils
- Students on work experience
- Friends of the school

The types of activities that volunteers engage in include:

- Hearing children read
- Working with small groups of children
- Undertaking art and craft activities with children
- Running or assisting with a sporting activity

Becoming a Volunteer

Anyone wishing to become a volunteer, should contact the school office and they will put you in touch with the appropriate member of staff. All volunteers are required to complete a Volunteer Application Form (Appendix 1) and the Volunteer Agreement (Appendix 2).

School Safeguarding procedures are followed when engaging volunteers and a DBS Enhanced Disclosure is undertaken for regular volunteers. A record of volunteers is kept centrally in school. Separate recruitment procedures apply to the appointment of governors.

Upholding the School Ethos

All adults and young people who work within our school, whether as a paid member of staff or as a volunteer, are expected to work and behave in such a way as to promote our aims and Christian ethos.

- Your help will bring you into close contact with staff and pupils. Much of what you see in school is confidential, please do not talk about things outside of school. Volunteers in school are bound by this code of confidentiality.
- You are not expected to make judgments about pupils' abilities or behaviour. Any personal views you may have about a pupil's ability should not be disclosed to anybody except a member of the school's teaching staff.
- You should talk with the children about the educational activity you are engaged with. If however a pupil begins to talk to you about anything that worries or concerns you, please ensure you raise this with a member of staff, the Headteacher or Deputy Headteacher.
- All volunteers should report to the office upon arrival at school, complete the appropriate signing in procedure and ensure they wear a visitor's badge at all times.
- Mobile phones, personal cameras and recording devices should be kept out of the sight and reach of children during school hours and must not be used to make recordings or to take photographs of pupils.
- If you are in doubt about anything, always ask the advice of a member of staff or the Headteacher / Deputy Headteacher.

Many of the above standards are there not only for the protection of our children, but also for your own. A serious breach of any of the standards set out above might lead to a volunteer being removed and considered an unsuitable candidate for further voluntary / student placement involvement.

Safeguarding

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

- All volunteers engaged in more than a one off event are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement.
- To ensure the safety of our pupils at all times, all regular volunteers must have been cleared by the Disclosure and Barring Service (DBS). A certificate is issued to the individual and the school is notified of this electronically.

Supervision

All volunteers work under the direct supervision of the class teacher or designated member of staff. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. Volunteers are encouraged to seek further advice about anything they are unsure of.

Health & Safety

The school has a Health & Safety Policy which is available upon request. A designated member of staff will ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task. Volunteers need to exercise due care and attention, are not expected to undertake heavy lifting and report any obvious hazards or concerns to the class teacher / Headteacher.

In light of any concerns about a child's health and safety such as the need for first aid or medical assistance a volunteer should alert a member of staff immediately the concerns arise and they will attend to the child and provide further instruction. There is always a member of staff trained in first aid on duty. In case of an emergency immediate help should be sought via the 999 services.

Volunteers are covered by the school's RPA arrangements.

Complaints Procedure

Any complaints made *about* a volunteer will be referred to the Headteacher for investigation.

Any complaints made *by* a volunteer should also be referred to the Headteacher.

The Headteacher reserves 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. eg. helping in another class.
- Inform the volunteer that the school no longer wishes them to be a volunteer at the school.

Equality, Diversity and Inclusion

At St Matthew's Church of England Primary School, we aim to ensure that no member of the school community experiences harassment or discrimination within the learning environment because of their age, disability, ethnicity, nationality, sexuality, gender, religion or beliefs.

Monitoring and Review

This policy has been approved by the governing body and will be updated in the light of new guidance from either the Department for Education or Local Authority.

We hope that you will find this guidance helpful and that you will keep it in mind throughout your time in school. We are confident that you will enjoy the experience of working as a volunteer and be happy in the knowledge that you are making a positive contribution.

Volunteer Application Form



Full name of volunteer _____

Other names known by (including maiden names) _____

Address: _____

Mobile: _____

email: _____

What areas or activities of the school's work would you like to help with?

Are there any particular age groups / classes you would like to work with?

Do you have any disabilities or other needs we need to take into account, to enable you to work as a volunteer at our school?

Please hand this form to the school office marked for the attention of the Headteacher.

Your offer of help is greatly appreciated and we will be in touch with you as soon as possible.



Safeguarding & Child Protection

Who is responsible in the school?

Mrs Cameron is the Designated Safeguarding Lead.

Mr Gates and **Mr Rawlinson** are the Alternate Safeguarding Leads.

What to do if a child makes a disclosure

If a child says or does something that makes you feel worried or concerned, please inform the class teacher or one of the people named above **straight away**. Listen carefully to what the child is saying. Do not put your own interpretation onto what you have heard and be sure not to ask leading questions. You will probably be asked to fill in a 'pink form' as a record of what was said. These forms are located in the main office and staff work room.

What to do if a child has an injury that you are concerned about.

All injuries which do not have an acceptable explanation need to be reported. Again, do not ask leading questions. As well as recording what you saw on the pink form, you will also need to record the injury on a body map.

Confidentiality

Remember, safeguarding issues are confidential and will only be shared on a 'need to know' basis.

Volunteer Agreement

Thank you for offering to volunteer at St Matthew's Church of England Primary School. Your offer of help is really appreciated and we hope that you will gain much from your experience here.

Please read and sign this form and hand it in to the school office when completed.

- I have read the School's Volunteer Policy.
- I agree to support St Matthew's aims and Christian ethos.
- I agree to treat information I learn from being a volunteer as confidential.
- I agree to follow the school's safeguarding procedures and policy.
- I understand that I am required to undergo a Disclosure and Barring Service check to advise the school of my suitability as a volunteer, if I am to volunteer on a regular basis.

Signed: _____

Name: _____

Date: _____

