

# VOLUNTEER POLICY



**2017**

*Rodmarton Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. All staff and volunteers are subject to an enhanced DBS check. Please refer to the school's Safeguarding Children Policy for more information.*

*'We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.'*

Date policy agreed: Spring 2017

Date policy is due to be reviewed: Spring 2019

Volunteers at Rodmarton Primary School bring with them a range of skills and experience that can enhance the learning opportunities, achievement and enjoyment of our children. We welcome and encourage volunteers from all sections of the local community.

Anyone wishing to become a volunteer, either for a one off event, such as a school visit, or on a more regular basis (e.g listening to children read), should contact the school office in the first instance.

Volunteers will be invited to complete the Volunteer Information Sheet (appendix 1) with their contact details, type of activities they would like to help with and the times they are available to help. Before starting to help in school, volunteers should complete the Volunteer Agreement which sets out the school's expectations and requests volunteers to confirm they have received a copy of this policy.

Depending on the activities a volunteers maybe doing in school, will depend on whether a DBS (Disclosure & Barring Service) check is requested.

Volunteers in school are bound by a code of confidentiality. Under this code, it is essential that volunteers never discuss or share with any unauthorised person (inside or outside of school) any personal or confidential information about any child(ren) or any school matters of which they become aware of during their volunteer activities. If volunteers are ever unsure about what information they may share and with whom, they should ask the teacher or member of school staff who is their nominated point of contact.

Any concerns volunteers may have about the children they work with or come into contact with should be voiced to the Head Teacher immediately. Should the Head Teacher be unavailable school staff will be able to point the volunteer to the correct member of staff. Volunteers should never approach parents/carers with any concerns.

Likewise if any volunteer has any issues or concerns with any adults these should be shared with the Head Teacher immediately.

All volunteers will be assigned a named contact within school who will support and supervise their volunteer work. However, school staff will always retain responsibility for children at all times, including the children's behaviour and the activities they are undertaking. Volunteers should have clear guidance from their point of contact as to how an activity is carried out and what the expected outcomes of an activity are. Volunteers are encouraged to seek further advice or guidance from their point of contact in the event of any query regarding children's understanding of a task, behaviour or any other problem associated with the planning or conduct of any activity or task.

Rodmarton Primary School has a Health & Safety Policy, a copy of which will be provided to volunteers as part of their 'Welcome Pack'. Volunteers' nominated contact will also be included in this pack and emergency procedures will be discussed to make sure the volunteer is clear on school procedure. Volunteers are still expected to exercise due care and attention and immediately report any obvious hazards or concerns to their nominated point of contact.

Rodmarton Primary School will also give all volunteers a leaflet with regards to Safeguarding and this should be read in conjunction with the school's Safeguarding Policy. If any concerns arise all volunteers should speak to the Head Teacher or their nominated contact immediately.

Should any concerns or complaints be raised about a volunteer they will be referred to the Head teacher for consideration. Similarly any complaints made by a volunteer should be referred to the Head Teacher. The Head teacher will then investigate any complaints or concerns following the school's complaints procedure.

## Volunteer Information Sheet

Thank you for showing an interest to Volunteer at Rodmarton Primary School. In order to help us better understand how you would like to be involved, please complete this form and hand it back into the school office.

Name:	Telephone:	Email:
Postal Address:		
Name(s) of any children at Rodmarton Primary School:		

I am an existing volunteer and I would like to continue to offer my help	
I have not helped voluntarily at Rodmarton Primary School before but I would like to in the future	

Your availability (please tick)

I can offer help weekly*	
I can offer help on a regular basis*	
I can offer help when needed	
I can offer help once in a while	
<i>*If you are able to offer help on a weekly or regular basis, please indicate the days and times when you are available:</i>	

Subjects and activities in which you would like to become involved (please tick)

Curriculum subjects and other activities		Administrative activities	
Reading		PE/Sport	Library
Writing		MFL	Resources
Maths		IT/Computing	Displays
Science		School Trips	
Art			
Music			
Topic work (History/Geography)			

Please indicate the skills, interests, knowledge or experience you have that might benefit the children/school:

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Any other relevant information/comments:

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## Rodmarton Primary School – Volunteer Agreement

Volunteers are an important and valued part of Rodmarton Primary School. We greatly appreciate your willingness to make available to our school your time and energy and we very much hope that you will enjoy volunteering with us and feel a full part of our team.

This agreement describes what you can expect from the school, and what we hope for from you. The school aims to always be flexible and open to ideas, so please let us know if your circumstances change or you have any suggestions for how we can improve.

Volunteers can expect:

- Always do our best to make you feel welcome and valued in your work with the school
- Fully clarify the role/activity you have agreed to assist with
- Make you fully aware of key school procedures, organisation and information relevant to your work as a volunteer
- Provide or arrange any training you may require
- Enable completion of formalities (i.e. DBS Check)
- Answer any questions you may have
- Arrange appropriate insurance to cover volunteers at our school
- Always aim to provide a safe workplace
- Apply our equal opportunities policy to all volunteers
- Provide appropriate references to any volunteers who may need them

As a volunteer at Rodmarton primary School, I;

- Agree to work reliably to the best of my ability, and to give as much warning as possible whenever I cannot work when expected (please contact the school office on 01285 841284)
- Agree to conscientiously apply Rodmarton Primary School's policies, rules and procedures, including those relating to health and safety, equal opportunities and confidentiality
- Agree to never discuss or share with any unauthorised person (inside or outside of school) any personal or confidential information about any child(ren) or any school matters of which I may become aware during my volunteer activities. (If you are ever unsure about what you may share with whom, please ask the teacher or member of school staff with whom you usually work)
- Agree to read and adhere to the school's Child Protection Policy and the school's Equal Opportunities Policy, copies of which are available from the school office and on the school website
- Confirm that I have read and understood the Rodmarton Primary School Volunteer Policy and agree to work according to it

Signed on behalf of Rodmarton Primary School.....

Name: ..... Date:.....

Signed by volunteer.....

Name:..... Date:.....

*This agreement is binding in honour only and is not intended to be a legally binding contract of employment*