



Crown Lane Primary School

Volunteer Policy

At Crown Lane we value the support of Volunteers in many aspects of school life. We have devised this policy to ensure that it is a positive experience for all, and to provide parents/staff and volunteers with clear expectations, induction and guidelines for working in school. Thank you for volunteering to help support our school community.

Deployment of Volunteers

Volunteers support the work of the school in a number of ways such as:

- In the classroom supporting children with their learning
- In the classroom helping the teacher with resources and the classroom environment
- Accompanying classes on local visits
- Accompanying classes on trips involving travel on coaches or public transport
- Supporting after-school club activities

Volunteers will be asked to support in classes/areas of the school where there is the most need for support.

Parent volunteers should be aware that they will not always be able to work in their child's class as for some children, this can be distracting and could place the class teacher in a difficult situation. If this is the case, we may ask you to help in a different class or area of the school.

It is helpful if you can explain to your child that you will be coming into school to help and that he/she will not always be able to work with you.

Procedures and Protocols

Health and Safety/Safeguarding

If your work involves contact with children you will be asked to complete a Disclosure Barring Service (DBS) check. This may take a few weeks and you would not be able to work at the school until this has been completed.

All volunteers need to attend an induction meeting which will cover confidentiality, safeguarding and health & Safety

When you arrive in the school you must sign in at the school office. Please indicate your arrival time and which class/person you will be supporting. Volunteers must also sign out and state the time when they are leaving the school premises. Signing in and out is important in the event of an emergency so that staff and emergency services know who needs to be accounted for. A visitor badge must be worn at all times in school.

All members of the school community are responsible for health and safety. If you have any concerns about the welfare of a child it is your responsibility to bring it to the attention of a member of staff or the Safeguarding Officer, Mr Beaumont-Cole.

The school reserves the right to withdraw the help of volunteers if it becomes apparent that it is not in the best interest of the children.



Crown Lane Primary School

Concerns

If you have any concerns about anything you see or hear whilst helping in school please speak immediately to the class teacher or to a senior member of staff.

Confidentiality

You will form a number of opinions about aspects of the school. Please remember that any information, especially information about children, is confidential (including information about progress, attitudes, behaviour, etc). You must not discuss it with anyone – even the parents of that child. If you are questioned please refer them to the school staff (usually the class teacher).

First Aid

Please do not administer First Aid to children whilst you are volunteering in school. A number of staff hold certificates for paediatrics first aid and first aid at work. Please talk to the class teacher or other members of staff if you are approached by a child with an ailment or injury.

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).

Attendance

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.

Housekeeping

Mobile phones

Please ensure that your mobile phone is turned off or silent when you are in classrooms. We do not make or take calls in the classrooms during lessons.

Tea / Coffee arrangements

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

Dress Code

Our children wear uniform and the staff have a dress code. Please ensure that you are dressed appropriately for working in school.

Smoking

The School has a no smoking policy that covers all parts of the school buildings and grounds.

Siblings and other children



Crown Lane Primary School

We are not usually able to accommodate other children, babies or toddlers on site while you are volunteering.

In the classroom

The teacher or teaching assistant will talk to you about what the children are learning and how you can support them. Remember, you are there to help the children to learn NOT to do their work for them.

Trips

The role of the volunteer on school trips is to support the staff to ensure the health and safety of all the children and to help to maximise the learning experience.

Adult places on school trips are sometimes limited. This may be for a number of reasons such as. Spaces on the coach, requirements set down by the venue, cost, and appropriateness of the group size.

We cannot accommodate younger siblings on school trips as they compromise the volunteer's ability to support the children.

Preference may sometimes be given to adults who already help in school as they will know the class rules, children's names, etc and may be better prepared to support the children and the teacher effectively.

As a volunteer, it is not appropriate for you to provide or buy additional treats, gifts or food for your own child or children in your group.

Please also refer to the school's Educational Visits Policy.

References

Occasionally, volunteers ask the school to provide a written reference when they are seeking employment. We stipulate a minimum qualifying period of three months attendance of regular volunteering (e.g. once a week) before we feel able to provide a work-based reference. We believe that this is fair to both prospective employers and candidates

Signed:

Headteacher _____

Date: _____

Chair of Governors _____

Date: _____



Crown Lane Primary School

Please sign and return this page

I have read and understood the Volunteer Policy, the Safeguarding Policy and the Health and Safety Policy.

Name: _____

Signed: _____ Date: _____