

## **Mavisbank School**

### **VOLUNTEERS - Policy**

#### **AIMS**

- To involve volunteers in the life of Mavisbank School
- To promote positive links with the community
- To raise awareness of the needs and rights of our pupils

#### **RATIONALE**

Parents, guardians, community members and senior pupils from local secondaries are welcome in Mavisbank School. Their valued support assist staff in providing better learning opportunities for pupils and aid staff in the daily operations of our school.

Volunteers are valued partners who help to foster positive relationships and cooperation amongst the school, parents/guardians, and the local community for the benefit of our pupils.

#### **IMPLEMENTATION**

- Volunteers will meet with the Head Teacher or the Depute Head Teacher to discuss the contribution they hope to make, and to find a suitable class group to work with.
- The volunteer is given a school handbook and guidance on the issue of pupil confidentiality. It is made clear that volunteers are in Mavisbank School to assist staff in daily routine of our school and that they will not be expected to be involved in intimate care of pupils.
- The volunteer is then introduced to the classroom manager who will plan how best to deploy the assistance offered by the volunteer.

## **IMPLEMENTATION (Contd.)**

- The classroom manager should only provide information about pupils, which is helpful and necessary. The confidentiality of each pupil must be maintained. Similarly, the intimate care of pupils should be managed by classroom staff who are skilful in maintaining the respect and dignity of each pupil when volunteers are in the classroom.
- Any concerns arising from placement of volunteers should be discussed with the Depute Head Teacher who will then consult with the Head Teacher to discuss how best to resolve these concerns.

**Last updated: January 2010**

**Reviewed and amended by: John Lochrie, Eileen McDonnell, July 2015**

**Next review: July 2018**