

Endon Hall Primary & Nursery School

'Learning Together and having fun'



Code of Practice for Volunteers

In place: September 2013

Reviewed: September 2018

Introduction

We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. All parents, carers and student volunteers are equally valued as part of our school community. Children's learning is improved when we work in partnership with them.

However, our overriding priority is for the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from help and support, and are provided at the same time with the best possible security.

Volunteer helpers

Volunteer helpers can support the school in a number of ways, including:

- ▣ supporting individual children;
- ▣ hearing pupils read;
- ▣ helping with classroom organisation;
- ▣ helping with the supervision of children on school trips;
- ▣ helping with group work;
- ▣ helping with practical activities.

Volunteer helpers are not allowed to do the following activities:

- ▣ take responsibility for all or some of the whole class;
- ▣ change very young children, or supervise them changing;
- ▣ supervise children engaged in PE or other specialist activities;
- ▣ take children off the school site without a teacher in charge.

The responsibility for the health and welfare of the child remains with the class teacher, or those employed to cover classes, at all times.

Signing in

When volunteers arrive in the school, they must sign in at the reception desk. They will be given a visitor's badge, which they should wear at all times. The signing-in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving, and return their badge before they leave.

Police checks

For the children's safety, all volunteers are required to have police clearance through the Disclosure and Barring Service before they work in the school.

The headteacher has the authority not to accept the help of volunteers if he or she believes it will not be in the best interests of the children.

Deployment of volunteers

It is the policy of this school that volunteers who are also parents do not support in their own child's classroom, as this can be distracting for the child, and perhaps place the class teacher in an uncomfortable situation.

Volunteers will be assessed for suitability by the member of staff responsible for volunteers, and assigned to an appropriate year group commensurate with their qualification/ skill level.

If the volunteer is a student, they will be placed in a year group relevant to their course of study. Where possible volunteers will be asked to support in classes in which there is the most need for individual support.

All volunteers will be provided with a copy of our Code of Practice for Volunteers, as well as the following key policies:

- Safeguarding Policy
- Health & Safety Policy
- Whistleblowing Policy
- Behaviour Policy
- Mobile Phone and Personal Camera Policy
- Accident Reporting Policy

Our Induction Pack makes clear which documents are issued to and must be read and understood by volunteers. Volunteers are expected to adhere to these policies at all times and will sign the relevant sections of the Code of Practice for Volunteers to show their agreement.

Monitoring and review

The headteacher and deputy headteacher will monitor the implementation of this policy, and will submit periodic evaluation reports on its effectiveness to the governing board.

Code of Practice for Volunteers



- ▣ The school will supply all volunteers with a pack containing this Code of Practice and key policies for their attention.
- ▣ All volunteers must read the Code of Practice and sign this form (below) to say they have read and understood the key policies.
- ▣ School will allocate a class for all volunteers, the class teacher is usually the first point of contact for the volunteer.
- ▣ Volunteers must not deal with parents, visitors or Local Authority officers.
- ▣ Volunteers must not make physical contact with pupils.
- ▣ All volunteers should be aware of the Behaviour Policy but not try to resolve issues of behaviour with the pupils.
- ▣ Volunteers will not be required to deal with disciplinary matters. Anything of this nature should be immediately (where possible) reported to the class teacher (if in class) or to the teacher on duty (in the play ground). This request must be strictly adhered to thus avoiding any possible unpleasant situation arising.
- ▣ All volunteers should be smartly dressed, set an exemplary example, use common courtesy and polite language.
- ▣ Professional relationships are expected and volunteers should bear in mind that over friendliness can, regrettably, be misconstrued.
- ▣ Volunteers are welcome in all areas of the school, including the staffroom. However, total confidentiality of any information they may become party to or overhear must be maintained, in line with our Confidentiality Policy. In addition, volunteers must respect that the staff room is a place where staff can relax and 'switch off' for a while.
- ▣ If volunteers are unable to attend on the appropriate day or need to change days it would be much appreciated if the school could be informed.
- ▣ All volunteers should direct any complaints or suggestions in the first instance to the class teacher. Miss Lewis (Headteacher), Mrs Harley (Deputy Headteacher) or Mrs Meredith (Admin officer) can also be approached with any queries.

Declaration:

Please note your understanding of the above by writing below 'I have read and understood the policies brought to my attention'.

‘ _____ ’

Please also state your compliance with this Code of Practice by writing below 'I understand and agree to abide by the above Code of Practice'.

‘ _____ ’

Name: _____

Signature: _____

Date: _____