

St John's C of E VA First School

# Volunteers and Students in School



'Together we have roots to grow and the wings to fly.'

This policy should be taken as part of St. John's C. of E. First School's overall strategy and is implemented within the context of our vision of Government aims and our values as a Church of England School.

## Review

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
	February 2023	Headteacher	

## Ratification

Role	Name	Signature	Date
Chair of Governors	Claire Levene Plumb	CLAIRE LEVENE PLUMB	
Head Teacher	Joanna Greathead	JOANNA GREATHEAD	
DSL	Nicole Simenton	NICOLE SIMENTON	

## Details of Policy Updates

Date	Details

## 1 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, local residents, or friends of the school.

The types of activities that volunteers are engaged 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. art, dancing) working with children on the computers, accompanying school visits, addressing areas of development highlighted in the School Development Plan, supporting pupils whose needs have been identified by the Inclusion Team as needing additional support, through mentoring and providing positive role models and one to one support.

## 2 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, should approach the Headteacher.

All volunteers will meet with the Headteacher, or another member of the Senior Leadership Team, prior to completing the DBS application

All Volunteers will complete an application form (Appendix 2), DBS clearance and Disqualification by Association declaration **before** they start.

Before starting to help in school, volunteers should be given this policy to read which sets out the school's expectations of volunteers. They must return Appendix 1 to the Designated Safeguarding Lead (DSL) in school.

Volunteers must read the following policies and sign Appendix 1 to say they have understood them and agree to act in accordance with them:

- Child Protection and Safeguarding
- Behaviour and Relationships for Learning
- E-Safety
- Mobile Phones in School
- Acceptable Use Policy
- Code of conduct

## 3 Our School

Our school staff, parents and governors work together to help our children flourish as respectful, confident and aspirational citizens who seek to positively contribute to the school community, local community and the world beyond.

Our vision is based around the elements of the Parable of the Sower in Matthew 13: 1-23. For seeds to grow, they need firm and strong roots. In this parable, Jesus explains that when seeds are planted in good soil, they grow and thrive. When seeds are planted in bad soil or on unsuitable ground, the roots cannot grow, meaning the plants are weak. Jesus goes on to say, when seeds are planted in good soil they grow and bear fruit.

Like birds who nest in trees, the St John's community aim to nurture their young, who then go on to fly out into the world and flourish.

**“Together we have the roots to grow and the wings to fly”**

## **4 Volunteer and Student Expectations**

We expect our volunteers and students to:

- Act professionally at all times
- Have good time keeping; be punctual and let us know if they are unable to attend
- Dress smartly and in accordance with health and safety regulations. (No stilettos, flip-flops, denim or shorts)
- Follow staff direction and planning
- Respect communal areas
- School staff will manage behaviour and first aid; this is not the responsibility of volunteers and students
- Provide a supportive environment by encouraging the child to speak openly about any concerns; care for each child to be happy, safe and successful, in line with the school's aims and visions and Safeguarding policy
- Report concerns about any pupil or adult. If you have a concern about a member of staff, see the Headteacher or DSL. If you are concerned about a child's welfare, see the DSL.
- Maintain staff and pupil confidentiality outside of school
- Not be left alone to supervise a child/children
- Not share information about your time in school on social media
- Ask if you are unsure about anything; we are all more than happy to help

### **What to do if.....**

- You suspect a child is being abused, or a child tells you something in confidence: Tell the Designated Safeguarding Lead.
- You are concerned about a member of staff for behaving in a way that has harmed a child, or may have harmed a child; or possibly committed a criminal offence against or related to a child; or behaved towards a child in a way that indicates s/he is unsuitable to work with children: tell the Headteacher
- A parent or family member asks you about a child or situation in the school: Explain that it is not your place to comment on what happens in school and that person should speak to a member of staff

## **5 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 with the parents of the child / persons outside school or on social networks online.

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.

## **6 Supervision**

All volunteers work under the supervision of the Class Teacher 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.

## **7 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 equipment / accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Headteacher.

## 8 Child Protection and Safeguarding

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures: All volunteers to sign Appendix 1 of this policy and return to the DSL in school.

To ensure the safety of our pupils at all times, **all of our Volunteers must have been cleared by the DBS**. A certificate is issued to the individual to produce in school.

Where a Volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, they will be under constant supervision of school staff. *This can be undertaken without DBS clearance* **but** must be cleared with the Headteacher. Teachers will seek support from volunteers with DBS clearance first and only use these volunteers only as a last resort.

## 9 Complaints Procedure

Any complaints made about a Volunteer will be referred to the Headteacher for investigation. Any complaints made by a Volunteer will be referred to the Headteacher.

The Headteacher reserves the right to take the following action:

- 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 available on the school website.

## 9 Monitoring and Review

This Policy has been approved by the Governing Body and will be reviewed annually and updated in the light of new guidance from the DfE or the Local Safeguarding Partnership

## Appendix 1

### VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at St John's First School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement and hand it in at school. You will receive a copy of it for your records.

- I have received and understood the following Policies:
- Volunteer and Students in School
- Child Protection and Safeguarding
- Behaviour and Relationships for Learning
- E-Safety
- Mobile Phones in School
- Acceptable Use Policy
  
- I agree to support the School's Aims and Christian Values
  
- I agree to abide to the School's standards of behaviour
  
- I agree to treat information I learn from being a Volunteer in School as confidential
  
- I understand that I am required to undergo a DBS check to advise the school of my suitability as a volunteer.
  
- I will endeavour to keep to my commitment and give notice if I am unable to continue to volunteer

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix 2

## Student placement/Volunteer Application Form

*Thank you for taking the time to complete this form, please hand to the School Office or email to: [office@stjohnsfrome.co.uk](mailto:office@stjohnsfrome.co.uk) along with a covering letter marked for the attention of the Headteacher*

<b>Full name</b>			
<b>Date of birth</b>		<b>Gender</b>	M / F
<b>Address</b>			
<b>Contact telephone number and email</b>			
<b>Emergency contact name and number</b>			

I wish to volunteer in school for the following days/sessions: *(please tick)*

Monday		Tuesday		Wednesday		Thursday		Friday	
am	pm	am	pm	am	pm	am	pm	am	pm

<b>Do you have any family members/close friends currently attending our school? (please give details)</b>	
<b>Are they are any particular age groups/ classes you would like to work with?</b>	
<b>Do you have any previous, relevant work experience?</b>	
<b>Do you have any disabilities or other needs we need to take into account, to enable you to volunteer in school?</b>	

For **volunteering**, please give details of a recent referee:

<b>Name of referee</b>	
<b>Job title of referee</b>	
<b>Address</b>	
<b>Email address (if available)</b>	
<b>Daytime telephone number</b>	

<b>Position / relationship to you</b>	
<b>Dates of contact with this person / employment</b>	

For a **school work experience** placement, please complete the details below:

<b>Name of School</b>	N/A
<b>Link tutor name and contact details</b>	N/A

For a placement linked to a **College course/qualification** please complete the details below:

<b>Name of College</b>	
<b>Address</b>	
<b>Course details</b>	
<b>Link tutor name and contact details</b>	
<b>Qualification to be gained</b>	
<b>DBS clearance and date</b>	

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

*Information provided on this form will be stored securely and not shared with anyone outside of the school environment.*