

# Castle Hills Primary Academy



## VOLUNTEER POLICY

VERSION	AUTHOR	SUMMARY OF CHANGES	DATE PUBLISHED	DATE OF REVIEW
1.0	SL	New Policy	April 2018	2 Year
1.2	NH	Review- No changes	April 2020	3 Year April 2023
	NH	Review- No changes	April 2023	3 Year

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## 1. VOLUNTEERS

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

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

The types of activities that volunteers are engaged in include:

- Working with children in class
- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with children
- Working with children on the computers
- Accompanying academy visits

Anyone wishing to become a volunteer must meet with a Senior Leader in the first instance. Volunteers must read the Volunteer Guidelines (Appendix 1).

Before starting to help in the academy, volunteers must sign the Volunteer Agreement (Appendix 2), which sets out the academy's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

## 2. OUR ACADEMY VISION

All adults who work in our academy 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 vision.

## 3. CONFIDENTIALITY

Volunteers in our academy are bound by a code of confidentiality.

Any concerns that volunteers have about the children they work with, and come into contact with, should be voiced with the Class Teacher and **NOT** with the parents of the child, other parents helping in school or 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 with anything another adult in the school does or says, should raise the matter with the Designated Safeguarding Leads, Miss S. Lathlane, Mr N. Harris. In the case of a concern being about the Head Teacher volunteers should contact the Chair or Vice Chair of Governors. (Contact details available from the academy office).

## 4. SUPERVISION

All volunteers work under the supervision of the teacher of the class to which they are assigned or under instruction from the Head Teacher. Teachers retain responsibility for children at all times,

including their behaviour and the activity they are undertaking. Volunteers should have clear guidance as to how an activity is carried out and what the expected outcome of the activity is. Volunteers are encouraged to seek further advice/guidance from the teacher in the event of any query or problem regarding children's understanding of a task or behaviour.

## **5. HEALTH AND SAFETY**

The academy's Health and Safety Policy is available on request for volunteers working in the school.

Class teachers ensure that volunteers 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 in the first instance.

## **6. 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 this volunteer policy and asked to sign it (Appendix 2)
- To ensure the safety of our pupils at all times, all volunteers must be cleared by the Disclosure and Barring Service (DBS)
- DBS clearance is issued to the individual and the academy is notified of the result by the DBS and a central record is maintained the academy.

## **7. COMPLAINTS PROCEDURE**

Any complaints made about a volunteer will be referred direct to the Head Teacher for investigation. Any complaints made by a volunteer will be referred to the Head Teacher or a member of the Senior Leadership Team.

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 academy no longer wishes to use them. The full Complaints Procedure is available from the academy office

## **8. MONITORING AND REVIEW**

This policy will be reviewed every three years and updated in the light of new guidance from either the DfE or Local Authority.

## APPENDIX 1 - WELCOME LETTER

Thank you very much for volunteering to help at Castle Hills Primary Academy.

The following are a set of guidelines which we hope will help to establish a successful partnership between staff and volunteers at the academy.

Teachers work hard to plan lessons and direct learning in advance. If you are unsure of the purpose of the activity you have been asked to assist with please clarify it with the teacher or teaching assistant at the start of the session.

If you are committed to helping on a regular basis and for any reason are unable to attend on a day when you are expected, please inform the teacher or the academy office in advance. Similarly if your help is not required on a particular day (due to a trip or other academy activity) then the teacher will provide you with advance notice of this.

Helping in the academy that contains your own child will give you an insight into his or her education. Should you have any questions that arise out of this then please direct them to the class teacher privately on a separate occasion, at the Parent/Teacher evenings, or through the other channels that already exist within the academy.

When you are working with the children it is important to create an atmosphere that makes the children want to learn. Enthusiasm and encouragement are extremely important in helping with development.

Should a child or children spoil an activity in which you are participating for others, please give one warning before asking the teacher or teaching assistant to intervene.

Under the Children Act 1989 relating to child protection, if a child tells you something that you feel is of concern but you might not know the relevance of, you should discuss this privately with the teacher or the Designated Safeguarding Lead.

Confidentiality regarding what might be seen, heard or discussed within the class by children or adults is extremely important. Academy staff are bound by the rule of confidentiality that, as a volunteer, will also apply to you. Please do not discuss any issues that might arise in class with anyone other than the class teacher who is best placed to decide on the correct course of action.

You may be aware that legislation requires all people working the "vulnerable members of society" whether in a professional or a voluntary capacity, have to be cleared by the Disclosure and Barring Service (DBS).

You will be given the link to enable you to make the application for the check.

Thank you very much for volunteering your time, effort and enthusiasm to help in our academy. You can be assured that your help is greatly appreciated and will be of genuine help to both children and staff.

## APPENDIX 2 – VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Castle Hills Primary Academy. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign the Volunteer Agreement and hand it to the Academy Office. You will receive a copy of this for your records.

- I have received a copy of the Academy's Volunteer Policy and have read the volunteer guidelines
- I agree to support the Academy's aims and values
- I agree to treat information I learn from being a volunteer in the academy as confidential
- I understand that I am required to obtain clearance from the Disclosure and Barring Service (DBS) to confirm my suitability as a volunteer

Signed \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

### Volunteer Information

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

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 the academy. (Please give details).

\_\_\_\_\_

Thank you for taking the time to complete this. Please hand it in to the academy office. Your offer of help is very much appreciated.

Email: [admin@castlehillsacademy.com](mailto:admin@castlehillsacademy.com)

Website: <https://www.castlehillprimary.co.uk/>

Head of School: Mr N. Harris

Business Manager: Mrs R. Green