



Ashlands Primary School Volunteers in School Policy

"Where every child has the chance to shine"

This policy embodies our Ethos Statement – Safe Children at Ashlands

At Ashlands Primary School we value the contribution and difference volunteers make to the school; thank you for your interest in this role. Our safeguarding policy and school ethos provide a framework for a safe environment for the children to thrive, feel safe and learn to their full potential. In support of this, the school ensures that volunteers are appropriately vetted and provided with training, guidance, support and supervision.

As a school we are committed to safeguarding and promoting the welfare of the children in our care; we expect all staff and volunteers to share this commitment.

Volunteers include:

- Members of the Governing Body
- Parents/ Carers / Grandparents of pupils
- Students on work experience
- University students
- Individuals from charitable organisations
- Regular volunteers come into school and work with small groups or individual children with tasks such as reading
- Ad hoc volunteers helping on school trips or specific events

1. Becoming a Regular Volunteer

If you wish to help in school on a regular basis in the first instance please contact the school office. You will be asked to undergo the following:

- To provide 2 references who school will contact in reference to your volunteer post.
- A DBS Check (Disclosure and Barring Service, previously the Criminal Records Bureau check)
- Be aware of the Childcare Disqualification Declaration Form
- Complete a Right to Work in UK Form.
- Sign the Ashlands Primary School Volunteer Agreement.

You will need to inform the Headteacher if, at any time, you become subject to any criminal investigation, caution or conviction; this will protect you as well as the children you are working with.

You may also be invited to attend Safeguarding training offered by the school, free of charge but within your own time.

2. Code of Conduct.

2.1 Sign In

On arrival at school please report to the School Office and sign in on the Inventory Visitor Management system. The system will issue you with a badge that you should wear whilst on the school premises. Please do this even if you are going straight into class having dropped your child off in the playground as it is important to know who is on the school premises at all times. Please sign out when you leave the school building and return your badge.

2.2 Fire Evacuation.

In the event of the fire alarm sounding please leave the school via the nearest exit and assemble in the playground near the seating area in the middle of the playground. Please make yourself known to a member of the office staff so that they can cross check you against the visitors signing in book.

2.3 Use of Mobile Phones.

The use of mobile phones and other personal electronic devices is not permitted in school and must be switched off whilst on the premises. If you need to make a call or check your messages this must be done off site.

2.4 Confidentiality.

All volunteers are bound by the Volunteer Agreement, which has a clear statement about confidentiality. Any concerns you have about a child or another adult in school must be directed to the Headteacher and **NOT** with any parent or person outside of school. You may not discuss behaviour or any aspect of a child's learning with anyone other than a member of staff.

2.5 Supervision.

All volunteers work under the supervision of the class teacher and support staff to which they are assigned, whether in a school setting or on a trip. At all times the Class Teacher retains the responsibility for the children, their behaviour and the activities they are undertaking. Volunteers receive clear guidance from the Teacher they are working with and you are encouraged to seek further guidance in the event of a query or problem regarding the children. You may not visit another class unless requested to do so by the class teacher; please bear in mind you are in school to assist the class teacher and not to be there to help your own child.

Volunteers should only work in public spaces, such as classrooms and corridors. They should not work alone with children in enclosed rooms or accompany children to the toilets.

2.6 Health and Safety

The school has a Health and Safety Policy. You will be made aware of any safety aspects associated with certain tasks (such as using DT equipment or the kitchen). Please report any obvious hazards to the class teacher or Headteacher.

2.6 Child Protection.

If you have any concerns about a child, either comments they make, physical markings or behavioural observations please report these concerns to the class teacher in the first instance. If the disclosure or allegation is made about a member

of staff, please report this to the Headteacher. If the allegation is about the Headteacher please report to the Chair of Governors. REMOVED NAME OF GOVERNOR

It is extremely important that these channels are followed and you must not discuss any concerns with any parents or persons outside of school.

3. Appropriate Behaviour.

- Please provide a good example and be a positive role model by behaving in a respectful, mature, safe, fair and considered manner at all times.
- You must maintain appropriate relationships with the children based upon mutual trust and respect.
- Avoid being tactile towards pupils, only touch children for professional reasons and where necessary and appropriate for the well-being or safety of the child. Whilst in school this also applies to your own child and those you may know.
- Treat all pupils equally, never build a 'special' relationship or confer favour on any particular pupil. If working with your own child or those you know well, please ensure you treat all pupils in the same professional manner.
- If working on a one to one basis with a child stay in an open area of the school or work in a room where the door is open and you are visible to others.
- Do not discuss or make statements about children, behaviour or activities in school.
- Do not take photographs of any pupils, including your own children. This includes when volunteering on school trips.
- Do not give or receive gifts unless arranged through the school.
- Do not discuss anything you have done or seen whilst in school on any form of social media. This includes making comments on school trips you may have volunteered with.

Adopted by Governing Body: July 2021

The Policy was agreed by the governors: July 2021

Review Interval: Every 4 years

Next Reviewed: July 2025

Volunteer Agreement.

Ashlands Primary School is very pleased to welcome and engage with voluntary helpers who are keen to work alongside them in school. We believe it is of great value to the children and to the whole school community.

Volunteers include:

- Members of the Governing Body
- Parents/ Carers / Grandparents of pupils
- Students on work experience
- University students
- Individuals from charitable organisations
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We hope you will understand and appreciate the need for a Volunteer Agreement. If you do need to discuss any point before signing the contract please speak to a member of the school office and Headteacher.

- I wish to help on a voluntary basis at Ashlands Primary School.
- I have read, understood and will abide by the Volunteer Policy.
- I am happy to work to the direction of a member of staff, and will seek clarification and assistance with any work, which I do not fully understand.
- I am willing to be DBS checked and to complete a Childcare Disqualification Declaration form and Right to Work Form.
- I understand that anything I see or statements that I hear are of a confidential nature. If I have cause for concern arising from something I hear or from something I see I will speak to a Designated Named Person.
- I fully understand that I must respect the privacy of the children, staff and parents in school and will not discuss any child, member of staff or parent with anyone outside of school.
- I will make myself familiar with the following policies found on the school website: Child Protection Policy, Health and Safety, eSafety and Whistleblowing.
- I understand that I may need to attend Safeguarding training every three years offered by the school, free of charge but within my own time.
- I agree to refrain from using social media regarding anything connected to Ashlands Primary School.
- If assisting on a school trip I will not take photographs whilst on the trip or post details of the trip on any form of social media.

Signed.....

Full name (printed).....

Date.....

Thank you for agreeing to the above and we look forward to you working with us.