High Rocks Federation

ASPIRATION INCLUSION COLLABORATION

BROADWATER DOWN PRIMARY SCHOOL

LANGTON GREEN PRIMARY SCHOOL

Volunteer Policy

This is a shared policy, applied to all schools within the Federation and superseding any previous separate policies.

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1. Introduction and aims

Within the High Rocks Federation, we are so fortunate to have such strong community links and our parents are an important part of supporting our children with their learning. We value parents coming into our schools, sharing their expertise and spending time with our classes. We know it makes a difference and the impact is very positive.

We appreciate the extra personal involvement parent participation permits the children, and, through parent feedback, know that it is a rewarding experience for parents.

We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of our Volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers
- This policy has been developed in line with the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education.

2. How we use volunteers

The list is not exhaustive; however, a parent helper can be expected to:

- enable the teacher to provide a wider range of activities in class;
- enable the teacher to ensure that small groups have adult supervision;
- work 1:1 with children providing quality learning experiences (e.g. listening to readers);
- share their own expertise/ talent to enrich the Creative Curriculum e.g. art; sport etc.; and
- assist in the preparation of activities, including the setting up of equipment
- accompany school visits

Volunteers may be:

- Members of the governing body
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA

Members of the governing body working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our governor code of conduct.

3. How to apply to volunteer

If you wish to volunteer in school, you will need to attend a workshop so that the school can share the Volunteers Policy.

Volunteers should contact the school office to register their interest.

4. Appointment of volunteers

Volunteers are appointed by the Executive Headteacher.

Intake of new volunteers can take up to six weeks, and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of a DBS check and other appropriate safeguarding and recruitment checks, and relevant training.

The Headteacher reserves the right to terminate a placement at any time.

DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation. The school will ask for written confirmation that DBS checks have been carried out before a volunteer is allowed to start work at the school.

5. Safeguarding

Volunteers are expected to have read and understood our Child Protection and Safeguarding Policy.

We have a team of DSLs, displayed around the school and we expect volunteers to know who they are.

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we are upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks on volunteers who:
    - Work one-on-one with pupils unsupervised
    - Work with groups of pupils unsupervised
    - Supervise or accompany groups of pupils on overnight residential visits
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Provide safeguarding training to all volunteers prior to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education
- Require volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:
    - Safeguarding
    - Use of mobile phones
    - ICT and internet acceptable use
    - Online safety
    - Behaviour for Learning

- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils
- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
    - The nature of the work they will be doing
    - What we know about them
    - References from employers or other voluntary roles
    - Whether the role is eligible for an enhanced DBS check

6. Induction and training

Volunteers must complete appropriate training prior to beginning work at the school.

Training requirements will be determined by the headteacher, or the appropriate member of staff.

All volunteers must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

7. Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents.

This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our Child Protection and Safeguarding Policy and inform the DSL (designated safeguarding lead).

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

8. Conduct of volunteers

Volunteers must comply with the parent helper guidelines (see Appendix) but there are some general areas to be aware of:

- You may not necessarily be working in the same class or year group as your own child.
- The classroom teacher is responsible for the education (including planning, delivery and evaluation), control and behaviour management of the children. The parent is a helper, working under his / her direction.
- The classroom teacher is the professional and facilitates the learning. The school expects parents to respect the teacher's expertise and maintain a professional attitude as they work alongside the teacher. The school stresses the importance of being professional and it insists that parents do not discuss classroom, events, and/ or 'children' outside the class or school.

- Because teachers are entrusted with the development of whole classes of children, and have the long term good of each child at heart, we ask that parent helpers also provide for all the children - confidentiality, support and equal opportunities they would wish for their own child.
- The teacher, as the caring professional and facilitator, will at all times provide the guidance needed by classroom helpers. If there is anything that helpers are not clear about, we ask that they discuss it with the teacher, and not outside the classroom.
- Parents are expected to use Parent's Evening and individual appointment times to discuss their own child's progress, not whilst helping in school.

9. Data protection and record keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it.

We will retain records relating to volunteers in line with our records retention schedule.

Please see Privacy Notice for Volunteers.

APPENDIX 1: Volunteer Guidelines

VOLUNTEER GUIDELINES

Introduction

Thank you for volunteering to be a parent helper in school. We are fortunate to have supportive parents and carers and value their time. Educating children is a process that involves partnership between home and school and opportunities for parent volunteering are a key part of developing that relationship.

Our parents are actively encouraged and invited to help in the school with varying activities under the supervision of the individual class teachers. We believe that parent volunteers can play a valuable role in the classroom in extending the children's experiences and providing support for their learning. These opportunities are also rewarding experiences for the adults involved.

What can a volunteer expect to do in school?

The list is not exhaustive; however, a parent helper can be expected to:

- enable the teacher to provide a wider range of activities in class
- enable the teacher to ensure that small groups have adult supervision
- work 1:1 with children providing quality learning experiences (e.g. listening to readers)
- share their own expertise/ talent to enrich our creative curriculum e.g. art; sport etc.
- assist in the preparation of activities, including the setting up of equipment.

