

Joy Lane Foundation Primary School
Oysters SRP (ASD)
Oyster Bay Nursery



Volunteer Helper in School Policy

Draft Prepared	May 2023
Date Agreed	July 2023
Signed by Executive Headteacher	DJ Hines
Signed by Chair of Governors	Chris Graves
Date Policy to be Reviewed	July 2026

Parent and Volunteer Helpers in School Policy

Here at Joy Lane Primary Primary School, we believe that parents and carers can add enormous value to pupils learning opportunities. This is why we encourage parents and other adults to help in our school in a variety of ways. Our policy is to ensure that pupils benefit from as much help and support as possible while being ensured of their safety and security whilst in our care.

Volunteer helpers are:

- Parents or other adults working alongside our teachers and support staff.

Volunteer helpers support the school in a number of ways:

- Supporting individual pupils within classrooms
- Hearing children read to them.
- Help with supervision on school trips.
- Help with group work
- Help with practical subjects like art, cooking, PE and After School Clubs

Volunteer helpers are NOT ALLOWED to do the following activities:

- Take responsibility for all or some of the class.
- Supervise children changing.
- Supervise children engaged in P.E. or other specialist activities.
- Take children off site (i.e. on trips, activities) without a teacher in charge.
- Take children to the toilet whilst on school visits. This will be carried out by a member of staff.
- Use their mobile phones whilst engaging in volunteering duties on or off site

The responsibility for the health and welfare of the child remains with the teacher **AT ALL TIMES**.

Disclosure and Barring Service Checks.

At Joy Lane Primary School, we ask that all regular volunteers carry out a Disclosure and Barring Service (DBS) check as they are undertaking regular activities within our school. Volunteers are required to make an appointment with the School HR Officer to carry out this requirement. Once the DBS certificate is to hand, volunteers are requested to bring it in on their first visit, to enable the School HR Officer or a member of the office team to enter details onto the Single Central Record system held on the school's database.

If a parent has had any criminal convictions or allegations made against them, these must be disclosed to the Executive Headteacher/Head of School and on their DBS application. This information is dealt with in the strictest confidence. The Executive Headteacher or Head of School has the authority not to accept the help of the volunteer if he/she believes that it is not in the best interest of the children or school.

Parent/adults wishing to help on a one-off school trip are no longer required to have a DBS check carried out as they will not have unsupervised access to the children. (Please note: if helping on a school trip, the adult with the DBS check, (i.e. teacher or support staff) is the only person allowed to escort children to the toilets).

Recruitment

All regular volunteers will be asked to produce two names for references and will be invited to attend an informal interview. Satisfactory references need to be in place before voluntary duties commence.

Confidentiality

Volunteers may have access to personal information about individuals or other information which may be confidential. Joy Lane Primary School needs to be able to trust its volunteers with such information. Volunteers who break this confidentiality will be asked to leave. Any concerns the volunteer have about the children they work with or come into contact with, should be shared with the class teacher, leadership team or Executive Headteacher and NOT with any persons outside the school.

Safeguarding

All volunteers have the responsibility to report any concern they may have regarding Child Protection, to the designated safeguarding lead (DSL) who is currently Debra Hines or Sarah Baker. A copy of the Safeguarding policy is available on request and also on our website.

If a volunteer is concerned about anything another adult in the school does or says, they should raise this matter with the teacher or a member of the leadership team.

Joy Lane Primary School is committed to safeguarding pupils, young people, vulnerable children and adults and expects its volunteers to share this commitment.

Child Protection

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

- All volunteers are given a copy of the Volunteer Policy.
- All of our regular volunteers must have been cleared by the Disclosure Barring Service and produce their certificate to a member of the admin team to log details on the school's Single Central Record System and complete appendix 1, 2 and 3 of this policy.
- Where a volunteer is engaged in a 'one off' activity e.g. helping on a school trip, no formal checks are required. However, such volunteers who will be under the constant supervision of school staff, must read and sign our 'Off-Site Visit Agreement'. (Appendix 3)
- Any concerns or worries a volunteer has about child protection issues should be referred to the Designated Safeguarding Leads or Head of School.

Supervision

All volunteers work under the supervision of the class teacher to which they are assigned. Volunteers should feel confident about carrying out the task they have been assigned to 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 the task.

Health and Safety

Volunteers should make themselves aware of the fire evacuation procedure for each area they are working. The class teacher or support staff personnel will be able to advise. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or member of the leadership team. A health and safety policy is in place and can be read on the school website or a copy given on request.

