



# **St. Margaret's-at-Cliffe Community Primary School**

## **Volunteers Policy**

**Date: May 2017**

**Reviewed and Ratified By: Governing body on 27<sup>th</sup> June 2017**

**Review Date: May 2022**

**Signed : \_\_\_\_\_ Jane Nightingale (Chair of Governors)**

**Signed : \_\_\_\_\_ Helen Comfort (Headteacher)**

## **Equality**

We recognise our duty and responsibility to establish equality for all pupils, staff, other members of the school community and service users regardless of their ethnicity, gender, disability, sexual orientation, age or beliefs as defined within existing equalities legislation (please see 'Single Equality Scheme').

## **Aims and policy scope**

- To ensure the safety of pupils, staff and visitors on the premises
- To enrich the learning opportunities for pupils

## **Introduction**

St. Margaret's-at-Cliffe Primary School encourages the involvement of parents and other members of the community to act as volunteer helpers and help to enhance the experiences of the children within this school. They are a welcome resource in helping to raise children's achievement whilst complementing the work of the staff in school.

All volunteers will be made to feel welcome.

## **How to volunteer**

People interested in volunteering should contact the Headteacher or school office. Before commencing work in this school, all volunteer helpers will have a Disclosure and Barring Service check.

We expect all volunteer helpers to adhere to strict standards of confidentiality. All volunteers are instructed to report any safeguarding concern they may have immediately to the Headteacher (Designated Safeguarding Lead) or Assistant Headteacher in her absence.

In advance of volunteering volunteers will be given copies of

- Part 1 of Keeping Children Safe in Education 2015.
- Standards for Volunteers in School

Volunteers will sign to say they have received, read and understood the documents and these will be kept on record by the school.

## **Induction**

Through use of an induction procedure, all volunteers will be made aware of the following:-

- Volunteers will be under the supervision of a member of staff
- Expectations regarding confidentiality and use of technology
- Policies relevant to their role
- Child protection procedures
- Health and Safety procedures
- Fire alarm procedures
- First aid

## **Deployment of Volunteers**

Volunteers will be placed sensitively and responsibly. Parents may be asked to support classes which don't contain their own children.

## Standards for Volunteers in School

The staff at St. Margaret's-at-Cliffe Primary School very much value the support volunteers give in so many ways. Without this help, we would not be able to provide such a range of activities. Whether you come in regularly to support an aspect of children's learning, walk with children to swimming, accompany trips, support sporting events, clubs or our PTFA we rely on you for help, we wish to express our thanks.

The information below outlines your role and responsibilities and includes important information. **Please sign below to confirm that you have read, understood and will comply with the requirements.**

1. On arrival at school, please sign the visitors' book. You will be given a volunteer badge to wear. This must be worn during your time at school.
2. We expect all adults in school, whether they are employed or work in a voluntary capacity, to respect the confidentiality of the work in school. Please treat anything you see or hear in confidence. If asked by parents for information, please ask them to directly contact the class teacher, or the Headteacher.
3. If you see or hear anything that gives you cause for concern, please report it to the Headteacher or Assistant Headteacher who are the designated safeguarding leads.
4. If a child discloses anything that gives you cause for concern, please report it immediately to the Headteacher or Assistant Headteacher who are the designated safeguarding leads.
5. Although the children may know you by your first name, in school you will be referred to by your title, e.g. Ms. Comfort.
6. You should dress in a way which suggests a professional attitude.
7. You will work under the direction of the class teacher, but please do ask for advice if you are unsure what to do or where to find equipment.
8. If any child is discourteous, please refer him/her to the class teacher.
9. Electronic devices of all kinds that are brought in on site are the responsibility of the user at all times. The school accepts no responsibility for the loss, theft or damage of such items. Nor will the school accept responsibility for any adverse health effects caused by any such devices either potential or actual.
10. Mobile phones are not be used while on the school site and are to be kept out of sight at all times. It is strictly forbidden for anyone to use their own equipment to take visual images of the children.
11. If you use social media e.g. Facebook, Twitter please remember that this is a public and global communication tool and that any content posted may reflect on the school, its reputation and services. We expect all adults in school, whether they are employed or work in a voluntary capacity, to ensure that they do not use the site/page to express any personal opinions or create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring the school into disrepute.
12. Fire regulations are on display in each designated area of the school.
13. The school operates a no smoking policy. If you take part in a school visit you are also requested not to smoke or use a vaporiser in front of the children.

You are warmly welcome as part of our team. Thank you for all your support.

**I have read and understood Part 1 of Keeping Children Safe in Education 2015. I have read, understood and agree to comply with the Standards for Volunteers in School.**

Signed: ..... Print Name: ..... Date .....