

VOLUNTEER POLICY

(including Parent Helpers)



Updated August 2020

Rationale: We are regularly asked by members of our school community if we would like their assistance. We greatly value this support however, we must ensure our volunteers know what is expected of them. In addition to this we must remember our duty to ensure the safety and privacy of our pupils.

Article 3: Everyone who works with children should always do what is best for each child



AIMS OF THIS POLICY

- To outline the procedures required prior to any volunteer being started in school
- To outline the responsibilities of all those involved
- To indicate the type of tasks volunteers may be requested to complete

RESPONSIBILITIES

Senior Management Team

- agree to a volunteer placement once having spoken to the volunteer and shared our volunteering policy
- notify the staff member who will be working alongside the volunteer
- monitoring the success of the volunteers input and reporting back to the volunteer

Volunteer Mentor

- complete induction form with volunteer (see appendix 1)

All Other Staff

- To welcome our volunteer and support our volunteer

Pupils

- To welcome our volunteer and display the same behaviour that is acceptable for all other adults in school

Volunteer

- adhere to the agreed times of arrival and departure
- follow the guidance given by staff members
- report any concerns to the volunteer mentor

SUGGESTED VOLUNTEER ACTIVITIES

- playground supervision
- shredding
- assisting on a school outing
- assisting during craft activities
- tidying/organising
- sharing a skill

NAME OF VOLUNTEER:

NAME OF VOLUNTEER MENTOR:

DISCUSSION ON INITIAL VISIT	TICK WHEN COMPLETE
Confidentiality	
Fire Evacuation	
Child Protection	
Areas within the building i.e. toilets or staffroom	

I _____ understand that as a volunteer I must respect the privacy of staff and pupils and as such should not discuss out of school any child or staff member. In doing so, I would break my volunteer agreement and would no longer be able to continue as a volunteer. If I have any concerns, I should raise these with my mentor or head teacher.

As a volunteer, I should stay in communal areas with pupils and must not enter the pupil toilets or changing areas unless accompanied by another member of staff.

Volunteer Signature:

Date: