

## **Volunteer Policy Introduction**

At Fairfields Primary School we welcome volunteers and recognise the wide range of skills and experience, from all backgrounds, that they bring to the school. We welcome and encourage volunteers from the local community or wider, endeavouring to ensure that the children benefit from this additional help and support.

Our volunteers include:

- Parents/Grandparents of pupils
- Students on work experience
- Local residents
- Friends and supporters of the school

The types of activities that volunteers engage in include:

- Listening to pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional adult
- Accompanying school visits
- Assisting with extracurricular activities

### **Safeguarding**

We recognise that all members of the school community including visitors at all times play a full and active part in protecting our pupils from harm. There are many school policies and documents which will support you in understanding how we safeguard children at Fairfields Primary School. We ask that you take time to read the School Safeguarding and Child Protection Policy before you start. We expect volunteers to share this commitment and follow policies and procedures in relation to this. Our Designated Safeguarding Leads are specially trained in Child Protection. If you are concerned about a student, you must inform either:

#### **Becoming a Volunteer**

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. to listen to children read), should approach the Class Teacher, Deputy Head or Headteacher.

Volunteers should complete a Volunteer Application form (Appendix 1) and the Volunteer Agreement (Appendix 2) which sets out the school's expectations of its volunteers and confirms they have received a copy of this Agreement and Policy.

### **Process for Recruiting Frequent Volunteers**

Identify the needs and role

Attract candidates by means of a local advert/other methods of communication used by the school

The candidate attends a meeting at school for an informal discussion to ensure that they are suitable for the role

A DBS Enhanced Disclosure is undertaken before the volunteer starts working

The volunteer will be made aware of their role and responsibilities within the school

If appropriate, two references should be sought

Induction – relevant school policies and documentation should be explained and issued

Volunteer records will be kept in the Headteacher's Office

## **Upholding the School Ethos**

All adults and young people, who work within our school, whether as a paid member of staff or as a volunteer, are expected to work and behave in such a way as to promote Fairfield's aims and educational purpose.

It is critically important for pupils to see all adults in school as role models

You are not expected to make judgements about pupils' abilities or behaviour. Any personal views you may have about a pupil's ability should not be disclosed to anybody except a member of the school's teaching staff.

Your help will bring you into close contact with staff and pupils.

Please do everything possible to avoid any physical contact with pupils.

You should not get drawn into inappropriate topics of conversations with pupils. If a pupil begins to talk to you about matters which disturb you, please talk to a member of staff, Deputy Head or the Headteacher.

Although it can be tempting, please do not seek to use your time in school as an opportunity to discuss personal issues such as your child's educational progress (this can be distracting for teachers during school time).

All personal belongings (bags, valuables and medications) must be kept with you at all times or locked away securely, a member of staff will help you with this

Mobile phones, personal cameras and recording devices must be locked away, out of reach of children during school hours and must never be used to take photographs of pupil, whether in school or out on a school trip or other event. If you are in doubt about anything, always ask the advice of a member of staff, the Deputy Head or the Headteacher.

Many of the above standards are there not only for the protection of our children, but also for your own. A serious breach of any of the standards set out above might lead to a volunteer being removed and considered an unsuitable candidate for further voluntary/ student placement involvement. Obviously, we hope and expect that such a situation remains extremely rare.

## **Supervision**

All volunteer work under the supervision of a teacher or full-time member of staff. Teachers retain ultimate responsibility for pupils at all times, including pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out and the expected outcome of the activity. In the event of any query or problem regarding the pupil's understanding of the task, their behaviour or welfare, volunteers must seek advice/guidance from their designated supervisor.

## **Health and Safety**

The school has a Health and Safety Policy, which will be made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with particular tasks (e.g. using equipment or accompanying pupils on visits). Volunteers are covered by the school's Indemnity and Public Liability Insurance.

## **Complaints**

Any complaints made about a volunteer will be referred to the Deputy Head or Headteacher for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Deputy Head or Headteacher reserves the right to take the following action:

To speak with the volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again.

Offer an alternative placement for the volunteer (e.g. helping with a different activity or in another class).

