



# **NOOK LANE JUNIOR SCHOOL**

## **VOLUNTEER POLICY**

## Introduction

**The school's Volunteer Policy is part of the school's safeguarding system. It must be read in conjunction with our Sheffield Safeguarding Policies which will be signposted and shared at the safeguarding induction meeting.**

We welcome a variety of adults into school on a voluntary basis. These may be parents, governors, grandparents, other adults looking for placements to gain experience before starting a course in education, student teachers or work experience students from local secondary schools or elsewhere in the Stannington community. All of these adults have a particular talent, expertise or interest which is linked to a class or school-based topic. In general, adults will approach the school or a member of staff and express an interest in helping in school.

Volunteers may be asked to support in the following ways:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Accompanying school visits
- Sharing their skills and knowledge by talking to the class

Volunteers will then be directed to request an information pack.

It is the responsibility of the class teacher to keep the Headteacher informed of adults who have offered to help in school and to check that the adult has the appropriate clearance.

Volunteers will be asked to complete the Volunteer Agreement form which sets out the school's expectations of volunteers and asks volunteers to confirm that they have received a copy of the policy.

The school will seek DBS clearance for any volunteer who regularly comes in to school to support. Volunteers without prior DBS checks will not be left alone with children and will be supervised by a member of staff.

Every volunteer will meet with the school's Designated Safeguarding Lead or Deputy and receive a face to face initial safeguarding conversation where they will be made aware of school protocol and signposted to relevant policies.

All helpers are encouraged to become familiar with school routines and practice. They are asked to discuss any concerns or uncertainties with the class teacher. Teachers should always discuss the plans for teaching and learning with the volunteer, giving clear instructions for their role in helping individuals or groups of children. Mutual respect should be emphasised between pupils and adults. The teacher or teaching assistant will be available at all times to assist, explain and support the volunteer in their tasks.

## **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns they have about the children that they work with will be shared with the class teacher in the first instance/ and or the Designated Safeguarding Lead or Deputy, Diane Wilkinson and Steve Arbon-Davis. It must not be voiced with the child's parent or persons outside of school.

## **School core values**

All volunteers are expected to observe the aims and objectives within the school's core values:

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## **Supervision**

All volunteers in class will work under the supervision of the class teacher. Teachers retain responsibility for their children at all times.

Volunteers should have clear guidance from the teacher regarding how an activity is to be carried out and the expected outcome from an activity. Volunteers are encouraged to seek advice/guidance from the teacher in the event of any query or problem regarding the children's understanding of a task, behaviour or their welfare.

## **Health and Safety**

The school has a Health & Safety Policy and this is made available on request to volunteers working in school. Class teachers will 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 a school visit). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher/Head teacher. Volunteers are covered by DCC's Health & Safety Statement and indemnity and Public Liability Insurance.

## **Child Protection**

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

- All volunteers are given a copy of the Volunteer Policy
- Receive a safeguarding induction meeting with the Designated Safeguarding Lead/Deputy
- Volunteers receive copies of relevant Sheffield Safeguarding Policies and given a copy of Working Together To Keep Children Safe In Education – part 1
- An Enhanced DBS clearance for volunteers working regularly in school
- Volunteer details will be kept in the school office
- The school reserves the right to request a volunteer leaves the school site at any time

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 in to class for a specific activity. However, these volunteers must be supervised at all times and never be left alone with a child.

## **Complaints procedure**

Any complaints made about a volunteer will be referred to the Head teacher. Any complaints made by the volunteer will be referred to the Head teacher.

The Head teacher 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 – helping with another activity or in another class
- Based upon the facts identified, 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 – police, social services etc
- Provide the volunteer with a copy of the school's full Complaints Procedure

## **Monitoring and Review**

This policy will be reviewed by the governing body every 3 years or earlier if considered necessary.