

Policy Name:	<b>Volunteers in School Guidelines and Contract</b>
Date Adopted By School:	16/11/2017
Signature of the Head Teacher	<i>Jo Goman</i>
Review Cycle:	3 YEARS
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Notes	n/a

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Thank you for offering to help in our school. Your support is greatly appreciated. There are many activities that would not be possible without parental support such as school trips as well as enrichment of our curriculum through cooking, sewing etc.

## Safety Issues

Please sign into school on arrival and wear a lanyard at all times.

It is essential that all adult volunteers working in school unsupervised have full safeguarding checks including a DBS check (formerly CRB check). If you do not have one, please ask at the office for details.

## Safeguarding

Please read KCSiE, our Child Protection and our Safeguarding Policies. These are available in the school office and on our website. Ensure that you do not put yourself in a vulnerable position with any child e.g. in a room with the door closed. The Designated Safeguarding Leads are the Headteacher (**Jo Goman**), our Senior Admin Officer (**Wendy Morris**), our SENDCo (**Sarah Trussler**) and our Early Years LSA (**Emily Senior**). If you have any concerns relating to such issues please speak directly to them urgently. If no safeguarding leads are available then you must report your concerns directly to children's services. Please use the information in the staff toilets to support you.

## Prevent Duty

The prevent duty requires that all staff and volunteers are aware of the signs that a child may be vulnerable to radicalisation. The risks will need to be considered for political; environmental; animal rights; or faith based extremism that may lead to a child becoming radicalised. As part of the preventative process resilience to radicalisation will be built through the promotion of fundamental British values through the curriculum. If you have any concerns regarding the radicalisation of a child please speak immediately with a Designated Safeguarding Lead (see above) or, in their absence, the most senior member of staff on site.

## Emergency evacuation (fire and bomb threat)

Please read a copy of our health and safety notice which is available as you sign in. Our muster point is on the school field.

## Confidentiality

It is essential that all volunteers in school do not communicate any aspect of school life including individual children with other parents (this includes reporting on social networking sites). As a volunteer, you may be trusted with personal information about children including their reading level and how they behave in school. We trust you to understand that your role in school is to support learning and not to make judgements. Volunteers are not in a position to make informed judgements about the activities in the classroom or school. In addition, becoming a volunteer will not enable parents/relatives to influence the outcomes for their own children.

In particular;

- Please DO NOT discuss any child's attainment, ability, progress or behaviour with anyone outside the school
- If you are approached by a parent or carer for information on their child, please DO NOT discuss any observations you have made in the school. Refer the parents or carer to the Class Teacher or Head Teacher
- Please DO NOT approach parents with information about their child, no matter how well intentioned
- Please DO NOT place staff in a compromised position by requesting personal favours or activities that would benefit your own child

If you have any concerns when you are in school we would ask that you discuss them with the Class Teacher or Head Teacher. **Any parents breaching confidentiality will not be invited to help in the school again.**

## Refreshments

Tea and coffee are available in the staff room and drinking water is available in all classrooms. Please feel welcome to help yourself. All hot drinks are paid for by staff, therefore, if you wish to donate to our refreshment fund, please ask in the office.

## Behaviour Management

Our aim is for a calm and purposeful learning environment that is built on respect. We try to use positive language, for example, rather than saying 'don't run', we will say 'walk please'. We praise children who are doing as we ask in the hope that the others will behave in the same way. For example, we might say 'well done, you are sitting beautifully and working hard, you have earned a Dojo'. We have the highest expectations of behaviour and if you have any concerns in this area, please speak to the class teacher- it is fine to ask for help.

## Your time is precious

We believe that your time in school is precious and want to ensure that you are effectively deployed! Therefore, please mention any tasks that you feel particularly skilled in when offering to support. If you find that you are not sure what to do or feel as though you have not completed any tasks please let your teacher know.

## Any suggestions

As you know, we are open to ideas and suggestions and it may be that when you are in school you think of something that would help us to be more efficient or reflective. We welcome your contributions so please feel free to come and chat!

## Contract

I will:

- complete the necessary safeguarding checks to work in school;
- read the health and safety notice;
- respect confidentiality and refer matters concerning individual children to either the class teacher, learning support assistant or the head teacher who is the Designated Safeguarding Lead;
- not communicate any aspect of school life, including individual children, with other parents (this includes reporting on social networking sites);
- be prepared to take on a variety of tasks which may or may not involve children;
- abide by the school policies e.g. we are a non-smoking school;
- endeavour to inform the school if I am unable to come at the time agreed; and
- read the current safeguarding policies and procedures.

A DBS check will be made for all those adults wishing to work in school with children.

Signature.....Date.....

Name (in block capitals please) .....