



NINE ACRES COMMUNITY PRIMARY SCHOOL

South View, Newport, Isle of Wight, PO30 1QP

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Headteacher: Mrs E. Dyer BA Hons QTS, NPQH

Compassion

Responsibility

Justice

Courage

Integrity

Respect

Hope

Equality

Volunteer Policy

Nine Acres Community Primary School

Approved By:	M Wozencroft
Approval Date:	17.3.16
Review Frequency:	Every 3 years
Next Review Due:	March 2019



'Learning to be your best'



Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The school 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 on placement
- 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 pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits

Safeguarding

Nine Acres Primary School is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

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 pupils read, usually approaches the Class Teacher, Headteacher, or Office Staff directly.

Volunteers should complete the Volunteer Application Form (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

Process for recruiting a Volunteer who will be working frequently or intensively

- The candidate/s attend the school for an informal discussion with the Headteacher to ensure the applicant is suitable for the role
- Enhanced DBS check is undertaken
- The volunteer will be made aware of the role and responsibilities they will be undertaking
- Induction - school policies and documentation explained and issued where appropriate
- Volunteer records to be kept in a central place within the school

Before starting to help in a school, a volunteer should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of its volunteers and to confirm they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer **before** they are left unsupervised with any pupils. This is not required where a volunteer is engaged in a 'one-off' activity.

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.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Headteacher or appropriate senior member of staff. Any information gained at the school regarding a child or adult should remain confidential.

Supervision

All volunteers work under the supervision of a teacher or member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking. Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Health & Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school. The designated supervisor will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated supervisor/Headteacher.

Child Protection

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

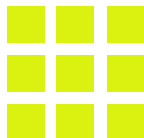
- All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2)
- All of our volunteers must have been cleared by the Disclosure and Barring Service (DBS).
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, will be under the constant supervision of school staff
- Any concerns a volunteer has about child protection issues, should be referred to the designated supervisor, Family Link Worker or Head Teacher.

Complaints

Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

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

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again
- Offer an alternative placement for a volunteer, e.g. helping with another 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 the school no longer wishes to engage their services
- Provide the volunteer with a copy of the school's full Complaints Procedure



APPENDIX 1

NINE ACRES PRIMARY SCHOOL - VOLUNTEER APPLICATION FORM

Full Name	
Address	
Date of Birth	
Home Telephone/Mobile Number	
Email Address	
What activities/ areas of the school's work would you like to help with?	
Are there any particular age groups/classes you would like to work with? (If you have relatives in school please give details of their year groups/classes)	
Do you have any disabilities/other needs we need to take into account	

Thank you for taking time to complete this Volunteer Application Form

Please hand it to the School Office, marked for the attention of Mrs Taylor, Office Manager.
Your offer of help is greatly appreciated and we will be in touch as soon as possible.

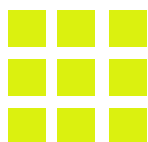
NINE ACRES PRIMARY SCHOOL - VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Nine Acres Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in together with the Application Form at the School Office, marked for the attention of Mrs Taylor, Office Manager. You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Aims
- I agree to treat information obtained from being a volunteer in school as strictly confidential
- I agree the use of social networking sites should be used with due care and attention and accept use of such sites should not involve any activities or observations which may bring the school, pupils or staff into disrepute
- I understand that an enhanced Criminal Record Bureau (DBS) check will be undertaken
- I have been made aware of who is my designated supervisor e.g. Class Teacher

Name	
Signed	
Date	



APPENDIX 3

NINE ACRES PRIMARY SCHOOL - SAFEGUARDING INDUCTION FOR VOLUNTEERS

Items for Discussion	Covered
The School's safeguarding statement	
The School's Safeguarding Policy and Designated Roles	
Forms and templates used for recording information/disclosures	
Confidentiality Statement/Volunteer Agreement (Appendix 2)	
Latest DfE Guides and Procedures	
Other/Comments	

Date of Induction_____

Name of
Volunteer_____

Signature_____

Name of Induction Member of Staff_____

Signature_____

