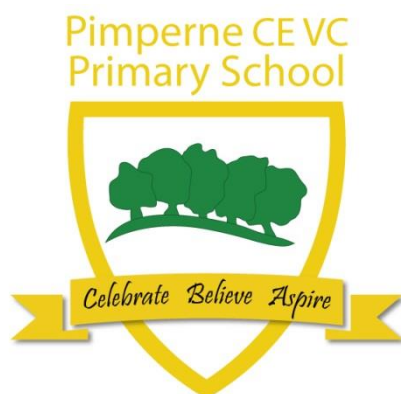


Pimperne Primary School



Volunteer Policy

Pimperne Church of England Voluntary Controlled Primary School

Volunteer Policy

Introduction: This policy supports the work of the school in promoting its mission statement, aims and values.

Mission statement: Pimperne CE VC Primary School endeavours to provide a happy, safe, caring and stimulating learning environment, based on Christian principles and our School Values. We believe that within this ethos and environment all members of the school community are valued as individuals and are encouraged to reach their full potential.

School aims: At Pimperne Primary we value every member of our school community and our aims reflect those of 'Every Child Matters', which is for all children, whatever their background or circumstances, to have the support they need to:

- Develop their understanding of the value of leading a healthy lifestyle
- Work and play in a secure and safe environment in which they are encouraged to develop moral values and mutual respect
- Experience a broad and balanced curriculum which fosters their enthusiasm, develops an enquiring mind and enables every child to aspire to achieve his/her full potential
- Access an education for life where they are able to learn how to become effective and reliable members of the wider community
- Foster aspiration, belief and expectation to carry through to adult life

To achieve these aims all learners, staff, parents and governors will work together to promote our core values of Perseverance, Courage, Compassion, Justice, Respect, Forgiveness, Trust and Selflessness.

Aims and objectives:

At Pimperne Church of England (VC) Primary School volunteer helpers are of paramount importance in supporting teaching and learning, achievements, attitudes and well-being of all our children. The role they can play in supporting staff to deliver a high quality education is invaluable. The aim of this policy is to ensure that volunteers are seen by children as safe and trustworthy adults and that the requirements for safeguarding and safer recruitment are applied appropriately to them.

Recruitment:

All new volunteers must attend an informal interview with a member of the Senior Leadership Team who will notify the Headteacher prior to them starting. The Headteacher maintains the authority not to accept the help of volunteers if it is believed that it will not be in the best interests of the children. The Volunteer is to read and agree to follow the

guidance of this policy along with guidance from Staff members. In addition, Volunteers will be asked for their permission for any relevant 'Disclosure and Barring Service' (DBS) checks to be made in confidence by the School Office.

The following will apply:

- If an external organisation has placed a volunteer in our school with our agreement the training organisation will provide written information outlining the requirements of the placement.
- Parents can actively support the education of children by supporting the school and teachers in education, in the classroom and during educational events.
- A member of the school's local community offers time and if the person is not known to the school, they will be asked to provide two referees of character. The Headteacher will follow these up.

Volunteers may be asked to support in different ways:

- in/around the classroom supporting learning or preparing materials
- accompany pupils on an out of school visit
- help in the library area or other communal spaces
- volunteer for the PTA committee
- support aspects of administration tasks

Induction:

All new volunteers must complete an induction process with a member of the Senior Leadership Team, which will include safeguarding, fire safety, confidentiality and guidelines of good practice when working with children. They are also required to complete the attached 'Registration Form' and 'Volunteer Checklist'.

Confidentiality and Safeguarding

As a school we place the safeguarding of our children as the highest priority. All volunteers are bound by a code of confidentiality. Volunteers will be asked to read the school's 'Child Protection Summary' document. Any information that is disclosed by or about a pupil must be reported to the class teacher or Designated Safeguarding Person. No information about pupils should be taken outside the school. Volunteers should not speak directly to parents about pupils' work or welfare. Volunteers who are concerned about anything another adult in the school says or does should raise their concerns with the Headteacher or Designated Safeguarding Lead or Deputy. Volunteers' use of social networking sites should be used with due care and attention. In particular, use of such sites should not involve any activities or observations which may bring the school, pupils or staff into disrepute. Should this happen it would bring into question the volunteers suitability to work in the school.

We ask that mobile phones are either left at the School Office or remain out of sight at all times. Mobile phones should never be used within school unless permission is given by the Headteacher. In such exceptional circumstances a place to receive or make calls will be offered, away from the sight or sound of any children. If you are expecting an important telephone call, it is either best to rearrange your volunteering times or to seek permission for the School Office to receive the call and they will inform you when it comes through.

