

Our school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.



TMPF

Volunteer and Helper Policy

2023

Policy updated: Spring 2023

Date of next review: Summer 2024

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*The Moorlands Primary Federation comprises seven schools:
Bishop Rawle C. E. Primary School; Dilhorne Endowed C. E. Primary School;
Great Wood Primary School; Hollinsclough C.E. Academy; Manifold C.E. Academy,
St. Werburgh's C. E. Primary School; and The Valley Primary School.*

Introduction

We welcome and encourage volunteers from the local community. Volunteers at our schools bring with them a range of skills and experience that can enhance the learning opportunities of children at our school.

Our Volunteers include:

- Members of the Trust Board;
- Parents/carers of pupils;
- Ex-pupils;
- Students on work experience;
- University students;
- Ex-members of staff;
- Local residents;
- Friends of the school.

The types of activities that volunteers engage in include:

- Hearing children read;
- Working with small groups of children;
- Working alongside individual children;
- Undertaking art and craft activities with children;
- Working with children using subject specific resources;
- Accompanying school visits.

Becoming a volunteer

If you are interested in becoming a volunteer at any of our schools, please contact:

St. Werburgh's C E Primary School

School Leader: Miss Natalie Ainsworth email: office@st-werburghs.staffs.sch.uk

Dilhorne Endowed C E Primary School

School Leader: Mr Craig Broome email: office@dilhorne.staffs.sch.uk

The Valley Primary School

School Leader: Mrs Charlotte Bould email: office@valley.staffs.sch.uk

Great Wood Primary School

School Leader: Mr Ben Adamson email: office@greatwood.staffs.sch.uk

Bishop Rawle Primary School

School Leader: Miss Averil Kirk email: office@bishoprawle.staffs.sch.uk

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Manifold C E Academy

Executive Principal: Mrs Kelly Stanesby email: office@manifold.staffs.sch.uk

Hollinsclough C E Academy

School Leader: Mrs L O'Sullivan email: office@hollinsclough.staffs.sch.uk

Please complete the *Volunteer Information Sheet* (Appendix 1) with contact details, type of activities you would like to help with, and the times you are available to help.

Before starting to help in school, you must complete the *Volunteer Agreement* (Appendix 2), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

All adults who work in our schools, whether a paid member of staff or a volunteer, are expected to adhere to The Moorlands Primary Federation Code of Conduct at all times. Failure to do so will result in the volunteer placement being terminated.

All volunteers/ helpers must adhere to TMPF's Safeguarding Procedures.

Confidentiality

Volunteers in our schools are bound by a code of confidentiality and must not discuss school matters outside of school. Any concerns that you may have about the children you work with / come into contact with should be voiced with the Class Teacher and NOT with the parents of the child or other persons outside school.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress. Volunteers who are concerned about anything another adult in the school does or says should raise the matter directly with the School Leader or Executive Principal.

Supervision

All volunteers work under the direct or indirect supervision of the class teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. Volunteers should have clear guidance from the teacher as to how an activity is carried out and what the expected outcome of an activity is. Volunteers are encouraged to seek further advice and guidance from the teacher in the event of any query or problem regarding children's understanding of a task or behaviour.

Health and Safety

All Trust schools have a Health and Safety Policy and this is made available on request to volunteers working in the school. Class teachers ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. accompanying children on visits).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher in the first instance.

Safeguarding

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- All volunteers are given a copy of the Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2)
- To ensure the safety of our pupils at all times, all of our volunteers must have been cleared by the Disclosure and Barring Service if they are visiting the school on a regular basis (i.e. one or more visits per week over a four-week period or longer) in order that they may work unsupervised. A certificate is issued to the individual to produce in school. Volunteers are also asked to provide two references which must be received before the volunteer begins in school.
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class educational visit, no formal checks are carried out. These volunteers, who are under constant supervision of school staff, must read and sign our *Off-site Visit Agreement* (Appendix 3).
- All volunteers must read our TMPF Safeguarding Policy, Keeping Children Safe in Education and specific parts of the Prevent Duty document.

Complaints Procedure

Any complaints made about a volunteer will be referred to the School Leader/ Executive Principal or CEO (if appropriate) for investigation.

The School Leader/Executive Principal reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class;
- Inform the volunteer that the school regrettably is unable to use them further.

Volunteer requests

Each School Leader/Executive Principal/CEO reserves the right to decline a volunteer request or end a period of 'placement' if they believe it is not in the best interests of a child(ren), the school or wider Trust. They should provide a professional reason for this decision. For example, a class/cohort already has a volunteer helping during the requested period.

APPENDIX 1

VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS

Name of Volunteer: _____

Date of Birth: _____

Previous surnames: (including maiden names): _____

Address: _____

Tel: _____

What skills / areas would you like to help with in school?

Are there any particular age groups / classes you would like to work with – and why?

Please detail the days/times you would be available.

Is your voluntary work part of a college or University course? If so, please specify details below.

Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? *(please give details)*

Please provide the names and contact details of 2 referees:

1 - _____

2 - _____

Thank you for taking time to complete this Volunteer Information Sheet. Your offer of help is appreciated and we will be in touch shortly.

APPENDIX 2

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer within The Moorlands Primary Federation. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it in at school.

- I have received a copy of the School's Volunteer Policy.
- I agree to support the School's Ethos, Aims and Values.
- I agree to treat information I learn from being a volunteer in school as confidential and not to discuss school matters outside of school.
- I understand that I may be required to undergo a Disclosure and Barring Service check to advise the school of my suitability as a volunteer.

Signed: _____

Print Name: _____

Date: _____

APPENDIX 3

OFF-SITE VISITS VOLUNTEER AGREEMENT

Educational visits are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this visit.

Please read and return this appendix, and sign and return the volunteer/helper's slip. This is part of our school's risk assessment planning.

Role of the Volunteer Helper

- to be responsible for and look after, in equal measure, all of the children in your group.
- to stay with your allocated group of children, ensuring that their well-being and safety is maintained for the total duration of the school trip.
- to promote polite, respectful and courteous behaviour towards each other and members of the general public.
- to ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip.
- to contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour.

Working Alongside School Staff

The School Leader/Executive Principal requests volunteer helpers to:

- comply with all of the above whilst being under the direct line management of school staff.
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/ labels/information, asking questions that encourage children to think about the task and help to explain areas of interest.
- follow guidance from the school staff.

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What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give or buy their group treats e.g., ice cream, biscuits, sweets, gifts – before, during or after the school trip.

First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication or medical needs. If medicine needs to be administered, this will be done by a member of staff unless it is your own child who requires medicine in which case you may be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

Declaration

I have read the Volunteer Policy.

I agree to the terms and conditions as stated in the policy.

I will support the young people in enjoying the visit and actively contribute to the effective operation of the occasion.

Signed : _____ Date : _____