Equal Opportunities

Volunteer placements will be open to individuals irrespective of race, gender, disability, sexuality age or marital status. Where a prospective volunteer demonstrates hostility to or a clear lack of support for equal opportunities, he/she will be deemed automatically unsuitable for a volunteer position.

Absence

Regular volunteers are asked out of courtesy, to telephone the school as soon as possible to inform of their absence so appropriate arrangements can be made for cover.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Executive Head Teacher or appropriate

senior member of staff for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Executive Head Teacher or designated member of staff reserves the right to take the following action:-

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again.
- Offer an alternative placement for a volunteer, e.g. helping another activity or in another class.
- Based upon the facts identified in the investigation it may be necessary for the school to inform the volunteer that the school no longer wishes to use them.
- Provide the volunteer with a copy of the school's complaints procedure.

Monitoring and Review

This policy has been approved by the Governing Body and will be regularly reviewed and updated.

To volunteer in school regularly, please complete Appendix 1 and Appendix 2.

To volunteer for a school trip only, complete Appendix 3.

Appendix 1

VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER

Name of Volunteer

First Name.....

Surname.....

Date of Birth.....

Address.....

.....

.....

Phone: Home:.....Mobile.....

What activities/areas of the school's work would you like to help with?.....

.....

.....

Are there any particular age groups/classes you would like to work with?

.....
.....
Do you have any disabilities/other needs we need to take into account or adjustment we need to make to allow you to work as a Volunteer in school? (please give details)

.....
.....
Please state what days/times you are available to carry out a DBS (Disclosing and Barring Service check).

.....
.....
Thank you for taking time to complete this Volunteer Application Form. Please hand it to the school office marked for the attention of the Executive Head Teacher or Head of school. Your offer is greatly appreciated and we will be in touch as soon as possible.

Appendix 2

VOLUNTEER AGREEMENT (for helper in school)

Thank you for offering your services as a volunteer at Joy Lane Primary School.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and the end of this policy and hand it in at the school office.

You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy.
- I agree to support the school and its values.
- I agree to treat information obtained from being a volunteer in school as **strictly confidential**.
- I understand that a DBS check will be undertaken.
- If you already have a current DBS certificate, please hand it to the school office. Details from it will be recorded on the school's Single Central Record File. However, if your current DBS is not suitable, a new one may need to be undertaken and you will be informed, should this be the case.
- I will provide details of two referees as stated below.

Reference 1	Reference 2
Mr/Mrs/Miss	Mr/Mrs/Miss
Name	Name
Address	Address
Email address:	Email address:
Phone number:	Phone number:
Relationship to you:	Relationship to you:

Signed.....

Name.....

Date.....

Appendix 3 OFF-SITE VISITS - VOLUNTEER AGREEMENT

School trips are an integral part of learning at our school and afford many pupils 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 this school trip.

Please read this appendix and sign and return the volunteer helper in school agreement slip to the office. This is part of our school's risk assessment planning and safeguarding arrangements.

Role of Volunteer Helper

- To be responsible and look after in equal measures, all of the pupils in your group under the instruction of the leader of the school trip.
- To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the duration of the school trip.
- To promote polite, respectful and courteous behavior towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that your group 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/member of staff if there are issues with the first aid, safety and/or behavior.

Working alongside School Staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff.
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest.
- Follow guidance from the school staff.

What is not permitted.

- Volunteer helpers are not allowed to bring additional children e.g. siblings of children in the care of the volunteer on the school trip.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties.
- Volunteer helpers are not permitted to take photographs of pupils or use their mobile phones
- Volunteer helpers are not allowed to give/buy their group treats. E.g. ice creams, biscuits, sweets – before, during or after the school trip.
- Volunteer helpers are not allowed to take pupils to the toilets. *This has to be carried out by a member of staff.*

First Aid

You will be informed if any child in your group has medical/needs. If medicine needs to be administered, this will be done by a member of staff unless you are the parent/carers of the child, in which case, you will be asked to be responsible for carrying and administering the medicine.

All other medicines and first aid boxes will be carried by members of staff.

Emergencies

You are expected to inform a member of staff as soon as possible. If you have 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 (01227 261430).

Appendix 3 cont:

Volunteer Helper in School

Agreement

I have read and understood the Volunteer Policy and I agree with the policy.

I will support the pupils in enjoying the trip/activity and actively contribute to the smooth running of the event.

I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Please tick the box next to the relevant statement.

I am signing this agreement as a regular volunteer helper
Please attach Appendix 1 and 2 to this agreement

I am signing this agreement as a volunteer helper for an off-site visit/trip

The trip I am helping on is.....

Signed.....

Please print Name.....

Date.....

Signed by a member of the leadership team or member of staff on their behalf:

.....

Date.....