

Crazies Hill

C.E. Primary School

VOLUNTEERS WORKING IN SCHOOL POLICY

Committee Responsible: Resources

Date of Next Review: Feb 2024

Version	Date Reviewed	Changes	Date Approved
1	Feb 2022	New policy	

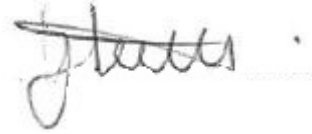
‘A tree is known by its fruit, people by their actions’
(based on Matthew 12 verse 33-5’.

Our vision at Crazies Hill is that our ‘fruit’ will be children and adults who have the resilience to weather life’s ups and downs, respect for themselves, others and their environment and the ability to build and maintain good relationships with all in their community. All our policies are written with this vision in mind.

Signed: Jo Shell, Head of School



Signed: Lesley Turville, Chair of Governors



1.0 Introduction

The Governors and staff recognise the valuable contribution made by volunteers working in our school in supporting the teaching and learning within the school and also supporting a wide range of opportunities/experiences for the children. There are a number of ways in which parents or other volunteers may contribute to the work of the school:

1. Assisting pupils with tasks, either individually or in small groups;
2. Assisting teachers with administrative tasks. e.g. preparing resources
3. Assisting with the supervision of pupils on educational visits.
4. Any other school events/learning activities deemed appropriate

It is at the schools' discretion (Individual class teacher/Head of School /Governing body) when, where and with what activities volunteers can support throughout the school. This includes not allowing volunteers into the school if they are not required. It is also important to recognise that whatever activity volunteers assist with, the responsibility for the children remains that of the professional staff of the school and ultimately the Governing Body.

2.0 Staff Responsibility

Before supporting with school activities, it is the responsibility of school staff to:

- To make clear to the volunteer the exact nature of the task, and what his/her expectations are;
- To brief the volunteer in the use of specific equipment or apparatus, paying close attention to Health and safety issues;
- To inform the volunteer of any particular needs regarding individual children;
- To make clear to the volunteer if and when feedback regarding the outcome of a particular activity is to be given to the class teacher;
- To provide each volunteer with a Safeguarding Briefing and any other sets of guidelines appropriate to the activity with which he/she is helping.

School staff and volunteers should be aware that for the protection of both voluntary helpers and children, voluntary helpers should not be left unsupervised with a child. There will, however, be occasions when a helper may work with a small group of children outside the classroom within view of teaching staff.

3.0 Procedures

Guidelines will be distributed to class teachers annually and if appropriate prior to the start of voluntary assistance.

- o All regular volunteers will need to complete a Volunteer Application form (Appendix A) Disqualification Declaration Form, Confidentiality form and a DBS check.
- o Regular volunteers are required to read Keeping Children Safe in Education Part 1 and Annex A
- o Volunteers need to enter the school via the main school entrance and sign in prior to any support being undertaken. A visitor's lanyard must be worn at all times.
- o Volunteers will not enter the school or classroom without the direct approval of school staff

Appendix A

CRAZIES HILL CHURCH OF ENGLAND PRIMARY SCHOOL

Request to Volunteer in School Application Form

Name:	
Address:	
Telephone number:	
Mobile number:	
Email address:	

Are you a parent of children in school? Yes No

If yes, child(ren)'s name(s):

Do you have a current WBC DBS clearance? Yes No

If yes, school will need to have sight of the original.

If no, we will require you to complete an on-line DBS check.

When are you available to support in school?	Days and times:
Please provide details of 2 professional referees:	1:
	2:

Office use only:

DBS clearance received

Confidentiality & Safeguarding agreement signed

References received (If unknown to school)

Safeguarding Policy signposted

Any other comments:	
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Appendix B

CRAZIES HILL CHURCH OF ENGLAND PRIMARY SCHOOL

Volunteer Risk Assessment Form

We will use this template to determine what checks (if any) are required for the volunteer. This risk assessment is based on paragraph 289 of Keeping Children Safe in Education.

Name of volunteer: _____

Area to consider	notes (highlight/amend/delete as appropriate)	level of risk
What work will the volunteer be carrying out?	Eg. Reading with children / in class support	
Will the volunteer be supervised?		
Which area of the school will they be situated?		
What is known about the volunteer? E.g. information from staff, parents and other volunteers.		
Are there 2 referees that can advise on suitability if the volunteer has other employment or voluntary work?	If a prospective volunteer is very reluctant to provide references, this may raise questions about their suitability.	
Does the volunteer have a DBS check or has the school begun this process?		
How will the school ensure the volunteer is supervised in school whilst awaiting the DBS?		

OUTCOME		
Please include a short summary of the outcome of the risk assessment, explaining what checks are required (if any) and the reasons for your decision.		
Name.....Signed.....Date.....		