Guidelines for Volunteers

- You may not necessarily be working in the same class or year group as your own child.

- The classroom teacher is responsible for the education (including planning, delivery and evaluation), control and behaviour management of the children. The parent is a helper, working under his / her direction.

- The classroom teacher is the professional and facilitates the learning. The school expects parents to respect the teacher's expertise and maintain a professional attitude as they work alongside the teacher. *The school stresses the importance of being professional and it insists that parents do not discuss classroom, events, and/ or 'children' outside the class or school.*

- Because teachers are entrusted with the development of whole classes of children, and have the long term good of each child at heart, *we ask that parent helpers also provide for all the children - confidentiality, support and equal opportunities* they would wish for their own child.

- The teacher, as the caring professional and facilitator, will at all times provide the guidance needed by classroom helpers. If there is anything that helpers are not clear about, we ask that they discuss it with the teacher, and not outside the classroom.

- Parents are expected to use Parent's Evening and individual appointment times to discuss their own child's progress, not whilst helping in school.

Health and Safety

For a variety of Health and Safety issues, it is very important that we know exactly who is on the school premises and where they are. We therefore ask that every adult who comes into the school does so via the Office. Helpers must first sign in and then collect a visitor's lanyard. At the end of the session, it is necessary to return to the Office to sign out and return the lanyard.

At all times we need to know who is in the school. For your own protection/safety we ask that parents do not enter the classroom unless the class teacher is present.

Confidential Information

In becoming a volunteer you are entrusted as a part of the school community. Occasionally in school you will become aware of information about children which is confidential or private to the child or their family. This is a delicate matter that requires a great deal of tact on your part. Any information that leads you to believe a child is at risk should be mentioned to the Class Teacher or the Designated Safeguarding Team.

Any conversation with parents outside of school regarding school matters or children is a breach of the school's confidence. Even a comment such as, 'Your Eric reads well,' is not acceptable. It is very important to treat anything you hear or see in school with regard to all children as being in absolute confidence and entirely a matter within the school.

Similarly, you may find that parents who are friends will ask about the progression or behaviour of their children in school. Again, this is a matter requiring a great deal of tact on your part and it is very important that you firmly suggest that if they are worried in any way about their child then they must discuss the matter themselves with the class teacher.

Any breaches of confidentiality (see above) will be taken into consideration and at the discretion of the Executive Head teacher, may result in the volunteer's participation within class being reviewed.

Working with Children

Whenever you are working with children, the following points will be of help:

- Be friendly and do not raise your voice.
- Always treat children with respect and in the same sort of way that you would expect them to treat you.
- Give instructions clearly.
- Don't be afraid to quietly and calmly correct a child that is misbehaving (in line with the Behaviour and Discipline Policy) but never manhandle a child at any time. If in doubt, speak to the nearest member of staff.
- Give specific praise to the children wherever possible (Rather than 'Well done', say 'I really like the way you...')
- Do not let the children become 'silly' or over-friendly with you. They need to learn to behave socially towards adults who are not close friends.
- If you are concerned about a child for any reason, have a word with the class teacher. **Do not speak directly to the parents of the child.** This is the teacher's job.
- Ask the class teacher for more detailed advice for supporting individuals/ groups with particular tasks.

In Conclusion

We hope that you enjoy your time as a volunteer. If there is anything we can do to assist you in this important role please don't hesitate to speak to the Class Teacher, a member of the Senior Leadership Team or Head Teacher.

KEY INFORMATION ABOUT SAFEGUARDING & CHILD PROTECTION:

Keeping our pupils safe is our first priority at all times at Langton Green Primary School. Every adult, no matter their role, has a responsibility to ensure that they are working in a manner which protects our pupils. All adults also have a duty to report any concerns that they have or disclosures that are made to them by a child.

Signs of abuse:

- Bruises and other signs of physical injury
- Changes in personality/eating habits/sleeping habits
- Child becoming very withdrawn
- Outbursts of emotions such as fear/anger

Types of abuse:

"Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children."

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Reporting concerns:

If you have any concerns about the safeguarding of a pupil in school, you must record your concerns using one of the "Cause for concern" forms in the staff room and report it to a member of the safeguarding team as soon as possible. This must be done face-to-face, not via email, and it must be done before the child goes home for the day.

Members of the safeguarding team can be found on your school ID badge. There are posters of the team around school and there is a display board in the staff room with more information about safeguarding. If a child makes a disclosure to you:

- Make some very brief notes at the time and write them up in detail as soon as possible.
- Do not destroy your original notes in case they are required by Court.
- Record the date, time, place, words used by the child and how the child appeared to you – be specific. Record the actual words used; including any swear words or slang.
- Record statements and observable things, not your interpretations or assumptions – keep it factual.

Whistleblowing:

If you feel that a safeguarding concern has not been appropriately dealt with, you should raise your concern with the Headteacher or Chair of Governors. If this is not appropriate, you should approach the NSPCC: 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday). Our Whistleblowing policy, with more information, is available in the staff room and also in the staff toilets.