



*Kilnhurst St Thomas C of E Primary Academy*

## **VOLUNTEERS POLICY**

Date of Policy September 2023  
Date of Policy Review September 2024



## **ADULT VOLUNTEERS POLICY**

### **Introduction**

We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security.

The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

### **Paid full- or part-time staff employed by the school:**

- teachers;
- teaching assistants;
- SEN assistants;
- caretaker;
- cleaners;
- lunchtime supervisors;
- school administrators;

### **Adult workers employed by another organisation:**

- peripatetic music teachers;
- trainee teachers;
- LA advisers and inspectors;
- health visitors;
- grounds maintenance staff;
- contract workers (e.g. an electrician or heating engineer);
- School Improvement Partner [SIP] / DSAT partners.

### **Volunteer helpers:**

- parents or other adult helpers working alongside teachers;
- students on work experience.

***This policy sets out the arrangements for volunteer helpers only.***

### **Volunteer helpers**

#### **Volunteer helpers support the school in a number of ways, including:**

- supporting individual pupils;
- hearing pupils read;
- helping with classroom organisation;
- helping with the supervision of children on school trips;

- helping with group work;
- helping with art or subjects involving other practical activities.

**Volunteer helpers are not allowed to do the following activities:**

- take responsibility for all or some of the whole class;
- change very young children, or supervise them changing;
- supervise children engaged in PE or other specialist activities;
- take children off the school site without a teacher in charge.

**The responsibility for the health and welfare of the child remains with the class teacher at all times.**

**Signing in**

When helpers arrive in the school, they must sign in at the reception desk using the INVENTORY Console. They will be given a visitor's badge, which they should wear at all times. The signing-in on INVENTORY will give the date and time of arrival. They must also sign out, stating the time they are leaving.

**Police checks**

For the children's safety, all volunteer helpers are required to have police clearance through the Disclosure and Barring Service (DBS) before they work in the school.

The headteacher has the authority not to accept the help of volunteers if he or she believes it will not be in the best interests of the children.

**Deployment of classroom helpers**

It is the policy of this school that parent helpers will be asked not to support in their own child's classroom, as this can be distracting for the child, and perhaps place the class teacher in an uncomfortable situation. Helpers will be asked to support in classes in which there is the most need for individual support.

**Monitoring and review**

The day-to-day monitoring of this policy is the responsibility of the Head of School, who will report to the Local School Board and the Trust annually, stating the number of adult volunteer helpers in the school, and summarising their value to the children.

This policy will be reviewed by Headteacher every year, and shared with the governing body if changes are made.

**Volunteer Policy**

**Introduction**

As an academy it is our aim to involve parents in their children's education and to develop and maintain links with the local community. In order to enrich the lives of the children in Kilnhurst St Thomas' C of E Primary Academy, and to enable us to deliver the curriculum more effectively, we actively encourage the involvement of parents and volunteers from the community in the work of the academy, both during academy hours and in extra-curricular activities.

**Status of volunteers**

A volunteer will not be an employee of the academy. They will not be engaged on a contract of employment nor on any type of contract for services. The engagement will be binding in honour only, there being no legal agreement between the organisation and the volunteer.

Volunteers are unpaid. The academy is under no obligation to offer or to continue to offer any volunteering opportunity to any person, irrespective of their carrying out volunteering work currently or in the past. Similarly, the volunteer is under no obligation to accept any opportunity offered, and may withdraw from the agreement at any time.

Before accepting the role of volunteer, the individual concerned will agree with the academy that they can fulfil the volunteer role expectations. The academy may withdraw the offer at any time, including after the volunteer has started their engagement. The volunteer may also withdraw from the agreement at any time. Both parties are encouraged to give the other as much notice as possible, should the agreement be brought to an end.

### **Management of Volunteers**

The academy will ensure that volunteers are given suitable induction training at the beginning of their placement

The volunteer will be given a named contact person who will review the work undertaken by the volunteer and will assist the volunteer generally and, particularly, in the event of any problems occurring.

Regular supervision of the volunteer will be provided as appropriate to the task undertaken and the needs of the volunteer.

The volunteer's role, including status with pupils, will be made clear. Volunteers will be given opportunities to contribute their ideas and opinions about the work that they are engaged in.

Volunteers will be given guidelines/training regarding child protection issues/procedures, especially pupils disclosing possible abuse.

### **Support to Volunteers**

As an academy, we value the work of volunteers in Kilnhurst St Thomas' C of E Primary Academy and in order to demonstrate this we aim to:

- Show appreciation for the volunteer's work.
- Ensure volunteers have the appropriate and up-to-date information they need to do their work.
- Ensure that they are introduced to staff and other volunteers and have access to a support network.
- Ensure that they are issued with a staff file/guidelines

### **Confidentiality**

Volunteers will be told that information relating to pupils, parents and staff is confidential and volunteers will maintain confidentiality at all times.

Information about volunteers is also a matter of confidentiality and application forms and personal details must be kept securely by the Head of School and not divulged to others except on a need-to-know basis.

### **Health & Safety Policies**

The academy's policies, including the Health and Safety Policy and Equal Rights Policy, will be explained to volunteers at the outset.

### **Insurance**

All volunteers should be made aware of the cover provided.

### **The Volunteer**

The Volunteer agrees to carry out all reasonable tasks assigned to him/her to the best of their ability and to generally promote the interests of the academy and to abide by the terms and conditions set out in this policy and agreement.

As an academy, we are committed to the rights of the child, the child's safety and emotional wellbeing and the protection of the child from all forms of abuse. In view of this, the academy reserves the right to refuse voluntary help and to terminate or vary a placement at any time without prior notice.

At Kilnhurst St Thomas' C of E Primary Academy we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all academy activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at Kilnhurst St Thomas' C of E Primary Academy. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

# **Kilnhurst St Thomas' CE Primary Academy**



# Volunteer Handbook

## 2023- 2024

Welcome to Kilnhurst St Thomas' C of E Primary Academy. Thank you for choosing St Thomas' to volunteer at. We hope you enjoy your time with us and find the experience stimulating and rewarding

This booklet contains lots of useful information that will be valuable to you while you are working at St Thomas' School.

### What you can expect from Kilnhurst St Thomas' C of E Primary Academy.

- ✚ To give support to the learner.
- ✚ To be enthusiastic and encourage the learners personal development
- ✚ To provide a role model both in terms of work with young children and also within professional relationships
- ✚ To review progress of learner in an honest and fair manner.

### What we expect from you.

- ✚ Be reliable and develop a sense of personal accountability.
- ✚ Be punctual and attend regularly

- ✚ Be polite at all times
- ✚ Be clean, tidy and smartly dressed at all times
- ✚ Maintain and respect confidentiality
- ✚ Value and respect all children as individuals irrespective of gender, race, social class, religion and ability
- ✚ Follow policies and procedures of Kilnhurst St Thomas' C of E Primary Academy.

### