



School Volunteer Policy and Guidelines

Statutory / Non Statutory

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Date of review:	June 2024
Reviewed by:	Aoife Greaves
Approved by Governors:	YES
Date:	10 th July 2024
Next review due:	tbc

HOCKLIFFE LOWER SCHOOL
SCHOOL VOLUNTEER POLICY AND GUIDELINES

Rationale

At Hockliffe Lower School we believe that parents, carers and other adults can add enormous value to children's learning opportunities and experiences; we welcome and actively encourage parents and other adults to help the school in a variety of ways. Our overriding concern is for the safety and security of the children in our care and this school policy is to ensure that the children can benefit from as much help and support as necessary while being ensured of the best security possible.

Aims

- To provide staff and volunteers with clear expectations, induction and guidelines for working in school.
- To ensure that children can benefit positively from experiences with other adults within secure, safe boundaries.
- To encourage the wider community to engage with children's learning to raise standards of achievement.

Safeguarding Checks

It is the school policy that all volunteers who directly and regularly (once a week or more), or more intensively over a shorter period of time, with children will be required to obtain a DBS disclosure at the appropriate level.

The Headteacher has the authority not to accept the help of volunteers if he or she believes that it is not in the best interest of the children.

Volunteers not requiring an Enhanced DBS Disclosure

Volunteers or parents who accompany staff and children on one-off outings or trips that do not involve overnight stays.

Those who help out at specific events e.g. school fete, special assemblies and sporting events where they do not have unsupervised access to children.

Confidentiality

So that staff and parents of other children can be confident about helpers in school all volunteers need to agree to a protocol about confidentiality and conduct. Volunteer helpers are asked to sign a 'Volunteer Helpers Agreement,' and Acceptable Use Agreement, copies of which will be kept in school. They will be provided with clear guidelines explaining their role and conduct in school and giving them information about how they can best support the children they work with.

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Signing in

When any helper arrives in the school they must sign in at the school entrance stating their time of arrival and the class where they will be helping. A visitor's badge will be printed and worn at all times in school.

Volunteers must also sign out.

The role of Volunteers

Volunteers work alongside the class teachers and should always be given clear guidelines of the intended learning for the child/children for that session and how they can effectively support them in this. They can be asked to...

- Supporting individual pupils within classrooms
- Hear children read
- Play learning games with a group
- Help with art, IT or other practical subjects (cooking, sewing)
- Help with classroom organisation and the production of resources
- Help with supervision of children on school visits
- Perform administrative tasks

Volunteer helpers are not allowed to do the following activities

- Change very young children or supervise them changing alone
- Supervise children engaged in PE or other specialist activities
- Take responsibility for all or some of the class
- Take the children away from their designated working area without a teacher in charge (unless in the case of a fire)
- Discuss any work they have done with the parent of the child

The responsibility for the education, health and welfare of the children remains with the class teacher at all times

Mobile phones

Volunteers are not permitted to use their mobile phones when in sight of children, phone calls should be made only in the areas of the school designated for this purpose (staffroom or offices). Volunteers should never take photographs of children on personal devices.

Deployment of Parent Helpers

It is the policy of the school, as far as possible, to ask parents not to support in their own child's classroom, as this can be distracting for the child and sometimes lead to them exhibiting behaviour that they do not usually show in school. Helpers will be asked to support in classes where there is the most need for individual support.

