

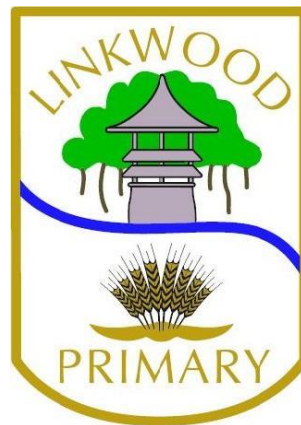


# Linkwood Primary School

Thistle Drive

Elgin

IV30 8AS



## Volunteers and Confidentiality Policy

Created June 25

Review June 27

# **Linkwood Primary School**

## **Volunteer Staff and Student Placement**

Welcome to Linkwood Primary. Thank you for volunteering your time and enthusiasm to Linkwood Primary School and its children and staff. Volunteers have a very important role to play in bringing a range of experiences that can enhance and promote the learning opportunities that we offer to our pupils. We have a range of volunteers in school including parents, family members and friends of the school.

### **1 School Vision Values and Aims**

#### **Our Values:**

For everyone to be Kind, Responsible, Positive, Creative

#### **Our Vision**

To foster a love of learning and prepare children for the future by equipping them with the skills and abilities to succeed in learning, life and work.

#### **Our Aims**

- To create a happy and welcoming environment where everyone feels cared for, safe and valued.
- To ensure that our pupils experience high quality, purposeful and relevant learning and teaching.
- To develop a school community which fosters a sense of belonging and respects the immediate environment, the wider community and the world beyond.
- To fully include pupils, families, staff and the wider community in our work to continually develop a forward thinking, reflective and improving school.

### **2. Safeguarding**

Linkwood Primary School is committed to the safeguarding of pupils, young people and everyone who works here. We expect volunteers to share this commitment and follow policies and procedures in relation to this. A member of staff will go through the child protection quick reference guide on your first day. It lists the members of the designated senior team. These are the people to contact if you have any safeguarding concerns.

### **3. Process for recruiting volunteers**

- Prospective volunteer contacts the school office as an interested candidate seeking a volunteer role in school. If there is a need for the volunteer, a member of the senior leadership team contacts the prospective volunteer to discuss the potential role/support in school. Type of role/support agreed in principle.
- PVG check will be activated and completed. Volunteer will await confirmation of PVG before starting at Linkwood Primary.
- Volunteer will be made aware of their role and responsibility within the school.
- References will be sought.

- Induction – relevant school policies and documents shared and explained (including child protection/safeguarding introduction)
- Volunteer records kept centrally in school

#### **4. Upholding the school ethos**

All adults and young people who work within our school, whether as a paid member of staff or as a volunteer, are expected to work and behave in such a way as to promote Linkwood Primary's aims.

- It is critically important for pupils to see all adults in school as role models.
- You are not expected to make judgments about pupils' abilities or behaviour. Any personal views you may have about a pupil's ability should not be disclosed to anybody except a member of the school's teaching staff.
- Your help will bring you into close contact with staff and pupils. Much of what you see in school is confidential, so please do not talk about things outside of school.
- Please do everything possible to avoid any physical contact with pupils, even touching.
- You should not get drawn into inappropriate topics of conversations with pupils. If a pupil begins to talk to you about matters which concern you, please talk to a member of staff, or the Headteacher / Deputy Headteacher (see safeguarding leaflet)
- Although it can be tempting, please do not seek to use your time in school as an opportunity to discuss personal issues such as your child's educational progress (this can be distracting for teachers during school time).
- All personal belongings (bags, valuables and medications) must be kept locked away securely (a member of staff will help you with this).
- Moray Council has a NO Mobile Phones in school policy and therefore mobile phones, personal cameras and recording devices must be locked away, out of the reach of children during school hours and must never be used to take photographs of pupils, whether in school or out on a school trip or other event.
- If you are in doubt about anything, always ask the advice of a member of staff or the Headteacher / Deputy Headteacher.
- Many of the above standards are there not only for the protection of our children, but also for your own. A serious breach of any of the standards set out above might lead to a volunteer being removed and considered an unsuitable candidate for further voluntary / student placement involvement. Obviously, we hope and expect that such a situation remains extremely rare.

#### **5. Supervision**

All volunteers work under the supervision of a teacher or permanent member of staff. Teachers retain ultimate responsibility for pupils at all times, including pupils' behaviour and the activity that they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out and the expected outcome of the activity. In the event of any query or problem regarding the pupil's understanding of the task, their behaviour or welfare, volunteers must seek advice / guidance from their designated supervisor.

## **6. Health and Safety**

An appropriate member of staff will ensure that volunteers are clear about emergency procedure (e.g. fire alarm evacuation) and about any safety aspects associated with particular tasks (e.g. using equipment or accompanying pupils on visits. Volunteers need to exercise due care and attention and highlight any obvious hazards or concerns to their designated supervisor or other senior member of staff. Volunteers are covered by the school's Indemnity and Public Liability Insurance.

## **FIRE NOTICE**

In the event of a fire evacuation, we kindly ask all visitors and members of staff to report to the Muster Point beside the Multi Use Games Area in the playground. Please see Fire Notices in each classroom for further reference and our Emergency Procedure policy.

## **7. Complaints**

Any complaints made about a volunteer will be referred to the Headteacher or delegated to a senior member of staff for investigation.

The Headteacher or designated member of staff reserves the right to take the following action:

- To speak with the volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again
- Offer an alternative placement for the volunteer (e.g. helping with a different activity or in another class)
- Based upon the facts identified in the investigation, it may be necessary for the school to inform the volunteer that they are unable to continue using them
- The volunteer will be provided with a copy of Linkwood Primary's Complaints Policy and Procedures

Any complaints made by a volunteer will be dealt with in the same way.

## **8. Equality, Diversity and Inclusion**

At Linkwood Primary School we aim to ensure that no member of the school community experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; any disability they may have; their ethnicity, colour or national origin; their gender; their religion or beliefs.

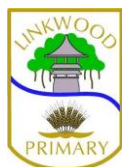
We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences when devising and implementing school policies and procedures.

## **9. Finally...**

We hope that you will find this guidance helpful and that you will keep it in mind throughout your time in school. We are confident that you will enjoy the experience of working as a volunteer at Linkwood Primary School, satisfied in the knowledge that you are making a positive contribution

## Linked Policies

- **Child Protection Policy/ Child protection quick reference guide**
  - **Equalities and Diversity policy**
  - **Emergency Procedures policy**
  - **Complaints Policy**
- .....



## Confidentiality Agreement

This agreement is a requirement that must be signed by all members of staff and volunteers within Linkwood Primary School.

**I agree to respect the confidentiality of all pupils and staff working within Linkwood Primary School. I understand that failure to maintain confidentiality or failure to follow staff guidelines or instructions may result in disciplinary action being taken.**

Full name: \_\_\_\_\_

Job Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Senior Leader: \_\_\_\_\_ Date: \_\_\_\_\_