

Volunteering at Clinton Policy

Reviewed: December 2020

Introduction

Clinton Primary School is committed to seeking support from the wider community through the work of volunteers in school.

The value of well-deployed volunteers in school is widely recognised. They are a welcome resource in helping to raise children's achievement whilst complementing the work of the staff in school. They can often provide expertise and experience that might otherwise be unavailable in school. Research also shows that children of parents who are involved in school life, do better.

Volunteers will be placed sensitively and responsibly. They will not be asked to replace paid staff or be given responsibility within school that would normally be associated with paid employees.

Having volunteers in school enables us to:

- demonstrate the whole community's commitment to providing the best educational opportunities for children;
- harness the diversity of skills, knowledge and expertise within our school community;
- provide more regular opportunities for children to practise their skills, such as reading and spelling;
- enhance the teaching of areas of the curriculum through the expertise and viewpoints of volunteers, to broaden children's experience;
- do activities which require higher adult to child ratios in order to be safe, such as school trips.

Volunteers in school should expect to:

- be recognised for their valuable contribution to the learning experience for the children they support
- be assigned worthwhile tasks
- access to any school policies or procedures that are relevant to their role
- access any induction that is necessary for the safety and success of their activities

Categories of Volunteers

Volunteers could include any of the following:

- Members of the Governing Body
- Parents, carers, guardians, elder siblings or Grandparents of Pupils
- Students on Work Experience or Placement
- Ex-Pupils
- University Students gaining experience
- Ex-members of staff
- Local residents
- Staff family members
- Local interest groups e.g. Civic Society, Royal Legion, Music Bands, Knowledge/Experience Sharing Groups etc.

How to volunteer:

People interested in volunteering should contact the school office or Headteacher. Often there will be opportunities offered in school and class newsletters.

Deployment of Volunteers:

All volunteers will be made to feel welcome. Their role will be clearly defined through discussions with the Headteacher or relevant member of staff, and they will be provided with specific role descriptions so they are very clear what is required of them.

Types of Activities:

Activities volunteers may be engaged in could include any of the following:

- Hearing children read
- Working with small groups of children, supervised
- Working alongside individual children
- Accompanying school visits
- Escorting children on local walks and to swimming lessons
- Social activities such as supervising at a disco or at other PTA activities
- Interviewing children on a governor visit

Safeguarding:

The governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers' and visitors to share this commitment.

There is a difference between our requirements for volunteers who volunteer regularly and those who volunteer on one or two occasions. The requirements below describe what is required of a regular volunteer, and the Headteacher will decide which of these requirements will be necessary for less frequent volunteering based on the role.

Before the volunteering role begins, volunteers will be signposted to key safeguarding documents, which they will need to read before being inducted into their roles. These are all available on the school website. There is also a link so volunteers can apply for a DBS certificate.

- Child Protection Policy
- Staff and Volunteers Code of Conduct policy
- Keeping Children Safe in Education Part 1
- Volunteer role description (with specific safeguarding information)
- Disqualification Declaration Form

Volunteers will have a short interview with the Headteacher so that the reasons for volunteering can be ascertained and safeguarding requirements can be further clarified, reflecting on the above policies.

All volunteers will be made aware of the following:

- Volunteers will be under the supervision of a member of staff, and who that is;
- They must be directly supervised if they do not hold the appropriate DBS certificate;
- How to deal with inappropriate behaviour of children;
- Expectations regarding confidentiality;
- Any further procedures relevant to their role;
- The school's Complaints Procedure and Whistleblowing policy;
- Health and Safety Procedures and risk assessments;
- Fire Alarm Procedures.

- For their own safety, all staff and volunteers are asked to put a pin number on their mobile phones. Please refrain from using mobile phones in front of the children as we want to set them a good 'work ethic' example AND we don't want accusations that people are taking photos or videos of children.

Volunteers will then sign to confirm that they have been happy with the initial induction and that documents have been read and understood.

Inclusion

Clinton Primary School is a fully inclusive school and, where possible, will encourage disabled volunteers to support the school. The school will take steps to ensure appropriate support is given to all volunteers.

Parent volunteers

Parents make up the majority of volunteers. Clinton Primary School encourages the support of parents. However, in most cases we will ask parents to support classes which don't contain their own children. This is to ensure children don't get a sense of favouritism.

Feedback

Volunteers will be encouraged to provide feedback to the school via the relevant staff member, or Headteacher, regarding their experience of volunteering. Feedback will be used to maximise the benefit of volunteering to both the school and future volunteers.

Volunteer Drivers

We may occasionally ask for volunteer drivers and in those circumstances we will need to ask for further documentation to be completed.

Volunteer Risk Assessments

We fully evaluate the risk of using volunteers in school and teachers follow a risk assessment to ensure children and volunteers are safe and happy. This risk assessment is available on request.

Induction Checklist for Volunteers	
Clarification of role	
Discussion of safeguarding policies read, including: <ul style="list-style-type: none"> • Keeping Children Safe in Education • Child Protection Policy • Volunteers in School Policy • Volunteering role description • Staff and Volunteers Code of Conduct Policy 	
Whistleblowing policy location; contact details for Chair of Governors for concerns about the Headteacher	
Confidentiality and information security; internet policy	
Use of phones	
Signing in and out	
Access to health and safety policies and risk assessments; responsibilities associated, including defect reporting	
Health and Safety key personnel shared	
Fire Safety Arrangements and other emergency evacuation / lock down procedures	
Behaviour and anti-bullying – management responsibilities and reporting mechanisms	
First Aiders and procedures regarding first aid	
Tour of areas where volunteer will work	
Equality responsibilities	
Introduction to staff supervisor (s)	
Explaining domestic arrangements – toilets / facilities for drinks	
Providing us feedback	
Any further questions?	