

# Camblesforth Community Primary School



Headteacher: Mrs Maria Butler BA (Hons) QTS, NPQH  
Chair of Governors: Mr Ian Fenton

Date of adoption: 7<sup>th</sup> October 2015

Signed by: \_\_\_\_\_ Print name: \_\_\_\_\_

Review date: September 2018

## Volunteers within School Policy

### Introduction

Volunteers at Camblesforht CP School are always welcomed and we positively encourage members of the local community to become involved in the work of the school. Volunteers bring a breadth of knowledge and experience that enhance the learning opportunities of all the children. In addition, we believe it is important for young people to have the opportunity to experience the world of work during and after their education, to enable them to make the best possible choices for their future. We recognise the need for lifelong learning.

Our volunteers include:

- Members of the governing body
- Parents
- Members of the local community
- Students
- University Students on teaching practice
- High-school students undertaking work experience

The types of activities that volunteers become involved in include:

- Hearing children read
- Working with small groups of children
- Undertaking art and craft activities
- Giving talks and demonstrations
- Accompanying school visits

### **Numbers of volunteers in school**

It is important that the number of volunteers on work experience in the school does not become intrusive, or be in detriment to our own children's care and education. We will limit numbers to:

- Two work-experience students from local secondary schools at any one time
- Two teacher training students at one time
- Four Teaching Assistance Course students per year
- One parent volunteer working within a classroom at one time

### **Volunteer induction**

Anyone wishing to volunteer at school, be it on a one off (eg visit) or regular basis (eg working in class), must approach the Headteacher, or another member of the school management team, directly so requirements, availability, timings etc. can be discussed.

Before starting to help in school all volunteers must be given a copy of this policy and asked to sign to confirm they have received it.

### **Work-experience students**

To ensure a successful placement the school will:

- Monitor the numbers of work experience volunteers in the school;
- Ensure that the teacher is happy to accept the work-experience volunteer in class;
- Ensure the volunteer is not related to any child in the class;
- If the volunteer is over 16, a CRB check has been carried out and 'disqualification by association form' completed;
- If the placement is not through school, college or similar, two references will be sought before placement commences;
- Provide opportunities for the volunteer to experience as many varied tasks and situations as possible;
- Provide an induction to the school, including child protection and health and safety issues.

To achieve these aims the volunteer will:

- Be aware of child protection and health and safety issues;
- Be aware that the school is a smoke and drug-free building;
- Always be polite and never use unsuitable language;
- Dress appropriately in smart casual dress (no jeans);
- Wear sensible and minimal jewellery;
- Treat all members of staff with respect;
- Report to the class teacher or office if they have a problem or need advice;
- Be prepared to help out with lunch and playtime duties;
- Inform the school in advance if unable to attend, showing commitment to roles and responsibilities.

### **Supervision**

All volunteers work under the supervision of the class teacher of the class which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and activities undertaken.

Volunteers should be given clear guidance from the teacher as to how an activity is carried out and what the outcome should be. Volunteers are encouraged to seek further clarification guidance regarding a query with a task or with a child's behaviour.

If a child requires first aid or comforting because they are upset, or escorting to the bathroom on a trip for example, it is important that the volunteer refer them to a staff member rather than perform the task him/herself.

### **Health and safety**

The school has adopted the NYCC CHYPS Health and Safety Policy and adapted it to suit the school. This policy is available in the policy folder in the office and on our website. Class teachers will ensure that all volunteers are aware of fire evacuation procedures and about any safety aspects associated with classroom activities. The health and safety officer for the school is the Headteacher. Please report any potential hazards or concerns. All staff are first aid trained.

### **Safeguarding of children**

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

- All volunteers are given a copy of the volunteering in school policy and asked to sign that they have received it.
- All volunteers who work in school on a regular basis will be CRB checked and cleared to work by the Criminal Records Bureau. A certificate is issued to the individual to produce in school. If a volunteer already has a CRB certificate we are still required to reapply for another check unless the CRB was issued by North Yorkshire County Council.
- Where a volunteer is engaged in a short term project or a one off visit, they will be under the direct and constant supervision of members of staff.

If you have any concerns or queries regarding child protection please discuss them straightaway with the Headteacher who is the designated Child Protection officer.

### **Signing in**

Volunteers at the school are required to sign in the visitor's book outside the office on entry and exit. They are also required to wear a visitor's badge at all times.

### **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with should be voiced with the class teacher/Headteacher and not with the parents/persons outside of the staff team. Comments regarding children's /staff behaviour can be highly sensitive, and if taken out of context can cause distress to parents if they hear such issues through a third party rather than directly through school.

### **Concerns or complaints**

The Headteacher reserves the right to take the following action in the unlikely event that there is a concern or complaint regarding a volunteer in school:

- To speak with the volunteer if the policy has not been adhered to and seek reassurance that the school policy for volunteers will be followed in future.
- Offer an alternative placement in another class if appropriate.
- Inform the volunteer that the school no longer wishes them to work in school. The full complaints procedure is available in the Complaints Policy.

If you have any concerns regarding work in school please discuss them with the Headteacher.

### **Monitoring and Review**

This policy has been written using current guidance for the LA and DFES. It will be reviewed and updated within the school policy review cycle or as new guidance is issued.

