

Laburnum Primary School

Volunteers' Policy



Approved by:	Head Teacher	Date: November 2020
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Last reviewed on:	November 2020
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Next review due by:	November 2024 (or as a result of changes to legislation / guidance)
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1. Introduction

Thank you for volunteering to help our children in school / the centre. We believe that the involvement of parents and carers in children's education is vital and we encourage active participation in many ways. Some volunteers come to school to help with a variety of tasks such as art, craft, gardening and especially reading and usually work with individuals or small groups in specific classes. Other parents/volunteers help when the children are taken on educational visits outside school or get involved with the work of our parent's association.

The aim of these guidelines is to give you all the information you need to make your time both worthwhile and enjoyable. Thank you for your support!

2. Mission Statement

CARE: Challenge, Achieve, Respect, Effort

At Laburnum we challenge all learners to work hard and achieve as individuals across a broad and engaging curriculum, where learning is at the heart of all we do. Our children are nurtured to show respect for themselves, others and the wider community by developing positive relationships built on our school values.

3. Safeguarding Checks

We carry out a Disclosure and Barring Service (DBS) check for all staff and volunteers who have regular contact with children. All schools need to hold a register of the checks undertaken. In order for you to work in school as a volunteer, you will need to complete a DBS online check. This is a quick and easy process and is completed in school. Mrs Sally Edwards, Officer Manager will arrange for this to be completed and ensure you know which documents you need to provide as evidence.

The school's Designated Safeguarding Leads are Mr Ben Bardell (Head Teacher) and Mrs Minke Dawes (Deputy Head). The Children's Centre Designated Safeguarding Lead is Mrs Cathy Brighton. If you have any concerns regarding the safety of any pupil/child then please speak to one of the school's DSLs.

4. Data Protection

As a school/centre we place the highest importance on safeguarding all personal details relating to pupils and staff. In accordance with our Data Protection Policy and Privacy Notices only basic information will be shared with you – pupil's names. At no time is this information to be removed from school or shared with others outside of school. If this occurred, it would constitute a breach of our policy; would have to be reported to the appropriate body and may result in your volunteering ceasing. Therefore, it is essential that all volunteers take their role in protecting children's data seriously and follow the guidelines set out by staff.

5. Confidentiality

It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. You may see children struggling with work, be upset or misbehaving or hear/see other information concerning a child while you are with us in school.

It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them. The teachers at Laburnum have the responsibility of informing parents of any concerns about a child. Volunteers working in classrooms do so on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside of the school.

As part of our expectations of confidentiality, at no time should comments about what has been seen or observed in school be shared on any Social Media sites.

6. Health and Safety

The Health and Safety policy is available in the school office. If you have an accident or a near miss in school please ensure that this is entered in the accident book in the office. Please report any health and safety concerns to the school office.

7. Security

When you are helping in school please make sure that you sign in when you arrive and sign out when you leave; as part of our safeguarding of all adults and pupils. This is important in case of an emergency such as fire alarm ringing. Visitors' badges (stickers) which are issued when signing in should be worn at all times when in school.

8. Mobile Phones

Mobile phones should be on silent whilst helping in school and should be put in a safe place during your time in school. At no time should mobile phones be used to take photos of the children including your own child and they are only to be used in the office area and staffroom.

9. Parent and Carer Helper Guidelines

Occasionally children become a little unsettled when their parents are working with other children in the classroom. Most children soon get used to their parent helping in class and settle down after a few weeks. If this does not happen we may ask you to help in a different class for a while. This is entirely at the staff's discretion. It is helpful if you can explain to your child that you will be coming into school to help all of the children and that he/she will not always be able to work with you.

Sometimes we may ask you to support another class if extra adults are required for an activity (e.g. supporting practical activities).

- Please don't have favourites - it is important that all children in school are given equal time and attention.
- Please encourage the children to be independent - we expect children to try everything themselves before we help them.
- Please do not lift, carry or move a child in any way.
- If a child does or tells you something that causes you concern, please tell the class teacher or Head Teacher as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.
- If you find that you are not going to be able to come into school on a particular day, it is really helpful to know in advance, even if that's only a phone message on the morning in question.