Working in Classrooms/with Pupils

Volunteers must work under the guidelines of the teacher or teaching assistant who will be responsible for ensuring that the volunteer is familiar with the class expectations of behaviour and the specific learning support that is needed. If any recording of information is required, the teacher should ensure the volunteer is shown how to make the recording. The Classteacher or Teaching Assistant should be made aware of all written comments. Volunteers are always required to check with the Classteacher or Teaching Assistant if a child makes a request e.g. to go to the toilet, to go out of class for first aid or to go to the school office.

It is important to note that you may not be working with your own child within a classroom, as this is not always beneficial for either your child or the rest of the children. The Classteacher will use their discretion at making this judgement.

Welcome

All Volunteers are welcome into the Staffroom to make drinks or take a break. Please may we remind you that this is a working environment for our school staff and all confidentiality and safeguarding procedures remain in place. The adult toilets are in the corridor leading from the staffroom.

Although we do our best to keep you informed of the school calendar, volunteers are asked to check with the class that they are volunteering in from week to week to make sure that the class or school calendar remains unchanged. At some points during the year, it can get very busy, with many last minute changes.

Review

The school staff and governing body review this policy every year. The governors may, however, review the policy earlier than this, if the government introduces new regulations or if the governing body receives recommendations on how the policy might be improved.

Signed:

Date:

Next Review Date: March 2018

Pimperne CE VC Primary School Volunteer Registration Form

On completion of this form, a copy will be kept in the school Office. It will be treated as confidential. Information will only be shared with the relevant Classteacher if it may have an effect on policy/ procedure or if the safety and wellbeing both of yourself or others is compromised.

Date of Registering as a Volunteer: _____

Name of Volunteer: _____

Name of SLT member conducting initial interview: _____

Volunteering in: Maple / Chestnut / Cherry / Willow / Silver Birch / Oak / Sycamore

Other (please specify): _____

Home Address: _____

Telephone Number: _____ **Email:** _____

Please state any medical conditions / allergies that the school should be aware of: _____

Emergency contact name and number of spouse / relative: _____

Are any children / staff members related to you? No/ Yes (please indicate whom below)

We encourage our children to use formal greetings towards adults, e.g. greeting people by using their status Mr/Mrs/Miss - however there are occasional exceptions. Please let us know how you would like to be acknowledged. _____

Days and Times for Volunteering _____

We require the name and address of two character /professional references.

Please add the details below:

1. Name
Address
Email
Telephone number

2. Name
Address
Email
Telephone number

By offering to volunteer, you are agreeing to:

Support the school's aims and values

Treat all information obtained as strictly confidential

Seek guidance from, or share concerns with the Classteacher or Senior Leadership Team

Signed in Agreement: _____ **Date:** _____

Volunteer Checklist

- ✓ Read the schools 'Child Protection Summary' Document
- ✓ Know the Fire / Evacuation Procedures
- ✓ Return the Volunteer Registration form to the office – you will be informed as to when you are able to start
- ✓ Meet with a member of the Senior Leadership Team prior to starting
- ✓ Always sign in at the School Office and always wear a visible label or badge so that children know that you are a registered visitor
- ✓ Mobile phones to remain invisible to all children or left in the School Office
- ✓ All information remains completely and strictly confidential
- ✓ The adult toilets are those in the corridor past the School Office and are to be the only ones used by volunteers
- ✓ Please ask or speak to a member of staff if you are uncertain about anything. They will be only too happy to help.
- ✓ Thank you for the offer of your help and support, our children benefit immensely
- ✓ A Disclosure and Barring Service (DBS) check might be necessary. The office will inform you of the procedures for this.

For your information:

The Designated Safeguarding Lead (DSL) is Mr Nigel Roberts (Deputy Headteacher & Y5 Class Teacher)

The Deputy Safeguarding Lead is Mrs Fiona Waller (Headteacher)

The Safeguarding Governor is Mr Steven Fielding

The Designated Teacher for Looked After and Cared for Children is Mrs Fiona Waller



Pimperne Church of England (VC) Primary School
 Newfield Road
 Pimperne
 Blandford Forum
 Dorset DT1 9WF



VOLUNTEER REFERENCE LETTER

Volunteer Reference

Name of Volunteer

The above person wishes to volunteer as a Classroom Helper in our Primary School. Our pupils are aged 4 to 11 years of age. The person has named you to provide them with a character reference which should be posted to Mrs F Waller, Headteacher, at the school address as shown above.

1. Please state the capacity in which you know the person

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2. How long have you known each other?

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3. Do you have any reason to consider this person to be unsuitable to work with young children?

Yes/No

Please give details if you answer Yes

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4. Are you aware of any spent/unspent convictions which may have relevance to their work with children? Yes/No

If Yes, please give details

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5. Please comment on the person's character

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Signature

Print Name

Telephone Number

Email Address

Thank you for providing a reference. We will contact you in due course.