

Marjory Kinnon School

Volunteer Policy

May 2019



Marjory Kinnon School - Volunteer Policy

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1. Introduction

Volunteers bring with them a range of skills and experience that can enhance the learning opportunities of children. We welcome and encourage volunteers from the local community. A volunteer is an unpaid adult who provides support to our pupils.

Our volunteers may include:

- Students wishing to teach.
- Members of the local community who are studying to work in related fields.
- SMSAs attending Child Care courses.

The types of activities that volunteers could be engaged in might include:

- Hearing children read.
- Working with small groups of children.
- Working with individual children.
- Undertaking arts and craft activities with children.
- Working with children on the computer.
- Accompanying school visits.
- Acting as readers in exams.

2. Becoming a Volunteer

Anyone wishing to become a volunteer will be asked to write to the Headteacher stating why they wish to volunteer and the skills they would bring. Volunteers will also be asked to submit a CV and a contact for a reference to be given. An induction meeting with the Headteacher, Deputy Headteacher or a member of the Senior Leadership team will also be held prior to the volunteer starting to work in the school. Before starting in school and to ensure the safety of our pupils at all times, the school has an expectation that all volunteers will sign-up to the DBS (Disclosure Barring Service) Update Service on joining.

Volunteers will be asked to acknowledge that they have read and understood the school's Professional Code of Conduct and the Safeguarding & Child Protection Policy.

3. Confidentiality

All staff members, voluntary helpers and visitors should be aware that information relating to individual children or members of staff is totally confidential. Whilst in school, volunteers may hear conversations which are of a confidential nature. These cover aspects such as children's academic progress, behaviour, or home circumstances. All information relating to individual children and staff is totally confidential and volunteers must respect this. Volunteers must not discuss any school matters with anyone outside school, or put any information about the school, staff or pupils on any social network site.

4. Issues Affecting Children

Any concerns that volunteers have about the children they work with/come into contact with should be shared with the Class Teacher and not with the Parents of the child or any persons outside school.

5. Issue Affecting Adults in School

All adults in our school can expect their personal and health issues to remain confidential unless:

- It impinges on their terms of contract.
- It endangers pupils or other members of staff.
- There is a legal obligation to disclose such information.
- It is necessary to share information for legal proceedings.

Despite the duty of confidentiality, there are occasions that may justify disclosure of information. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher or Deputy Headteacher.

6. Child Protection

If a child discloses anything that is a cause for concern, this information should be shared promptly with the child's Teacher, or a member of the Senior Leadership Team. Adults should not offer unconditional confidentiality when a child makes a disclosure however, reassurance can be given that the best interests of the child will be maintained. Volunteers will be given further information and necessary training on safeguarding on joining the school.

7. Supervision

All volunteers work under the supervision of the Class Teacher to whom they are assigned. Although Teachers retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/guidance from the Teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

8. Health & Safety

The school has a Health & Safety Policy which is available on the MKS website, on Sharepoint and in the policy file in the Staff Room. Class Teachers should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher, Deputy Headteacher or Headteacher.

9. Complaints Procedure

Any complaints made about a volunteer or by a volunteer will be referred to the Headteacher or Deputy Headteacher for investigation. The school has the right to take the following actions:

- Speak with the volunteer about a breach in the Volunteer Agreement.
- Offer an alternative placement for a volunteer.
- Inform the volunteer that they are no longer required to help in school.

10. Policy Review

Approved by the Resources Committee: **May 2019**

This Policy will be reviewed every three years (or sooner if legislation changes) to assess its implementation and effectiveness.

Appendix A

Volunteer Agreement

1. I have read the Volunteer Policy and agree to the terms as stated in the Policy.
2. I have read the Professional Code of Conduct and agree to the terms as stated in the document.
3. I will sign in and out of the premises and wear a visitors badge at all times.
4. I have read and will adhere to the following policies which are available on the website:
 - Safeguarding & Child Protection
 - Equality & Diversity
 - Health & Safety

| | | | |
|-----------------------|--|-------------|--|
| Volunteer Name | | | |
| Signature | | Date | |

I am aware of my responsibilities towards the Volunteer and their induction/tasks. I will:

- Explain tasks carefully so that the Volunteer is clear about what we would like them to do.
- Always supervise the Volunteer within sight of children” for mutual safeguarding.
- Share the school’s Behaviour for Learning Policy and ethos with the Volunteer to help them understand how we manage pupil behaviour.
- Treat the Volunteer with the respect and care.
- Inform the Volunteer of any changes to the school day that will affect them.
- Not ask the Volunteer to deal with difficult or challenging pupil behaviour.
- Only ask the Volunteer to complete tasks that they are confident and able to do.

| | | | |
|---|--|-------------|--|
| Class Teacher Name (Designated Supervisor) | | | |
| Signature | | Date | |