



CAVENDISH CLOSE JUNIOR SCHOOL

Volunteers Working in School Policy

Cavendish Close Junior School, Deborah Drive,
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Headteacher: Mr S Field

Approved on:

Signed: ----- (Governor)

Signed: ----- (Headteacher)

Date: 26th January 2016

Date of Next Review: January 2019

VOLUNTEERS WORKING IN SCHOOL POLICY

The school's volunteer policy is part of the school's safeguarding systems.

Introduction

Volunteers at Cavendish Close Junior School bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The school therefore, welcomes and encourages volunteers from the local community.

Our volunteers include:

- Members of the Governing Body
- Parents/carers of pupils
- Students on work experience
- Ex members of staff
- Friends of the school

The types of activities that volunteers engage in, on behalf of the school, include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils
- Accompanying school visits

Volunteer Induction

All volunteers in school will receive induction from the School Business Manager or Head Teacher. This and other related policies and key documents will be shared; navigation of the school's website to include all safeguarding documents will be explained; expectations and procedures will be made clear and guidelines will be given. Volunteers will sign a Volunteers Agreement (appendix A)

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the Class Teacher and NOT with the parents/carers of the child.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Head Teacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

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.

Volunteer Behaviour

Volunteers should adopt a professional manner at all times. Their priority is to observe, interact with and respond to the needs of children. Smart but comfortable clothing should be worn.

Health & Safety

The school has a Health and Safety Policy and this is made available on request to Volunteers working in the school or can be accessed on the school's website. Induction 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 DT equipment/companying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher/Head Teacher.

Safeguarding and Child Protection

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

- All Volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (appendix A)
- All volunteers must sign in and out of the school and wear a visitors badge
- All of our volunteers must have been cleared by the Criminal Records Bureau (DBS).
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. The Class Teacher will ensure that these volunteers are kept under constant supervision of school staff.
- Any concerns a volunteer has, about child protection issues, should be referred to the designated supervisor or Head Teacher.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Head Teacher or School Business Manager for investigation. Any complaints made by a volunteer will be referred to the Head Teacher or School Business Manager.

The Head Teacher 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 with another activity or in another class.
- Inform the volunteer that the school no longer wishes to use them.

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer to Cavendish Close Junior School. Your help is greatly appreciated and we hope that you will gain much from your experience.

If you are ill or unable to attend for a planned session, please phone as soon as possible on 01332 672338

Please read and sign this Volunteer Agreement and hand it into the school office. You will be given a copy for your records.

- ✓ I have received a copy of the School's Volunteer's Policy
- ✓ I am aware of the importance of Safeguarding and I have been shown how to use the school's website and been given time to read school policies and documents relating to the safeguarding of children
- ✓ I confirm I have read Part 1 of Keeping Children Safe in Education (Department for Education) and the school's Child Protection and Safeguarding Policy.
- ✓ I agree to treat information obtained from being a volunteer in school as strictly confidential
- ✓ I understand that an enhanced Criminal Records Bureau (DBS) check will be undertaken

Name:	D.O.B:
DBS Check Date:	Phone no:
Address:	
Do you have any disabilities, medical or other needs that we need to take into account?	
Session times available:	
Emergency contact name:	
Emergency contact telephone numbers:	
Relationship to emergency contact:	

Volunteer signature _____ Date: _____

School Staff signature _____ Date: _____

Print name: _____