

St Matthew's Bloxam C of E Primary School



Volunteer Policy 2024

Introduction

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

Our Volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students
- Ex-members of staff
- Local residents
- Friends of the school or local church

The types of activities that Volunteers are engaged in include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- Gardening activities
- Accompanying school visits

Becoming a Volunteer

Anyone wishing to become a volunteer for a more regular basis must meet with Helen Francis, Deputy Head, for an induction.

Before starting to help in school, volunteers will complete a DBS application form and the confidentiality agreement and volunteers will be provided with a copy of the School Handbook, Health and Safety and Safeguarding guidance.

Our School Aims Statement

All adults who work in our school, whether as a paid member of staff or a volunteer, are expected to work and behave in such a way as to actively promote our school vision, mission and aims.

"Let Your Light Shine"

Our aims (*and values*):

- For forgiveness and reconciliation in safe surrounding (***Forgiveness***)
- To seek experiences to spark the confidence to nurture and show delight (***Love***)
- To illuminate hopes, dreams and aspirations (***Hope***)
- To build humanity through relationships inspired by the glow of others (***Friendship***)
- To value everyone through thoughts and actions (***Respect***)

"In the same way, let your light shine before others that they may see your good deeds and glorify your father in heaven". Matthew. Chapter 5. Verse 16

At St. Matthew's Bloxam we are committed to ensuring a caring, inclusive and welcoming school where every person feels valued. We work hard to create an atmosphere where children are happy, safe and secure so that they can thrive in everything that they do.

The staff at our school work hard to provide rich, stimulating and accessible learning opportunities for every child. We feel that learning should not only be exciting and rewarding, but also encourage challenge, so that our children have high aspirations. It is our belief that successful education relies on a strong partnership between school and parents, and is an essential factor to success.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with / come into contact with should be voiced with the Class Teacher and NOT with the parents of the child / persons outside school.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher.

Supervision

All volunteers work under the supervision of the class teacher & staff team 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 & Safety

The school has a health and safety guidance leaflet that is included in your induction pack. This incorporates a selection of the main health and safety policies within school. As part of volunteer induction, we will ensure that you are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task. Volunteers need to

exercise due care and attention and report any obvious hazards or concerns to the class teacher or School Business Manager. All volunteers undergo an induction.

Child Protection

The welfare of our children is paramount. To ensure the safety of our children, we adopt a number of safeguarding procedures and all volunteers will have this area explained fully as part of their induction.

To ensure the safety of our pupils at all times, all of our Volunteers must have a DBS check. A certificate is issued to the individual to produce in school.

Complaints Procedure

Any complaints made about a Volunteer or by a Volunteer will be referred to the Volunteer Lead and Headteacher for investigation.

The Headteacher 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 no longer wishes to use them.

Links with other policies

This Volunteer policy is linked to:

- ✓ School Handbook
- ✓ Health and Safety Policy
- ✓ Safeguarding Policy

Approval Date:

Review

This policy will be reviewed in 3 years' time (Summer 2027) or before if there is a significant change in Government policy.