

New Christ Church Primary School

Volunteers in School Policy

1 Introduction

- 1.1 New Christ Church Primary School has a very clear mission statement which is lived out in all that we aspire to achieve. All volunteers are expected to embrace our distinctive ethos, actively support and protect it and act in a way which shows respect and appreciation for the impact the ethos has on our children. Anyone who is found to undermine our ethos will be asked to withdraw from their volunteering role. The Mission Statement is found in the Visitors Handbook which is shared with all volunteers.
- 1.2 At New Christ Church Primary School, volunteers are a welcome resource for helping to raise children's achievement, complementing the work of Teachers and Teaching Assistants. We feel that our school will benefit greatly from developing well planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis. We also feel that the role of volunteers in our school provides for the enrichment of the pupil's learning experiences, but should not encroach on or restrict professional teaching duties.
- 1.3 The deployment of any volunteer, whether for one day or for a number of sessions over a longer period, is managed with care; in particular taking account of the needs of the pupils and the staff to whom they are assigned.
- 1.4 At our school the Headteacher and Governors are mindful of deploying volunteers appropriately. Volunteers are not asked to replace paid staff or given responsibility within the School that would normally be associated with paid employees.
- 1.5 All volunteers who do not come through known organisations (eg Reading Unviveristy, ABC to Read etc) will be required to complete an application form; references will be required and taken up and a face to face meeting with the Head Teacher arranged. This is in order to ascertain the motivation of the volunteer and their suitability to work with our children.

2 Deployment

- 2.1 Volunteers are not asked to carry out duties which:-
- i. fall normally within a Teacher's responsibility under *loco parentis*;
 - ii. fall normally within the job description of a Teacher or member of support staff, ie they are not asked to cover the absence of staff from School;
 - iii. would normally be performed by a contractor engaged by the LEA or by the School;
 - iv. require them to have unsupervised access to children on a 1:1 basis;
 - v. NB: the Classteacher remains responsible for the organisation of the class and methods of work.

3 Organisation

- 3.1** During a visit to the school, each volunteer is required to sign in and, for the entire duration of their visit, is linked with a specific member of staff to whom he or she will be directly responsible. Whilst there should be no significant addition to the workload of the staff member taking responsibility for the volunteer, it is expected that time is taken to ensure the volunteer is adequately inducted into the role and that there is mutual agreement and understanding. This additional responsibility is not compulsory for staff but will only be delegated with the agreement of the employee concerned.
- 3.2** All volunteers are made to feel welcome. The parameters of their role within the school are clearly defined from the outset in order to avoid the possibility of misunderstanding.

4 School Regulations and Other Information

- 4.1** In fairness to all concerned, volunteers are made aware of the rules governing behaviour at the School; the key 'dos' and 'don'ts' for children and adults. This includes procedures designed to avoid hazards or risks associated with the tasks that they are being asked to carry out and, importantly, details of first aid and emergency arrangements such as procedures to follow in case of fire.
- 4.2** As part of their induction to life at the school, volunteers are also provided with basic information such as details of those facilities available to them eg staff room, toilets etc.
- 4.3** We feel that it is vital that volunteers are made aware of the following procedures:-
- i. expectations with regard to confidentiality;
 - ii. access to information related to pupils and/or staff;
 - iii. expected level of behaviour and an awareness of Professional Codes of Conduct;
 - iv. School's Equal Opportunities policy – especially focusing on issues relating to discrimination and the use of appropriate language;
 - v. School's Child Protection and Safeguarding policies
 - vi. the School's Complaints procedure;
 - vii. the School's Disciplinary procedure.

5 Child Protection

- 5.1** The law requires the school to receive an enhanced CRB disclosure check for anyone with responsibilities which can give them regular unsupervised access to pupils under the age of 19¹.
- 5.2** At New Christ Church Primary School, all volunteers who work regularly with children are asked to undergo such a CRB check.

¹ Under the Education (Teachers Amendment) Regulation 1998 this now includes volunteers who regularly help (i) in the classroom, (ii) in extra curricular activities or (iii) supervise pupils on school organised holidays or residential visits. Volunteers that also have ongoing, substantial unsupervised access also fall under this category.

- 5.3** It is the Headteacher's responsibility to ensure that volunteers do not have unsupervised access to children
- 5.4** These regulations do not apply to volunteers such as those who help organize and run fetes or who may assist the school activities on an irregular or *ad hoc* basis, such as trips. However, at New Christ Church Primary School, basic checks will be made against List 99 and POCA lists.

6 Insurance

- 6.1** Volunteers are informed about the extent of the insurance cover available. Whilst volunteering for the school they are covered by the LEA for third party liability only and the limitations of this insurance are explained carefully to volunteers. They may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property.

7 Allowances

- 7.1** Although there is no obligation to make financial reimbursement to volunteers; out-of-pocket expenses are available, connected with the tasks they undertake for the school, reimbursed through the school fund, if requested and approval gained before the expense.
- 7.2** State benefits claimed by volunteers can be affected by voluntary work and as such volunteers are advised to refer to Form FB26 available from the local Benefits Office if they are in any doubt about work they may undertake voluntarily. The main points for consideration are that volunteers should remain available for work if claiming unemployment benefits and that disabled volunteers should not undertake voluntary work of a nature similar to that for which they are receiving disability benefit.

This policy was reviewed in November 2009
Approved by the Governing Body: 8.12.09
It will be reviewed annually; next review December 2010