

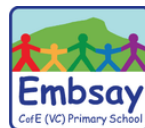
## VOLUNTEERS POLICY

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<b>Policy Reviewed and Updated</b>	May 2022
<b>Approved By</b>	FGB
<b>Review Frequency</b>	3 Years
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<b>Policy Version</b>	1

We work together to nurture an inclusive family of hard-working, respectful individuals who have a lifelong love of learning.

*“Life in all its fullness” (John 10:10)*

*Everything we do is rooted in our belief that all human beings are loved and cared for by God*



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## Introduction

Volunteers at our school bring with them a wealth of skills and experience that can enhance the learning opportunities of the children. Embsay Primary School welcomes and encourages them.

## Visiting and Becoming a Volunteer

We have many requests from a variety of people who wish to volunteer. These may be parents of children at Embsay School, members of the local community or individuals interested in pursuing a career with children. It is important that anybody working with children in our school is suitably trained and qualified to do so.

## Aims and Values

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

## Confidentiality

Any concerns that volunteers may have about the children they come into contact with should only be discussed with the class teacher. Volunteers concerned about what another adult in the schools says or does, should raise the matter directly with the head or deputy head teacher.

## Training

Volunteers fulfil a wide variety of roles within the classroom environment including:

- Supporting children in small group activities
- Hearing readers
- Assessing spellings and knowledge of timetables
- Photocopying and preparation of resources

Volunteers can be adequately directed for many of these activities by the class teacher. The teaching of reading in school is, however, a key priority and needs to be done consistently and in accordance with agreed school practice. Before hearing readers, volunteers will therefore be expected to undertake suitable training.

## Supervision

All volunteers are under the supervision of a class teacher. Teachers retain responsibility for the children at all times. Teachers will provide volunteers with clear guidance as to how an activity involving children should be carried out and what the expected outcomes of any activity are. Volunteers are encouraged to speak to the teacher if they have a query about any aspect of a child's understanding or behaviour.

## Health & Safety

The school has a Health and Safety Policy available on request from our school office. Class teachers ensure that volunteers are made aware of any emergency procedures (eg. what to do in the case of a fire alarm) and about any safety issues associated with a particular task (eg. during a practical task). Volunteers are asked to exercise due care and attention and report any obvious hazards or concerns to the class teacher.

## Safeguarding Children

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

1. All volunteers who work with children undergo a DBS check which records that they volunteer at Embsay School
2. All volunteers are given a copy of this policy
3. All volunteers are given a copy of the school's Child Protection Policy to read and sign
4. All volunteers are given a copy of "What to do if you are worried a child is being abused" document to read and sign
5. All volunteers are required to complete basic online child protection training
6. All volunteers are given a copy of Keeping Children Safe in Education
7. All volunteers are given a copy of Safer Working Practice
8. Volunteers must wear an identification badge whilst on the premises
9. All volunteers must sign in using the visitors book
10. The school seeks character references prior to volunteers coming into school

## Complaints Procedure

Any complaints about a volunteer will be referred to the head or deputy head teacher. Any complaints made by a volunteer will also be referred to the head or deputy head teacher.

## Monitoring and review

This policy has been approved by the governing body and will be reviewed every 3 years or in the light of new guidance from the DCSF or LA.