

John Keble Church of England Primary School



Volunteer Policy

Chair of Governors	Mark Cozens
Head teacher	Catherine Allard
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1. Aims

The aim of this policy is to:

- To ensure there is a clear process in place when adults wish to volunteer in school
- To ensure the highest standards of safeguarding for our pupils by a shared knowledge of procedures
- To ensure that for all concerned – volunteers, teachers and children - the volunteering experience is positive and rewarding.

2. Introduction

Volunteers are parents or other adults working alongside the school staff and students on an unpaid basis. At John Keble we welcome those wishing to help in the school and value the contribution they make to school life. We believe that the involvement of parents, carers and volunteers in children's education is vital and we encourage active participation in many ways. Some volunteers come to school to help with a variety of tasks such as art, cooking, and especially reading, and usually work with individuals or small groups in specific classes. In addition volunteers often help when the children are taken on educational visits outside school or get involved with events or working parties (such as the Christmas or Summer Fairs).

3. Aims and Ethos

As an inclusive school we celebrate diversity and value the achievements of all children. We are committed to providing the greatest possible access for all children by providing a broad, balanced and differentiated curriculum which is appropriate for meeting their needs. We particularly want to ensure that parents and pupils are fully participative in the process.

4. Safeguarding

As part of our commitment to safeguarding volunteers who are not already known to the school will be asked to attend an informal interview to ensure that the aims and intentions of the school and the volunteer are compatible. The Head-teacher 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.

We carry out a Disclosure and Barring Service (DBS) check for all volunteers who have regular contact with children. All schools need to hold a register of the checks undertaken. In order for you to work in school as a volunteer, you will need to complete a DBS online check. We will help you get the process started. Please be assured that all information will be treated in the strictest confidence and that these checks are done only in the best interests and safety of the children. Those who help out at specific events e.g. school fair, who do not have unsupervised access to children do not need a DBS.

When a volunteer arrives in the school they must sign in at the school office. Volunteers must also sign out and state the time when they are leaving the school premises. Signing in and out is important in the event of an emergency so that staff and emergency services know who needs to be accounted for. A visitor badge must be worn at all times in school.

5. Becoming a Volunteer in School

All volunteers will be asked to attend an induction meeting with the Deputy Head-teacher (or delegated to another member of the Senior Leadership Team which will include Safeguarding, Health & Safety and Fire, as well as an overview of the school's ethos and of the sort of work which the volunteer will be carrying out. They will be given a set of key notes to take away for reference (see appendices).

6. Deployment of Volunteers

Volunteers will be asked to support in classes/areas of the school where there is the most need for support. Parent volunteers should be aware that they will not always be able to work in their child's class as for some children this can be distracting for the child and perhaps can place the class teacher in a difficult situation. This is entirely at the Headteacher's discretion.

7. Volunteer Roles in School

Many of the activities that we ask you to help with are the sorts of things that parents do with their own children at home. We might ask you to become involved in a variety of activities such as:

- Sharing books;
- Working on the computer;
- Playing games;
- Making things;
- Cooking;
- Gardening;
- Sewing;
- Topic related studies;
- Coming with us on visits (see appendices).

The teacher will give you:

- Clear guidelines about the activity;
- All the materials you need.

8. Procedures and Protocols

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



Appendix 1:

John Keble Church of England Primary School Key Information for Volunteers

Welcome to John Keble School! Please read the important information below.

_____ will be your first point of contact. We are a very busy but friendly school; any adult working here will happily answer any further questions you may have or point you towards someone who will be able to do so.

Signing-in All adults must sign in/out electronically every time they arrive at or leave the premises.

Staff lunches Staff are welcome to eat a school meal. Please order and pay at Attendance Office.

Dress code All adults are expected to be smartly dressed – no trainers, jeans, caps etc.

Acceptable Use See attached.

Marking Please follow given guidelines or check with Phase Leader/DHT. All work must be marked (in green pen).

Key people

Headteacher (SLT)	Mrs Catherine Allard	School Bursar	Ms Jacqui Manning
Deputy Headteacher (SLT)	Ms Lucy Hawker	Attendance	Mrs Dee Buchanan
Phase Leaders (SLT)	Nadine Barnard (EYFS/Yr 1) Angela Harvey (Yrs 2/3) Natalie Slingsby (Yrs 4/5)	School Office	Mrs Cleide Kennedy
ICT Network	Mr Syed Suhan	Welfare	Mrs Marcia McLeod

School day (*Playtimes and assemblies vary for each phase – see Phase Leader for details*)

8.30am	All staff present in school. Year 6 proceed straight to class.
8.45am	School starts with the ringing of a bell –children are collected from playground. Foundation Stage open their classroom doors and children enter.
8.50am	Registration and start of lesson
3.15pm	School ends

Playtimes/Lunchtimes All class teachers and LSAs must escort their classes to the playground and must remain with their class until teachers on duty are present. Staff on duty should monitor all areas of the playground carefully. Children are not to go into the school building unless permission is given. Staff not on duty must come to the playground punctually for the end of break. When the teacher on duty rings the bell children line up in their class line and come into the school with their teacher.

End of day All staff from Reception to Year 2 should hand over children to the parents/carers via the outside classroom door. KS2 class teachers and LSAs accompany children into the playground. They must be carefully supervised until collected. Every class should have a list

posted by their classroom door detailing which children are allowed to go home alone and who picks up the other children.

Wet days *If it is wet before school starts, children may be sent directly to class. Teachers and LSAs ensure classes are supervised at all times inside during wet playtimes. Children are encouraged to play games, read, draw or carry on with work. They must not use scissors, paint, glue or the computer.*

Welfare

Medicines All medicines brought into school must be kept in the medical room and administered according to individual medical plans, by the Welfare Officer.

First Aid If a child is unwell or has an accident, they should be sent to the Medical Room with another child or adult. It is very important that all head bumps are seen by the Welfare Officer.

Toilet Children are encouraged to go to the toilet on their way out to play. KS2 children should not be going to the toilet in lesson time where possible. Children are only sent one at a time.

Expectations for pupils' behaviour

Our approach to behaviour is based on a restorative approach and positive reinforcement of good behaviour; you may reward "Dojos" for positive behaviour. Incidents are recorded on an "Incident sheet". Serious incidents must be reported to a member of SLT.

Money/mobile phones *Children should not have money or mobile phones in school. If staff discover these, they should be labelled and handed to Office 1.*

Movement around school Children are to walk quietly and safely in orderly class line order.

Safeguarding

A copy of the Child Protection and Safeguarding Policy is on the shared system and in the staffroom.

All concerns, no matter how small should be shared with Lucy Hawker, Deputy Headteacher, who is the Designated Child Protection person or in her absence, a member of the safeguarding team (Catherine Allard, head-teacher, or Eileen Morris, learning mentor). Policy and other info on board in the staffroom.

The Prevent Duty: Schools also have a duty to provide a form of safeguarding to recognise children at risk of, or who may be vulnerable to, potential radicalisation. This very much follows the same procedures as other safeguarding concerns in school and should be reported in the same manner.

- Children are not ever allowed to be left unsupervised.
- Craft equipment must be kept out of reach of children and used with supervision.
- Doors must not be wedged open for health and safety reasons.

No smoking *The school operates a no smoking policy in the school and grounds.*

Confidentiality

It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. While in school you are likely to become aware of issues relating to individual children. You may see children struggling with work, be upset or misbehaving or hear/see other information concerning a child while you are with us in school. It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them. The teachers here have the responsibility of informing parents of any concerns about a child. If you ever have any concerns about a child, please speak to the class

teacher as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.

Volunteers working in classrooms do so on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside the school.

Protecting yourself

1. Staff must not ever use a personal phone to take a photo of a child in any context.
2. Any personal phones with a camera on must be switched off in the presence of children, whether in class or in the playground.
3. Avoid situations where you will be alone with a child (for example, keep doors open).
4. Personal numbers and e-mails must never be given out to parents or children.
5. Social networking accounts must not be used to communicate with children at the school, children who have attended the school or parents.
6. We advise non-permanent staff to send for help from nearest available "school adult" if they are worried about behaviour or feel a child may need to be held or restrained.

Fire procedures

The fire bell is one continuous sound of the bell. Full details of what to do are posted in each classroom.

On hearing the fire alarm teachers should:

1. Line up the class in an orderly manner and ensure this is maintained throughout.
2. Leave the room. Close the door. **DO NOT COLLECT COATS/BELONGINGS.**
3. Line up class at designated playground area.
4. Check that all pupils are present in the line using the register. Report any missing pupils.
5. When all children are accounted for, the children should sit in their line and the teacher raise a hand to signal this.

Appendix 2:

Parent Helper Trip Briefing	
Year group:	
Trip:	
Party leader:	
Date:	
Leave school at:	
Return to school by:	
Travelling by:	
Details of route (e.g. which tubes and to where?):	
Number and names of children in your group:	__ children:
If you are separated from the group:	Call school on 02089655072.
In case of emergency:	Follow instructions from Party Leader who will follow emergency plan or call school on 02089655072.
If a child needs the toilet:	They need to be accompanied by an adult. Speak to school staff.
If a child needs first aid or medication:	Speak to school staff. All head bumps MUST be reported to school staff.
If a child is not following rules:	Remind them of the rule (e.g. "Remember to walk with your partner"). If they still do not follow rule or if you are worried they are not safe, speak to school staff.
For trips on coach:	All children to wear seatbelts at all times. Adult to stand at bottom of steps when children get on/off bus and ensure walking, holding onto rail climbing steps etc.
For trips on tube or bus:	Children to sit close to each other, adults to supervise at all times. Adult always to be first on and last off. Children to be counted on and off. Adult to stand near "gap" between tube and platform edge and ensure children embark/disembark safely.
For trips when we are walking:	One adult to go at the front of the group, one adult at the rear. Two adults to stand in road.
Important notes::	Unless in an emergency, you should not be alone with children at any time. Please remain with the group at all times and follow instructions from school adults who have undertaken a detailed risk assessment of all parts of this trip. Please do not take photos and please do not use your mobile phone around the children unless in an emergency. No smoking. All safeguarding concerns, no matter how small should be shared with Lucy Hawker, Deputy Headteacher, who is the Designated Child Protection person or in her absence, a member of the safeguarding team (Catherine Allard, head-teacher, or Eileen Morris, learning mentor). Urgent concerns whilst on a trip should be reported to Party Leader.