Volunteer Policy

ST. MARK'S CHURCH OF ENGLAND PRIMARY SCHOOL

'Thy Word is a Lamp to my Feet
and a Light to my Path'
Psalm 119 v 105

"Every Child, Every Chance, Every Day"

Every Child, Every Chance, Every Day

St Marks CE Primary School
Policy for Volunteers

Governors and staff are committed to delivering the very best for our children. Our Vision is fundamental to our role as a Church of England School with its roots coming from the original blessing and verse presented to our school on its official opening in 1955.

Thy word is a lamp to my feet and a light to my path.

Psalm 119 Vs 105

The following five components describe the desired outcomes we offer through it.

- *Together, we will prepare you for life and learning*
- *Together, we will teach you to live within the values of God's word*
- *Together, we will safely lead you on your journey*
- *Together, we will guide you to a fulfilling future*
- *Together, we will forever help you to grow in confidence*

Introduction

Volunteers at St Mark's bring with them a range of skills and experience that can enhance the learning opportunities of the 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
- Friends of the school

The types of activities that volunteers are engaged in under supervision include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children in the classroom
- Working with children on the computers
- Accompanying school visits

Becoming a volunteer

Volunteers will be advised that completion of the legal requirements / application process can vary but may take up to 3 months.

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 or a fixed term placement, usually approaches the Volunteer Coordinator Martha Braithwaite/Head of School.

Volunteers will be required to complete the Volunteer Application form ***(Appendix 1)*** which includes their contact details, type of activities they would like to help with, and the times they are available to help. A DBS application **MUST** be completed (or evidenced if placement is through a college or university).

Please Note:-

As part of the application process the school will require the names and addresses of 2 referees. Previous contact can be no longer than 6 months.

Prior to placement volunteers / students will be required to attend a short informal interview with volunteer coordinator.

Before starting to help in school, volunteers should complete the Volunteer Confidentiality Contract ***(Appendix 2)*,** which sets out the schools expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

Induction Training

ALL Volunteers and Students are required to attend induction training prior to placement. This induction will be an opportunity for volunteers to raise any questions they may have and will also provide a further opportunity for the volunteer coordinator to confirm the clear guidelines set out in this policy and the schools expectations.

Supervision

All volunteers work under the supervision of the Class teacher of the class 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.

All Volunteers will have half termly meetings with the volunteer coordinator / Head of School.

Confidentiality

Volunteers in school are bound by a confidentiality contract ***(See Appendix 2).*** 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. 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 Head of School or Child Protection Officer)

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 – displayed in each classroom) and about any safety aspects associated with a particular task (e.g. using DT equipment / PE lessons /accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Head of School.

Child Protection / Safeguarding

The Children's Act 2004 (Section 11) places a duty on key people and bodies to make arrangements to ensure that when carrying out their functions they take account of the need to safeguard and promote the welfare of children.

St Mark's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment."

The welfare of our children is paramount. We have embraced Safer Recruitment practice guidelines provided by Islington. To ensure the safety of our children, we adopt the following procedures:

- At all times, all of our volunteers must have been cleared by the Disclosure Barring Service (DBS). A certificate is issued to the individual, and if applied for through the school; clearance will be advised through the HR provider
- All volunteers are given a copy of the Volunteers Policy and asked to sign a Confidentiality Contract.

- Where our volunteer is engaged in a "one-off" *(normally a parent)* activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out on these volunteers. *HOWEVER* these volunteers, who are under constant supervision of school staff, will not be allowed to carry out such duties as escorting children to the toilet or leading a small group of children without a member of the school's staff and must read and sign our Off-site Visit agreement ***(Appendix 3).***

Complaints Procedure

Any complaints made about a volunteer will be referred to the Head of School / Volunteer coordinator for investigation. Any complaints made by a volunteer will be referred to the Head of School / Volunteer Coordinator.

The Head of School reserves the right to take the following action:

- To speak with the volunteer about a breach of the Volunteer confidentiality contract 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 support the placement.

Monitoring and Review

This policy has been approved by the Governing Body and will be reviewed bi-annually and updated in the light of new guidance from either the DFE or Local Authority in accordance with the Safeguarding Children's Act 2004

Signed: **Date:**

APPENDIX 1 –

Volunteers for Excellence

VOLUNTEER APPRLICATION FORM

Name:	**Gender M** ☐ **F** ☐
Date of Birth:	**Home Address:**
Tele:	
Email	

Have you any experience of working as a volunteer and / or with children Yes / No
If yes, where and when did you gain this experience?

Are you available to commit yourself to this voluntary work for at least one term (average, 13 weeks)?
Yes / No

Why would you like to be a volunteer at St Mark's?

How much time each week do you feel able to volunteer for?

When can you volunteer?

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

What age-group would you prefer to work with? Please tick your preference/s.

☐ EY/Reception (4-5years) ☐ Infants (5-7 years) ☐ Juniors (7-11 years)

Would you feel able to help with any of the following in a classroom setting?
Please tick your preference / s

☐ Literacy (Reading, Writing) ☐ IT

☐ ☐

☐	Numeracy (Maths)	☐	Music
	Drama		All-round support

Would you prefer to work with one child or a small group? Please tick your preference.

☐ One child ☐ Small group ☐ No preference

Are there any particular activities you enjoy and would you like to share with the children? (for example: sports, arts and crafts, languages spoken)

EQUAL OPPORTUNITIES

St Mark's School is committed to Equal Opportunities. To help us, please describe your ethnic origin y circling the appropriate code below. This information is optional, confidential and will only be used for monitoring purposes.

I would describe my ethnic origin as:					
WB	British	**MB**	White & Black African	**OA**	Other Asian background
WI	Irish	**MA**	White & Asian	**BC**	Caribbean
GK	Greek / Greek Cypriot	**MO**	Other mixed background	**BA**	African
TK	Turkish / Turkish Cypriot	**IN**	Indian	**OB**	Other Black background
OW	Other White background	**PK**	Pakistani	**CH**	Chinese
MC	White and Black Caribbean	**BN**	Bangladeshi	**GO**	Other background

Do you have any disability or special need of which you would like us o take account?

If yes, please specify.

REFERENCES

Your placement as a volunteer in the school is subject to satisfactory references. Please give the name, address, phone number and email address of two referees who have known you

for a **minimum of two years** in a **professional capacity if possible** (e.g. employer, tutor, colleague, etc.) who can vouch for your integrity and reliability.

Name:	**Name:**
Address:	**Address:**
Tel:	**Tel:**
Email	**Email:**

In what capacity do you know these referees?

……
…….

The Children's Act 2004 (Section 11) places a duty on key people and bodies to make arrangements to ensure that when carrying out their functions they take account of the need to safeguard and promote the welfare of children.

"St Mark's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment."

CONSENT

Please note that your consent will be required for a DBS police check (your signature below confirms this consent). I confirm that the information I have given above is correct. I give permission for my referees to be contacted and understand that St Mark's Primary reserves the right to reject a volunteers application at any stage of the recruitment process and remove a volunteer from the programme without providing a reason of necessary.

Signed: ……. Date: …….

Thank you for filling out this application form.
Please return this form to :
School Office
St Mark's school

APPENDIX 2

CONFIDENTIALITY CONTRACT

As a Volunteer at St Mark's School understand that class, Pupil and parent details, staff room conversations or school matters are confidential and not to be shared or discussed with parents or members of the general public.

If I have any concerns I will initially raise them with the Volunteer coordinator or the class teacher then the Head teacher if necessary.

I understand that the class teacher is in charge of all activities and the discipline in the class. If I am asked to work with a group of children outside the classroom however, or in a discrete group in class, I can verbally discipline a child. I will not under any circumstances use physical force.

I understand that before I start working in school, the school will initiate an enhanced CRB check on me in the interest of the safety of the children in the school in accordance of the Children's Act 2004 (section 11).

Should a situation arise that indicates that I have divulged any confidential information to a parent or members of the public the matter will be investigated and my placement may be withdrawn.

I understand that my personal details and details of the CRB check will be held on the school's single central record for inspection by authorised personnel only.

Name: ……...

Date: …….

Signed: …….

Volunteer Co coordinator …….

APPENDIX 3

OFF –SITE VISITS VOLUNTEER / PARENT AGREEMENT

School trips are an integral part of learning at St Marks School and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: You will have an important role to play in the success and safety of the school trip.

Please read and return this appendix, and sign and return the helper's return slip.

This is part of our school's risk assessment planning.

Role of the volunteer Helper

- To be responsible and look after, in equal measure in conjunction with school staff, all of the children in your group.
- To stay with your allocated staff member / group of children, ensuring that their well-being and safety is maintained for the total duration of the school trip.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that the group you are with keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip.
- To contact your / child's class teacher / school member of staff if there are issues with first aid, safety and / or behaviour.

Working alongside School Staff

School staff expect volunteer helpers to:

Comply with all of the above whilst being under the direct line management of school staff.
Show commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs / labels/ information, asking questions that encourage children to think.
Follow guidance from the school staff.

What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give / buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.

First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication / needs. If medication needs to be administered, this will be done by a trained member of staff.

All first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible if you become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school directly on 0207 272 5967.

- I have read the Volunteer Policy
- I agree to the terms and conditions as stated in the policy
- I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

Please delete as appropriate

Parent Volunteer:

Trip Venue:

Signed: _____ Date: _____

Volunteer / Student off-site Open volunteer Agreement

Signed_____ Date: _____

Reviewed and ratified by Governing body	Summer Term 2018

Next Revision (Please highlight as appropriate)	Annual	**Biennial**	Tri-annual
To be reviewed	Summer Term 2020		