

FRANCISCAN PRIMARY SCHOOL & CHILDREN'S CENTRE

Volunteer Policy

Our vision is to provide an education of the highest quality within the context and understanding of shared values; care, consideration, cooperation, honesty, responsibility, respect and openness. Overall as a school we endorse UN Convention on the Rights of the Child (CRC) and this is at the heart of our school ethos: rights and respect in all relationships, whether between children or children and adults. We aim to empower children to engage in collaborative decision making and develop positive relationships on all levels across the school community.

Introduction :

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

Our Volunteers might include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- Volunteers from Wandsworth volunteer organisation
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that Volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- School clubs e.g. Breakfast Club
- Working with children on the computers
- Accompanying school visits

The school will decide which class the volunteer supports. Parents will not necessarily work in the same class as their child.

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. hearing children read, may approach the school directly through the school office or members of staff.

A meeting with the head teacher will then take place.

Volunteers should 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* (Appendix 2), which sets out the school's expectations of volunteers and asks Volunteers to confirm they have received a copy of this policy

Our School Aim

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

At Franciscan we aim to offer all children the opportunity to develop academically, socially, emotionally, aesthetically and spiritually, within a structured and supportive environment appropriate to their needs, irrespective of race, gender class or ethnicity.

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 member of staff to whom they are assigned 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, Deputy Headteacher or Assistant Headteacher.

Supervision

All volunteers work under the supervision of the member of staff to whom they are assigned. School staff 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 member of staff as to how an activity is carried out / what the expected outcome of an activity is.

Volunteers are encouraged to seek further advice / guidance from the member of staff in charge regarding any query / problem regarding children's understanding of a task or behaviour.

Health & Safety

The school has a Health & Safety Policy and this is made available on request to Volunteers working in the school. Members of staff are to ensure that Volunteers assigned to them are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment / accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Headteacher.

Child Protection

The welfare of our children is paramount. To ensure the safety of our children we adopt the following procedures:

- All Volunteers are given a copy of the Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2)
- To ensure the safety of our pupils at all times, all of our Volunteers must have been cleared by the Disclosure and Barring Service (DBS).
A certificate is issued to the individual to produce in school.
- Where a volunteer is regarded as a minor, does not have regulated access to children in line with the DBS regulations or has a DBS in process, the volunteer will not be allowed any unsupervised access to children.

Complaints Procedure

Any complaints made about a Volunteer will be referred to the Head teacher / Deputy Head teacher for investigation. Any complaints made by a Volunteer will be referred to the Head teacher / Deputy Head teacher.

The Head teacher 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.

Monitoring and Review

This Policy has been approved by the Governing Body and will be reviewed annually and updated in the light of new guidance.

Approved by the Governing Body on 15.3.16

Chair of Governors

K. Machean

Review Date March 2017

APPENDIX 1
VOLUNTEER INFORMATION SHEET

Name of Volunteer:

Date of Birth:

Other names known by (including maiden names):

Address:

Phone:

What skills / areas would you like to help with in school?

Are there any particular age groups / classes you would like to work with?

Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? *(please give details)*

Thank you for taking time to complete this Volunteer Information Sheet.

Please hand it to the School Office.

Your offer of help is appreciated and we will be in touch shortly.

Appendix 2

Volunteer Agreement

Volunteers are an important and valued part of Franciscan Primary School. We hope that you enjoy volunteering with us and feel a full part of our team.

This agreement tells you what you can expect from us, and what we hope from you. We aim to be flexible, so please let us know if you would like to make any changes and we will do our best to accommodate them.

We, Franciscan Primary will do our best:

- to introduce you to how the organisation works and your role in it and to provide any training you need.
- to provide regular meetings with a main point of contact so that you can tell us if you are happy with how your tasks are organised and get feedback from us.
- to respect your skills, dignity and individual wishes and to do our best to meet them.
- to consult with you and keep you informed of possible changes.
- to insure you against injury you suffer or cause due to negligence*.
- to provide a safe workplace*.
- to apply our equal opportunities policy.
- to apply our complaints procedure if there is any problem.

I,agree to do my best:

- to work reliably to the best of my ability, and to give as much warning as possible whenever I cannot work when expected
- to follow Franciscan Primary School's rules and procedures, including, child protection, health and safety, equal opportunities and confidentiality.

Note: this agreement is in honour only and is not intended to be a legally binding contract of employment