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Volunteer Helper in School Agreement

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer helper:

As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children
- Share the school behaviour and ethos policy with you to help you understand how we manage behaviour
- Ensure that the children you work with behave and work well
- Treat you with the highest respect and care
- Share relevant information about the children you are working with
- Let you know in advance the overall plan for the session
- Treat anything you tell us with confidentiality

We agree not to ask you to:

- Deal with difficult or challenging behaviour
- Carry out a task that you feel unprepared to complete

As a volunteer helper I agree to:

- Use the school behaviour and ethos policy and inform the teacher if I see any inappropriate behaviour
- Inform the teacher if I observe anything that concerns me in school
- Treat any information with total confidentiality
- Read and sign the Acceptable Use Agreement relating to online safety
- Inform the school if I am unable to come into school for an agreed session
- Respect and listen to the guidance of the teacher at all times
- Complete the appropriate DBS check
- Provide the school with photographic identification
- Provide the school with two personal references
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer helper

I agree not to:

- Look at or compare children's work, records or staff records
- Share any information about a child or member of staff with anyone outside the school staff team either orally or on an online forum.

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- Talk to a parent about their child’s work, progress or attitude
- Take the children away from their designated working area without the permission of a teacher in charge (unless in the case of a fire)

Volunteer Helper: (Printed Name)

Signed:

Signed:..... Class Teacher/Headteacher Date:

Reviewed Feb 2023

Hockliffe Lower School

Volunteer Helpers Guidelines



Thank you for volunteering to help at Hockliffe Lower School

We believe that parents, carers and other adults can add enormous value to children's learning opportunities and experiences. Volunteers can help in a variety of ways in the school:

- supporting individual pupils within classrooms
- hearing children read
- playing learning games with a group
- helping with art, IT, practical subjects (cooking, sewing)
- helping with the production of resources
- helping at school sporting events
- helping with supervision of children on school visits
- helping with administrative tasks

The aim of these guidelines is to give you the information you need to make your time in the school worthwhile and enjoyable and to ensure the safety and security of the children you work with and yourself.

Thank you for your support.

Security

Disclosure and Barring Service (DBS)

If you are a volunteer who works directly and regularly (once a week or more), or more intensively over a shorter period of time, with children you must obtain a DBS disclosure at the appropriate level. Please see Mrs Sharpe in the school office who will provide you with the necessary paperwork to complete this. In addition you will be asked to provide photographic evidence and 2 personal references.

Signing in

When you arrive in the school please sign in at the school entrance and wear this badge while in school.

Please sign out when you leave the school premises.

Confidentiality

It is vital that all staff and volunteers helping in school work to a policy of confidentiality. You may see children struggling with work, be upset or misbehaving, or see or hear other information concerning a child while working with us in school.

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It is vital that you do not share anything about a specific child with family or friends or the child's parents if you know them or share any information online. It is the teacher's responsibility to inform the parents of their child's progress in education and any concerns.

Volunteers should be supportive of teaching staff and not pass on any opinions of things such as discipline and teaching styles outside the school either verbally or in an online forum.

Information from children (Safeguarding)

If a child tells you anything that causes you concern please tell the class teacher or headteacher as soon as possible after the disclosure at an appropriate time and where no one else can overhear.

Tips for working with children

- Always be positive with children and praise their efforts, if they are making mistakes encourage them to notice for themselves or correct them with sensitivity
- Encourage the children to talk about their learning, this will ensure they develop the correct the vocabulary.
- Encourage the children to do things for themselves, it is important that the children are independent and although they need support along the way the end result should be the children's own work.
- When playing games with the children encourage the idea of taking turns, sharing and being a good loser- the joy of the game is taking part.
- Please do not lift carry or move a child in any way
- If the behaviour of any child you are working with is inappropriate please send them immediately to the teacher who will speak with them about this.

Reading with a child

- Make the experience enjoyable and share your love of books with the child.
- Talk to the children about the book they are reading, what has happened so far?
- If it is a new book ask them to read the title and look at the picture on the front cover. What do they think the book is going to be about?
- As the child reads the text if they get 'stuck' on a word encourage them to use their phonic skills to sound it out or encourage a sensible guess based on the pictures or what has happened so far. If all else fails tell them the word; do not let the child feel they are a failure.
- Stop at regular intervals and ask the children questions to check on their understanding of what is happening in the story, ask them to predict what might happen next and discuss what they feel about the characters and the story.