10. What are the key points when working with children?

- It is vital to encourage the children to talk about what they are doing in order to support them in using the correct vocabulary.
- Always encourage the children to do things for themselves. It is important that they are independent and although they need help and supervision, the end result should always be their own work. Please don't be tempted to do the work for them. The learning that goes on while the children are doing an activity is often much more important than the end product!
- When playing games with the children, try and encourage the idea of taking turns, sharing and being a good loser.

11. What kind of activities might you be engaged in? We might ask you to become involved in a variety of activities such as:

- Sharing books;
- Working on the computer;
- Playing games;
- Making things;
- Cooking;
- Gardening;
- Sewing;
- Topic related studies;
- Coming with us on visits;

12. Many of the activities that we ask you to help with are the sorts of things that you do with your own children at home. The teacher will give you:

- Clear guidelines about the activity;
- All the materials you need.

Afterwards it is very helpful if you can talk to the teacher about how the activity went and how you got on. Please ask if there is anything that you are not sure about or if you need help.

Parent Helper and Volunteer Agreement

Parent helpers and volunteers are expected to:

- Be positive role models for all pupils.
- Work under the professional direction of staff, following school policies.
- Report any issues of concern to teachers (and not directly intervene).
- Allow the teachers to deal with discipline issues that arise.
- Speak in a kind and friendly way to all pupils.
- Adhere to the schools Data Protection Policy.
- Not engage in any dialogue related to the work of the school on Social Media.
- Maintain confidentiality.
- Establish and maintain a rapport with pupils based on mutual respect.
- Contact the teacher/school office if they are unable to attend.

Parent helpers and Volunteers have the right to expect:

- Work to be prepared and the teacher/family worker organised.
- Good manners and acceptable behaviour from pupils.
- To be treated with respect.
- The teacher to deal with discipline issues that arise.
- Support from the teacher/family worker
- Careful explanations of the tasks expected.
- To be notified if sessions are cancelled or the timetable changes.

As teacher, parents and community members, we expect:

- Our children to be respected.
- Our children to be safe and to feel secure.
- Our children to be protected from inappropriate behaviour and language.

Housekeeping

Tea / Coffee arrangements:

If you are in the school/centre over the break period, there are tea and coffee making facilities for visitors in the staffroom which you are welcome to use.

Photocopier:

The photocopier is located in the PPA room. You may be asked to use this machines to support the class teacher in preparing resources. Please ask in the school office if you are unsure of how to use it.

First Aid:

Please do not administer First Aid to children whilst you are volunteering in school. A number of staff hold certificates for paediatric first aid and all staff have basic first aid certificates. Please talk to the class teacher in the first instance if a child has a bump etc.

Fire Alarm:

If the fire alarm sounds, please make your way safely to the nearest exit, guiding the child you are working with if away from the main class area (e.g. hearing readers in the library). The Fire Assembly Area is in the main playground by the friendship tree (staff will guide you once you are outside).

Guidance for Volunteers for School Trips:

These guidance notes have been written in conjunction with the school's/Local Authority's policy on educational visits.

- Parents may not always have their own child in their group.
- The teacher will give parent helpers a list of children for whom they are responsible.
- All children are told that they must stay with their group and the group adult at all times.
- If the trip involves a coach journey, please help the children in your group put on their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher has sick bucket/bags, if needed.
- School staff are responsible for ALL first aid and medication.
- The class teacher sets and leads the rules, routines and expectations for the day.
- Please help the teacher by ensuring your group follows all instructions e.g. when to eat and drink.
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school and associated parents in emergency situations.
- If you need to leave your group for any reason, please inform a school employed adult.
- To safeguard themselves and the children volunteers should not take children, other than their own, to the toilet.
- Parent volunteers are asked to keep the same degree of confidentiality on visits as in school. If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher, or if you would rather, the Head Teacher on return from the trip.
- Personal devices should not be used on school visits to take or transmit images of any children.
- Volunteers should not make contact to update other parents during the visit or relay messages about travel times or delays. The school and therefore the visit leader are responsible for providing updates and information between the visit, school and parents/carers.

If you have any questions about a school trip, please see the class teacher. We do appreciate your help on school trips – it would be difficult to organise visits outside school without additional volunteers.

Thank you for your support, it is much appreciated.