Based upon the facts identified in the investigation, it may be necessary for the school to inform the volunteer that they are unable to continue using them

The volunteer will be provided with a copy of Fairfield's Complaints Policy and Procedures.

## **Equality, Diversity and Inclusion**

At Fairfield's Primary School the spiritual, social moral and cultural development of all our children is paramount. We believe that the most important function of the school is to maintain an environment in which every member of the school is able to achieve success and self-fulfilment. There must be a total consistency of expectation that everyone (irrespective of gender, ethnicity, religion or culture) should feel safe and secure; have empathy for all others and place a high value upon individual achievement and personal development.

### **Monitoring and Evaluation**

This Policy and guidance will be regularly reviewed and updated in line with Fairfield's School Policy schedule.

### **Confidentiality**

You may become aware of children who experience particular difficulties – perhaps in speech, behaviour, learning or hygiene. Much of what you see in school is confidential, please never talk to another parent about what a child was doing. No parent wants to hear from another parent that their child wet themselves or had been crying or been told off etc. Parents/carers are always informed of important happenings by staff either when they collect their child or by telephone.

### **Behaviour**

We expect certain standards of behaviour from our children and parent/carer helpers can support this by:

- Encouraging good manners and always allowing time for a child to say please and thank you
- Ensuring that children play sensibly and games do not involve rough play
- Encouraging children to take turns and be kind to each other
- Volunteers are dressed appropriately for their role

### **Frequently Asked Questions**

#### **What is a school volunteer?**

A school volunteer is any person who can spare time to help us out in school with different activities.

#### **How much time would it take and how often should I come?**

You can help for the time you are able to commit to. This may be one hour, one day or more. We just ask that you honour your commitment.

#### **What will I be expected to do?**

Nothing you don't feel comfortable with. You could help with anything that is part of normal school life – cooking, art, playing games, reading with children etc. If you have a special talent or skill that you would like to use in the school, please let Mrs Tagg know.

#### **Will I be left on my own with children?**

Our volunteers may work with individuals or groups of children. No one is ever asked to undertake activities that would compromise their own or children's safety. Volunteers will work within sight and earshot of staff. We take Safeguarding very seriously. All our volunteers must have a full DBS (Disclosure and Barring Service) clearance. All volunteers are expected to follow our school Code of Conduct and Safeguarding procedures.

#### **How will my child react to me being there?**

All children react differently. Most of them love having a special person in their life helping in the classroom. It makes them feel important and positive about school. For regular volunteering, we usually ask parents to spend time in classes other than their own child's.

#### **What if I have younger children at home?**

Unless you can arrange for friends or family to look after them, then I am afraid we will have to wait for your help. For many reasons we cannot have younger siblings in the school.

### Is there anything that I should be aware of about the work I will do in school?

Being a helper may sometimes place you in a delicate situation. You may become aware of individual children's needs or witness specific incidents. If you have any worries or concerns about something that you see or hear you **MUST** discuss this with a member of the Safeguarding Team. Confidentiality must be respected at all times.

We hope that you find this guidance helpful and that you will keep it in mind throughout your time in school. We are confident that you will enjoy the experience of working as a volunteer at Fairfield's Primary School, satisfied in the knowledge that you are making a positive contribution. You can be assured that your help is greatly appreciated.

Date: September 2021

Renew Date: September 2022

## Keeping Ourselves Safe (Safeguarding)

We want everyone to feel safe and secure.

These are our Safeguarding Officers who help to keep us safe:



Donna Tagg  
Deputy Head

Designated Safeguarding Lead



Marilyn Jones  
Office Manager

Designated Safeguarding Lead



Matthew Shotton  
Executive Head

Designated Safeguarding Officer



Martin Gallop  
Assistant Head – Inclusion,  
Behaviour & Personal  
Development/KS2 Lead/SENCO  
Designated Safeguarding Officer



Kirsty Outtram  
Assistant Head - KS1  
Designated Safeguarding Officer



Emily Castle  
Assistant Head - EYFS  
Designated Safeguarding Officer



Kate Carter  
Business Manager  
Designated Safeguarding Officer



Dawn Young  
Wrap Around Club Manager  
Designated Safeguarding Officer