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- Ask the children questions about the vocabulary the author uses and why they chose those words.
- As the children get older and are reading longer text take the opportunity to ask them about the grammar within the text, the use of punctuation e.g exclamation marks; can they identify different types of words within a sentence like nouns, verbs and adjectives.
- Please write the book title and pages that a child has read to you in their record book but do not make any written comments as to how the child has read. Please find time to share your observations or concerns with the class teacher at the end of the session or write your thoughts on a separate piece of paper. Do not move the child onto another band in the reading scheme even if the child has read particularly well.

Housekeeping

Tea and coffee

If you are in school during breaktime or lunchtime you are most welcome to join the staff for a tea or coffee (and sometimes cake) in the staffroom.

First aid

Please do not administer first aid to the children whilst volunteering in school. The majority of staff have certificates for paediatric first aid so if a child has a bump whilst in your care please refer them to the nearest member of staff.

If you should sustain an injury or feel unwell while you are at school please seek advice from a first aider or the school office.

Use of mobile phones and other devices with camera function

Please use your mobile phone in designated areas of the school, the school staffroom and offices. In other areas of the school your phone should be on silent and out of sight of children. You should not take images of children at any time on personal devices.

Fire alarm

If the fire alarm rings please leave the school via the nearest exit taking the children you are working with. Walk quietly and calmly to the assembly point which is in the rectangle on the playground. At no point should you return to the building until it is indicated it is safe to do so.

Absences

If you are unable to attend the school for your normal volunteer session please let the class teacher know or phone the school office on 01525 210330.

Going on school trips

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- Volunteers will be given a list of the children in their group and the details of other groups on the trip.
- It is unlikely that you will be in the same group as your own child.
- Please listen carefully to the pre-trip briefing when the teacher will outline the rules, routines and expectations of the day.
- Please ensure that the children in your group follow these rules and behave in the way the school expects.
- If the trip involves a coach trip please help the children in your group put on their seat belts and ensure that they sit facing forward during the journey.
- You are responsible for the safety of the children in your group throughout the day.
- Never leave the children in your group unattended; please join with another group when supervising children visiting the toilet.
- If there is a medical or other emergency let the class teacher know immediately, they are responsible for contacting the school and parents in an emergency situation
- The school staff are responsible for the administering of all First Aid
- Volunteers are asked to keep the same degree of confidentiality on a trip as they do in school. If you have any concerns or queries regarding the trip please address these to the class teacher or the headteacher.

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Acceptable Use Agreement for visitors, volunteers and parent/carer helpers
(Working directly with children or otherwise)

Online safety lead / Designated Safeguarding Lead (DSL) – Mrs A Greaves

This document is designed to ensure that you are aware of your responsibilities when using any form of IT in the school and other aspects of safeguarding in connection with online safety.

Please raise **any** safeguarding concerns arising from your visit immediately with the headteacher and/or DSL

- I understand I may only use my personal mobile phone(s) and other devices with camera functions in designated areas (staffroom & offices). When not in a designated area, phones must be switched off and out of sight. Any exception must be pre-arranged.
- I will not take images, sound recording or videos of school events or activities, on or off site, on any device. Any possible exception must be pre-arranged.
- I will not give out my personal details such as mobile phone number, email address, and social media account details to pupils and parent/carers. Where appropriate I may share my professional contact details with parents/carers provided the Headteacher (DSL) is informed before I leave the school.
- I understand my visit to the school may give me access to privileged information about pupils, staff, school systems and plans. Such information should never be shared online, including on social media sites.
- I understand I should not use school equipment to access the internet without prior approval from my contact in the school or the Headteacher.
- If working in the classroom, I will pre-check for appropriateness all internet sites I intend to use including checking the acceptability of other material visible on the site. I will not free-surf the internet in front of pupils. If I am in any doubt about the appropriateness of the content I plan to use I will check with my contact in the school.

Signed _____ Date _____

Role in School _____