

Balmalloch Primary School & Nursery Class



Volunteer & Confidentiality Policy



responsi **B**ility

grAtitude

BELIEVE IN YOURSELF

humility and forgiveness

persever**A**nce

Love

ACHIEVE YOUR GOALS

honesty and generosity

respeCt

friends**H**ip & family

A Place of Enthusiastic Learning and Achievement!

Balmalloch Primary School & Nursery Class



Volunteer and Confidentiality Policy

North Lanarkshire schools actively encourage the involvement of parents and other members of the community in enhancing experiences and young people within its schools and nurseries. It is recognised that:

'When parents and schools work together children do better.'

(Guidance on the Scottish Schools (Parental Involvement) Act 2006)

The 2017 National Improvement Framework supports international evidence confirming parental involvement and engagement in children's learning supports improved attainment and achievement.

The staff at Balmalloch Primary School and Nursery Class work positively to promote an ethos of Partnership within our school and nursery. Such involvement by parents and other members of our community, appropriately directed, will benefit the whole school community, both enriching the curriculum and encouraging a wider understanding of school and the education system in general.

To ensure health, safety and enjoyment of everyone involved we have drawn up the following procedures

- 1. Adult Volunteer Policy**
- 2. Volunteer Procedures for Staff**
- 3. Classroom Volunteer Guidelines**

1. Adult Volunteer Policy

Protecting Vulnerable Groups - PVG

When working with children it is imperative that the strictest standards of health and safety is maintained. Where there is to be regular contact with children and in a supervisory capacity, PVG checks must be done e.g. trips, assisting in the classroom, library etc.

Guidelines for Using outside Agencies and Visitors in Schools

Where a volunteer does not require a PVG, then arrangements should be made to treat the volunteer as an infrequent visitor to the school, and the school's service guidelines for visitors to schools should be used.

Information relating to volunteer PVG certificates are kept by the office staff.

Responsibilities and Discipline

The role of the volunteer is to support the class teacher/practitioner or school and nursery in some way (e.g. library). However, the teacher/practitioner remains responsible for all pupils. While the teacher/practitioner may delegate some authority to the helper, for example within a group work situation, ultimate responsibility for discipline lies with the teacher/practitioner at all times. We expect children to behave with the same respect and politeness to any visitors/helpers in the school and nursery, as they would staff members.

Confidentiality

It is essential that all volunteers appreciate and support the necessity for confidentiality. Discussion on the guidelines surrounding conduct and confidentiality must take place prior to volunteers spending time in school and nursery. In addition to this, helpers must sign a 'helpers in school' agreement, detailing that they have read and understood the guidelines.

Involvement of all volunteers is an optional arrangement and, as such, will be undertaken only if the individual class teacher/practitioner feels comfortable about doing so. As this arrangement is by mutual agreement, both staff and helpers should be aware that it can be terminated at any point should this be felt necessary.

We are keen to ensure that time spent in school and nursery by volunteers is as enjoyable and beneficial as possible. We endeavour to involve volunteers as fully as possible in school and nursery life while ensuring safe boundaries for all involved.

Safeguarding and Child Protection Information

Please note:

The Child Protection Co-ordinator for Balmalloch Primary School is
R. MCCARTHY - HEAD TEACHER.

The Child Protection Co-ordinator for Balmalloch Nursery Class is
R.MCCARTHY - HEAD TEACHER

During Term Time holidays and school closure:

The Child Protection Co-ordinators for Balmalloch Nursery Class are
K. BAKER - EARLY LEARNING AND CHILDCARE PRINCIPAL LEAD
A.PARKER - EARLY LEARNING AND CHILDCARE PRINCIPAL LEAD

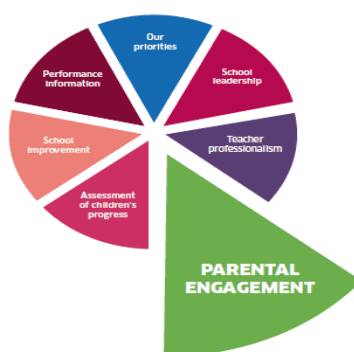
If you are at all concerned for the safety or welfare of any child please notify a member of staff or speak directly with a member of the Senior Management Team. A copy of the school and nursery Child Protection and Safeguarding Policy and the school and nursery handbook will be issued to volunteers prior to the signing of this document.

