



Blue Gate Fields Infant School Volunteer Policy

**Agreed by staff
Agreed by governors**

**February 2017
Review February 2019**

Volunteer helpers

We encourage the involvement of parents and other members of the community to act as volunteer helpers and help to enhance the experiences of the children within this school. We recognise that when parents are involved, children do better in their education.

We work positively to promote an ethos of partnership within the school. Such involvement by parents and other members of our community will benefit the whole school community as it will enrich the curriculum.

We understand that all volunteers provide their time and commitment free of charge and we cannot expect them to commit to a regular working pattern but we do encourage our volunteers to commit to a regular number of hours per week, e.g. 1 morning or afternoon session.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To enrich the learning environment and give more opportunities for pupils to engage with adults.
- To promote an ethos of partnership within the school.
- To work with other schools and the local authority to share good practice in order to improve this policy.

We believe this policy relates to the following legislation:

- Children Act 1989 and 2004
- Education Act 2002 and 2011
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- Police Act 1997 (Criminal Records) (No. 2) Regulations 2009
- Equality Act 2010

The following documentation is also related to this policy:

- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Head teachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
- Framework for School Inspection (Ofsted)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Parent View Toolkit for Schools (Ofsted)
- Review of the Best Practice in Parental Engagement: Practitioners Summary (DfE)

- School Inspection Handbook (Ofsted)
- Schools and Parents (Ofsted)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children

Responsibility for the policy

Role of the Governing Body

The Governing Body has:

- appointed the Head teacher to coordinate Links with the Community;
- delegated powers and responsibilities to the Head teacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;

Role of the Head teacher and SLT

The Head teacher and the Senior Leadership Team will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure Disclosure and Barring Service checks are undertaken;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;

Role of the coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- organise the deployment of adult volunteers throughout the school;
- provide training for all staff on induction and when the need arises;

The coordinator will provide the following guidance to adult volunteers prior to them working in school:

- To work under the direction of the class teacher.
- To provide support to the class teacher.
- To report to the school office on arrival and sign in.
- To always wear a visitor's badge.
- To sign out when leaving.

- To discuss the activities to be carried out with the teacher.
- To always work at the children's level both in conversation and in physical size.
- To discuss the task in hand and keep the children focused.
- To encourage children to work quietly.
- To converse with the children using a quiet and clear voice.
- To encourage children to adhere to the class rules.
- To understand that the teacher remains responsible for all the pupils.
- To understand that the ultimate responsibility for discipline lies with the teacher at all times.
- To use appropriate language.
- To develop children's enquiry skills by asking questions about the task and encourage them to ask questions and offer explanations.
- To be discreet at all times.
- To work in the class in full view of other staff. Not to be alone with a child.
- To inform the teacher, after working with children in the school, of any concerns you may have.
- Ensure that the volunteers are aware of and follow the school's policies and procedures.

Role of School personnel

School personnel will:

- comply with all aspects of this policy;
- be informed of the guidance given to adult volunteers;
- ensure that the adult volunteer is familiar with the layout and organisation of the classroom;
- ensure that the adult volunteer is familiar with the emergency evacuation procedures.
- ensure that the adult volunteer complies with the guidance given;
- monitor and evaluate the effectiveness of the involvement of the adult volunteer;

Role of adult volunteers

Adult volunteers will:

- adhere to the guidance given by the coordinator;
- work in school by supporting individuals or groups of children at the discretion of the class teacher;
- Disclosure and Barring Service checked;

Role of pupils

Pupils will:

- be aware of and comply with this policy;

- listen carefully to all instructions given by the adults, under direction of the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- talk to others without shouting and will use language which is neither abusive nor offensive;

Role of parents/carers

Parents/carers will:

- be aware of and comply with this policy;
- be encouraged to take an active role in the life of the school;
- be encouraged to work in school as volunteers;

Disclosure and Barring Service checks

All adult volunteers must have a Disclosure and Barring Service check before they work in this school.

Raising awareness of this policy

We will raise awareness of this policy via:

- the School Prospectus
- the school website
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- communications with home such as regular newsletters
- information displays in the main school entrance

Training

All school volunteer helpers:

- receive training on induction which specifically covers:
 - Confidentiality
 - Disclosure and Barring Service Checks
 - Fire Safety
 - Health and Safety
 - Safeguarding and Child Protection
 - Inclusion

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

Monitoring the effectiveness of the policy

The practical application of this policy will be reviewed annually or when the need arises by the Head teacher.

This policy was approved by governors in February 2017 and signed by the chair of governors.

..... Chair of governors.

..... Date

It will be reviewed in February 2019 or sooner in the case of new information, changes or legislation.