

Sonning Church of England Primary School

VOLUNTEERS WORKING IN SCHOOL POLICY



Aim of Policy: This Policy aims to clarify the procedures to be followed when volunteers are helping in school.

Description: At Sonning Church of England Primary School, we recognise the valuable contribution made by volunteers working in our school and how they support teaching and learning as well as supporting a wide range of opportunities/experiences for the children. This policy outlines the ways volunteers can help and also the process to be followed in order to do so.

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Approval by:	FGB	Team Reviewing:	FGB
Based on Model Policy?	No	Date uploaded to website:	

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1.0 Introduction

The Governors and staff recognise the valuable contribution made by volunteers working in our school in supporting the teaching and learning within the school and also supporting a wide range of opportunities/experiences for the children. There are a number of ways in which parents or other volunteers may contribute to the work of the school:

1. Assisting pupils with tasks, either individually or in small groups;
2. Assisting teachers with administrative tasks. e.g. preparing resources
3. Assisting with the supervision of pupils on educational visits.
4. Any other school events/learning activities deemed appropriate

It is at the schools' discretion (Individual class teacher/Headteacher/Governing body) when, where and with what activities volunteers can support throughout the school. This includes not allowing volunteers into the school if they are not required. It is also important to recognise that whatever activity volunteers assist with, the responsibility for the children remains that of the professional staff of the school and ultimately the Governing Body.

2.0 Staff Responsibility

Before supporting with school activities, it is the responsibility of school staff to:

- To make clear to the volunteer the exact nature of the task, and what his/her expectations are;
- To brief the volunteer in the use of specific equipment or apparatus, paying close attention to Health and safety issues;
- To inform the volunteer of any particular needs regarding individual children;
- To make clear to the volunteer if and when feedback regarding the outcome of a particular activity is to be given to the class teacher;
- To provide each volunteer with a Safeguarding Briefing and any other sets of guidelines appropriate to the activity with which he/she is helping.

School staff and volunteers should be aware that for the protection of both voluntary helpers and children, voluntary helpers should not be left unsupervised with a child. There will, however, be occasions when a helper may work with a small group of children outside the classroom within view of teaching staff.



3.0 Procedures

Guidelines will be distributed to class teachers annually and if appropriate prior to the start of voluntary assistance.

- All regular volunteers will need to complete a Volunteer Application form (Appendix A) Disqualification Declaration Form, Confidentiality form and a DBS check.
- Regular volunteers are required to read Keeping Children Safe in Education Part 1 and Annex A
- Volunteers need to enter the school via the main school entrance and sign in prior to any support being undertaken. A visitor's lanyard must be worn at all times.
- Volunteers will not enter the school or classroom without the direct approval of school staff





SONNING CHURCH OF ENGLAND PRIMARY SCHOOL
Request to volunteer in school

Name:	
Address:	
Telephone number:	
Mobile number:	
Email address:	

Are you a parent of children in school?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, child(ren)'s name(s):	

Do you have a current WBC DBS clearance?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, school will need to have sight of the original.

If no, we will require you to complete an on-line DBS check.

When are you available to support in school?	Days and times:
Please provide details of 2 professional referees:	1:
	2:

Office use only:

DBS clearance received	<input type="checkbox"/>	Confidentiality & Safeguarding agreement signed	<input type="checkbox"/>
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References received (If unknown to school)	<input type="checkbox"/>	Safeguarding Policy signposted	<input type="checkbox"/>
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Any other comments:	
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