Classroom Volunteers Policy

November 2019

Approved by the Governing Body Strategy Group 21/11/19

This Policy is due for renewal in Term 2 2021–22

CLASSROOM VOLUNTEERS POLICY

OF

GODINTON PRIMARY SCHOOL

SECTION ONE – INTRODUCTION

Parents and carers are encouraged to support the school by helping in classrooms during the school day or at after school clubs. Any offer of help from parents/other members of the community will be co-ordinated by the School Business Manager. Members of the school staff who are approached with offers of help in classrooms or in after school clubs should direct any volunteers to the School Business Manager.

SECTION TWO – PROCEDURE FOR BECOMING A SCHOOL VOLUNTEER

2.1 The School Business Manager will contact the volunteer and discuss what help they can give. The volunteer will need to complete an application form to work in the school. The application will ask the volunteer to state their reasons for wanting to help out in school and will ask for references. The school will take up at least one reference and acceptance of the offer of voluntary work will be dependent on the successful outcome of this.
The school can refuse the offer if it is felt that the volunteer's presence in school would not be advantageous to pupils' education or is concerned about an applicant's reasons for volunteering. The school reserves the right to halt any volunteer help at any stage after it has begun, if it becomes apparent that the volunteer's presence in school is adversely affecting learning in any way.

2.2 The school policy is to not place volunteers in any class that contains a child to whom they are related, unless there are social, emotional or health reasons why it is advantageous to do so. The School Business Manager will discuss the possible placement with the Senior Management Team to identify a class in which the volunteer can help and will then liaise between the class teacher and the volunteer to organise this.

2.3 Before the volunteer begins to help within the school, the School Business Manager will ensure that every aspect of the school's safer recruitment procedures has been satisfied and that all necessary safety checks have been completed including a DBS.

2.4 In addition, the School Business Manager will meet with the volunteer on the school site and complete the volunteer induction checklist, which includes:
- Child Protection / Safeguarding;
- Confidentiality;
- Health and Safety;

- Behaviour and Discipline

The volunteer induction checklist is attached as Appendix A.

2.5 The School Business Manager will then formally introduce the volunteer to the class teacher or member of staff with whom they will work. The member of staff will then assume responsibility for details of the volunteers' work in class or at an after school activity.

2.6 All volunteers must sign the 'signing in sheet' for volunteer helpers and collect a visitor's badge from the school office which they should wear for the duration of the visit. Initially, volunteers will be collected from the office area by the School Business Manager and introduced to the class teacher and teaching assistant. Subsequently, they will be able to make their own way to their class.

2.7 Volunteers are welcome to enter the staff room during breaks and will be given complimentary tea and coffee provided by the school.

2.8 The school is under no obligation to continue with a voluntary placement if it is felt by the Headteacher that the volunteer is proving detrimental to the school or if any concerns are raised.

2.9 The school has a clear application and induction process for school age work experience students and students on teaching placements from universities and colleges.

SECTION THREE – POLICY REVIEW

This policy is reviewed every two years or sooner should the need arise.

SECTION FOUR – EQUAL OPPORTUNTIES AND RACIAL EQUALITY (Refer also to these specific policies)

At Godinton Primary School, we are committed to ensuring equality of opportunity for all members of our school community irrespective of race, religion or belief, gender, gender reassignment, disability, sexual orientation, age, pregnancy or maternity, marriage and civil partnership or socio-economic background. We are determined to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and ability to participate fully in school life.

We tackle discrimination through the positive promotion of equality by challenging stereotypes and by creating an environment that champions respect for all. At Godinton Primary School, we believe that diversity is a strength that should be respected and

celebrated by all those who learn, teach and visit us.

All school policies have an explicit aim of promoting equality and will be reviewed in terms of their contribution and effectiveness in achieving this aim.

Name:	Start date:
Placement:	

Welcome to the school	
Introduction to key staff/ tour of school	
Network login, printing procedures (where applicable)	
Clarification of role	
Parking/Eating facilities/Use of staff room at break times	
Signing in and out/Visitors badge	

Documentation	
Confirm employee's full name, address, telephone number, date of birth, next of kin, medical conditions	

Sickness/Absence	
Procedure to be adopted if absent through accident or sickness/ contact card	

Fire precautions	
Procedure in the event of fire alarm/evacuation	
Use of fire-fighting appliances	

Safety	
Hazards/prevention of accidents	
Procedure in the event of an accident	
Location of first aid boxes and first aiders	
School safety policy/ Smoking policy/Security	

Safeguarding	
Safeguarding Summary shared and discussed	

DSL Jill Talbot	
Safeguarding Policy/Signs and symptoms of abuse/Cause for Concern sheet	
'Safeguarding Advice for Volunteers and Work Experience Students' leaflet	
Confidentiality/Whistleblowing/Online Safety Policy	
Disqualification by Association	

All the above points have been explained / issued to me	
Signed (volunteer/work experience):	Date:
Signed (HR/SMT):	Date: