



St John's CofE Primary Academy

Executive Principal: Matthew Seex

Chair of Local Academy Committee: Greg Shilton

VOLUNTEER POLICY

St John's CofE Academy, Wednesbury

Volunteer Policy

The school's volunteer policy is part of the school's safeguarding systems.

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Local Academy Committee therefore, welcomes and encourages volunteers from the local community.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that volunteers engage in on behalf of the school include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Accompanying school visits
- Photocopying and laminating
- Preparing resources

Safeguarding

St. John's C of E Primary Academy are committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

On-line Safety

Online Safety relates to the teaching and learning of technology and through technology in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM), viruses and spam. Volunteers, like staff, are expected to follow the Mobile Phone Policy and Safeguarding Policy which is available from the main office or the academy website.

As a Condition of Service, all employees/volunteers are expected to maintain conduct of the highest standard such that public confidence in their integrity is maintained. This employment obligation is also reinforced, in relation to certain posts, by a duty to comply with external standards – as applies, for example, to Social Workers under the GSCC Codes of Conduct, or the requirements of professional bodies such as the Law Society. You are reminded that care should be taken with the use of personal social networking sites to ensure the integrity of the county council/Trust is maintained and to this end you should ensure that you take account of the expectations of all employees with regard to all aspects of the employees' code of conduct when posting information, messages, pictures or video footage these may include:

- Bringing the County Council/Trust into disrepute
- Confidentiality
- Policy restrictions

Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in school during class time. Staff/volunteers may not make or receive calls during teaching time. Use of phones or phone watches must be limited to non-contact time when no children present. Staff/volunteers should keep devices out of sight in lockers, desks or

cupboards when on school property. Staff/volunteers must only use school owned devices for capturing, recording and storing data or photos of children.

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one-off event such as a school visit or on a more regular basis, e.g. hearing children read, should register their interest at the School Office.

Please note that the school will assign members of staff to school visits in the first instance. There are no guarantees that you will be required to accompany a school visit. Volunteers should complete the Volunteer Information Sheet (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help.

Before starting to help in school, volunteers should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of volunteers and asks Volunteers to confirm they have received a copy of this procedure. It is necessary for all volunteers in school to complete a Disclosure and Barring Service application (DBS).

All volunteers who work in our school will not be working in the class that their child is in.

All adults who work in our school, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our school and our educational purpose as identified below:

Our School Aims

All adults/young people who work in our school, whether a paid member of staff, or a volunteer, are expected to work and behave in such a way as to actively promote our school aims and educational purpose, as identified below:

- Nourish the diverse talents of our pupils, widen their horizons and develop their appetite for learning, thus enabling them to live life to the full
- Bring to an individual the feeling that they can cope with their environment with a sense of confidence in themselves as a significant, competent person

- Encourage pupils to feel capable of handling situations which challenge their intellectual, personal, spiritual and moral values
- Encourage pupils to show tolerance of others
- Equip pupils to cope with adult life and work in a fast-changing society.

Our educational purpose is:

- To teach the curriculum in a manner which excites the interest and commitment of the children and meets their present and future needs
- To develop attitudes, skills and knowledge which will be relevant to our learners as they prepare to meet the widening expectations of a changing society. We regard personal development as a lifelong learning process.
- To value all children equally whatever their stage of development and offer experiences which give them the maximum sense of success
- To afford all children equality of opportunity and not allow them to be discriminated against on the grounds of class, colour, gender, religion or disability
- To provide a partnership between schools, parents/carers and the wider community each having contributions to make to the development of the others.

Confidentiality

Volunteers in school are bound by a strict code of confidentiality. Any concerns that volunteers have about the children they work with/come into contact with should be voiced with the Class Teacher and NOT with the parents/carers of the child, any persons outside school or the child themselves.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents/carers of a child if they hear about such issues through a third party rather than directly from the school.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Executive Principal or Head of School.

Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the teacher as to how an activity is carried out including its expected outcome. Volunteers are encouraged to seek further advice / guidance from the teacher in the event of any query / problem regarding children's understanding of a task or behaviour.

Health and Safety

The school has a Health and Safety Policy and this is made available on request to volunteers working in the school. Volunteers are requested to familiarise themselves with emergency procedures (e.g. fire alarm evacuation) and safety aspects associated with a particular task (e.g. using DT equipment/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher/ Executive Principal or Head of School.

Child Protection

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- All volunteers are given a copy of the Volunteer Policy and asked to sign a volunteer agreement (Appendix 2)
- To ensure the safety of our children at all times, all of our volunteers must have completed a Disclosure and Barring Service application (DBS).
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out. These volunteers, who are under constant supervision of school staff, must

read and sign our off-site visits agreement (Appendix 3) and a Risk assessment may be completed.

- We ask that you hand your mobile phone into the office when you arrive at the school. It will be kept securely until you leave. If you need to be contacted in an emergency, we are very happy to take a message through the School Office.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Executive Principal for investigation. The Executive Principal reserves the right to take the following action:

- Speak with a volunteer about a breach of the volunteer agreement and seek reassurance that this will not happen again
- Offer an alternative placement e.g. helping with another activity or in another class
- Inform the volunteer that the school no longer wishes to use them The full complaints procedure is available from the School Office.

Monitoring and Review

This policy has been approved by the Combined Local Academy Committee and will be regularly reviewed and updated.

REVIEW DATE June 2025

Appendix 1 St. John's C of E Primary Academy

Volunteer Information Sheet

Name

Address

.....

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Contact numbers

Which skills can you offer St. John's C of E Primary Academy?

What would you like to help with in school?

Are there any particular age groups/classes you would like to work with?

Do you have any disabilities/other needs we need to take into account when you are volunteering in our school? (Please give details)

Are there particular days/time you would like to work?

Thank you for taking time to complete this Volunteer Information Sheet.
Please hand it to the Office. Your offer of help is appreciated and we will be in touch soon.

Appendix 2 St. John's C of E Primary Academy

Volunteer Agreement

Thank you for offering your services as a Volunteer at St. John's C of E Primary Academy.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience with us.

Please read and sign this Volunteer Agreement and hand it into the School Office.

You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy.
- I agree to treat information I learn from being a volunteer in school as confidential.
- I understand that I am required to complete a Disclosure and Barring Service application to advise the school of my suitability as a volunteer (if you already have a DBS Certificate, please hand it into the School Office).
- I will sign in and out at the Office each time I visit and hand in my mobile phone for collection upon leaving the school.

Signed

Name

Date

Appendix 3 St. John's C of E Primary Academy

Off – Site Visits

School trips are an integral part of learning at our school, and afford many children opportunities which are outside their usual experiences. Thank you for coming forward as a volunteer helper; you will have an important role to play in the success and safety of this school trip.

Please read and return this appendix, and sign and return the helper's slip. This is part of our school's risk assessment planning and safeguarding arrangements.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all of the children in your group;
- To stay with your allocated group of children, ensuring that their wellbeing and safety is maintained for the total duration of the school trip;
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip;
- To contact your child's class teacher / member of staff if there are issues with first aid, safety and / or behaviour.

Working alongside school staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct line management of school staff;
- Show a commitment to their group and an interest in the focus of the visit;
- Assist children in their learning by helping them to read signs/labels/information;
- Ask questions that encourage children to think about the task;

- Help to explain areas of interest;
- Follow guidance from school staff.

What is not permitted

- Bringing additional siblings on the school trip;
- Re-organising school visit groups;
- Smoking, drinking alcohol, chewing gum or engaging in any illegal practices;
- Taking photographs of children;
- Using mobile phones, except in the case of an emergency;
- Giving/buying their groups treats e.g. ice-creams, biscuits, sweets, gifts, either before, during or after the school trip.

First Aid

You will be informed if any child in your group has medical needs. If medicine needs to be administered, this will be done by a member of staff unless it is your child who

requires medicine in which case you will be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid boxes will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible in the case of an emergency. If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

St. John's C of E Primary Academy Off – Site Visits Volunteer Agreement

REMEMBER:

- In an emergency your first concern must be the safety and security of all the children in your charge.
- **NEVER** leave your group unattended to see to an individual child.
- **GET HELP** immediately and do all you can to inform the Outing Leader or Executive Principal or Head of School.
- If you have any concerns regarding a child in your care or any elements of the visit you must always address these to the person leading the visit or Executive Principal or Head of School. It is never appropriate for parent helpers to speak to a parent of a child directly; this must always be dealt with by the school.

For the visit to

on

- I have read the volunteer policy.
- I agree to the terms and conditions as stated in the policy.
- I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.
- I will treat any information I may hear about children as confidential and will not discuss it inside or outside of school.

Name

Signed

Date