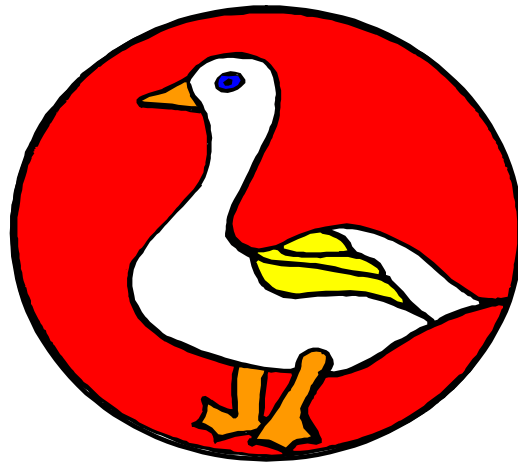


MORPETH FIRST SCHOOL



Volunteer Policy

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

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of 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 teacher training students
- Ex-members of staff
- Local residents
- Friends of Goosehill
- External Agency Staff

The types of activities that Volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- Running after-school clubs e.g. drama, art, sports etc.
- School discos
- Accompanying school visits

Becoming a Volunteer

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, usually completes a proforma or approaches the office staff/class teachers in the first instance.

Volunteers should complete the *Volunteer Information Form* (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help.

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

The school will seek CRB clearance for volunteers who will regularly attend school before they are permitted to work in school to protect the staff and children.

Our School Vision

All adults who work in our school, whether a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our school vision.

Our school strapline is 'Learning together, Growing together.'

We aim to provide an atmosphere of trust, care and equality, in which children, parents, staff, governors and wider community will be welcomed, accepted and included.

We aim to offer a curriculum which hopes to develop the full potential of each child.

We believe in close parental involvement, seeing parents as equal enablers in the development of their child to reach the highest, academic, emotional and social standards..

This vision is underpinned by the following aims and values.

Aims

- To work together as a community to provide a safe, happy and secure environment
- To maximize the performance and progress of each child appropriate to their need
- To promote and sustain a challenging, stimulating and caring learning environment.
- To advance the basic literacy and numeracy skills of every child as well as developing their creative and physical potential through relevant activities and highly effective teaching
- To develop positive attitudes to independent learning
- Promote active partnerships with parents and the wider community
- To be an organization that demonstrates a commitment to inclusion and equal opportunities for all
- To maintain high standards of behaviour through self-discipline, tolerance and mutual respect
- To continually seek ways to improve every aspect of the school's work and life

Values

- We will respect our children's individuality, encourage creativity and assist them to make the most of their abilities.
- We want our pupils to leave us well educated, self-confident and caring members of society.
- We will endeavour to promote equality of opportunity for all of our children irrespective of gender, race, creed, ability or disability.

Confidentiality

Volunteers in school are bound by a code of confidentiality. 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. If it is a comment which a child makes which gives rise to concerns then the designated Safeguarding Lead **Miss E Reay**, Headteacher, **Mrs S White** (Early Years Co-ordinator and DSL) or **Mrs S Bell**, (Deputy Headteacher) should be informed directly.

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 Headteacher or Deputy Headteacher.

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.

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) and about any safety aspects associated with a particular task (e.g. using DT equipment / accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Headteacher.

Child Protection

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

- All Volunteers are given a copy of the Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2)
- To ensure the safety of our pupils at all times, all of our Volunteers, who have regular contact with pupils, must have been cleared by the Criminal Records Bureau (CRB). A certificate is issued to the individual to produce in school.
- Those volunteers who support school trips must also read and sign our *Off-site visit agreement* (Appendix 3).

Safeguarding of Children Officers

Designated Officer – Miss E Reay, Headteacher

Deputy - Mrs S White, Early Years Co-ordinator

Complaints Procedure

Any complaints made about a Volunteer will be referred to the Headteacher / Deputy Headteacher for investigation. Any complaints made by a Volunteer will be referred to the Headteacher / Deputy Headteacher.

The Headteacher 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.
- The full Complaints Procedure can be made available from the school office.

Monitoring and Review

This Policy has been approved by the Governing Body and will be reviewed annually and updated in the light of new guidance from either the DCSF or LA.

APPENDIX 1

MORPETH FIRST SCHOOL

Volunteer Information Form

I will be willing to help in a classroom on a weekly basis on _____ mornings
afternoons

To offer the following craft/sports/music skills _____

OR

To lead a group activity organised by the teacher

OR

To help with Golden Time on Friday afternoons

OR

To help with School Trips

I have completed a CRB form via school I need to complete a CRB form

Parent of _____ Class _____ Signed _____

APPENDIX 2

MORPETH FIRST SCHOOL

VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at Morpeth First School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it in at school.

- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Aims and Core Values
- I agree to treat information I learn from being a Volunteer in School as confidential
- I understand that I will be required to undergo a Criminal Record Bureau check to advise the school of my suitability as a volunteer.

Signed: _____

Name: _____

Date: _____

APPENDIX 3

MORPETH FIRST SCHOOL

OFF-SITE VISITS VOLUNTEER AGREEMENT

School trips are an integral part of learning at our 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 this school trip.

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

Role of the Volunteer Helper

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated 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 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 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 a 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 about the task and help to explain areas of interest
- 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 should avoid using personal mobile phones during the trip unless in an emergency and as directed by the Class Teacher
- Volunteer helpers are not allowed to give/buy their group treats e.g., icecreams, biscuits, sweets – before, during or after the school trip.

First Aid

All members of staff have undertaken first aid training. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless it is your child who requires medicine in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and 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 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.

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.

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

Signed : _____ **Date :** _____