2. Volunteer Procedures for staff

In accordance with our policy, we welcome involvement in school and nursery life by parents and other interested members of the community. The following procedure for staff should ensure that there is clarity as regards to roles and responsibilities of all involved, being mindful of Child Protection Procedures.

- Prior to a volunteer starting, they will meet with a member of staff (this could be the Senior Management Team or office staff) and will be given a copy of our guidelines, discussing and answering any queries. The volunteer will be asked to sign an agreement acknowledging that they have read and agree to work within the given guidelines, with particular emphasis in relation to confidentiality.
- A volunteer will be shown round the school or nursery, the staffroom toilets, and break/lunch times will be explained.
- A volunteer may be assigned a task with or without children within the school. If with children, the teacher will ensure that the group is of a manageable size. The teacher will explain any given task, be clear as to what is expected of the volunteer, e.g. supervising craft activity, tidying up activity.
- Children will be expected to behave with courtesy and politeness and the teacher retains responsibility for discipline. The teacher will explain to the volunteer what the expectations of children's behaviours is.
- A volunteer may be asked to do admin tasks outwith the classroom. Such activities would usually be undertaken alone and the class teacher would explain where the best place to carry out the task is.
- A volunteer should always be thanked and made to feel welcome (in keeping with our school values).
- A volunteer may only be left alone with a 'group' of children if they have completed a PVG check (Protecting Vulnerable Groups). Staff should carefully consider the age and support needs of children working with volunteers. A common sense approach should be applied.
- A volunteer should not be left alone with a single child.
- A volunteer should not take children to the bathroom or help them change.

Volunteers in Balmalloch Primary School and Nursery Class: Procedures for Volunteers



We welcome parents and partners to become involved in school life, particularly to share interests, experiences or skills with the children. To ensure the health, safety and enjoyment of everyone involved we have drawn up the following guidelines:

DO

- ☐ Sign in when you arrive in school - wearing visitors badge at all times
- ☐ Ensure you are clear regarding your role and have discussed the activities to be carried out with a teacher (where appropriate)
- ☐ Work at the children's level - in conversation and physical size
- ☐ Discuss the task in hand with children (where appropriate)
- ☐ Encourage children to adhere to school values - discipline is the job of class teacher only
- ☐ Direct a child to class teacher if unsure about anything
- ☐ Encourage independence in our children
- ☐ Encourage children to work quietly using indoor voices
- ☐ Encourage children to move quietly and calmly through the school where appropriate
- ☐ Join staff in the staff room at break time and help yourself to tea and coffee!

DON'T

- ☐ Take individual children out of the room and never accompany them to the toilet
- ☐ Help a child change their clothes
- ☐ Reprimand a child
- ☐ Volunteers are welcome in most parts of the school (as arranged). However, for data protection, we do ask that volunteers do not enter classrooms, bases or the school office alone. If information is required from the school office please ask an appropriate member of staff.
- ☐ Where possible we ask our volunteers to have lunch at home but where this is not possible (e.g. Volunteer lives out of Kilsyth) just inform the class teacher and, in most instances, lunch can be taken in the staff room.

If at any time you are in any way uncertain as to what is expected of you or how to deal with a child or a situation, do not hesitate to approach the teacher or any member of school's staff.

CONFIDENTIALITY

It is of extreme importance that everyone working within the school and nursery adheres to strict standards of confidentiality - what you see or hear in school should remain within the confines of the building. However, if you hear or see anything of a sensitive nature (from or about any child) which causes you concern, please discuss with a member of the Senior Management Team before you leave.

As stated previously, these guidelines are to ensure the health and safety and enjoyment of all concerned. If you feel that you can work within these guidelines please fill in and sign the form below.

Thanks you for being involved and participating - we value your support!

R. McCarthy
Head Teacher

Updated version: Aug 2022
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Original Date: March 2020

Balmalloch Primary School & Nursery Class



Volunteer and Confidentiality Return

I have read, understand and agree to work within the Balmalloch Primary School and Nursery Class 'Guidelines for 'Volunteers in School' and the section entitled 'Confidentiality'.

Printed Name: _____

Signed: _____

Date: _____

PVG No.: _____

Date Issued: _____

Member of School Staff: _____

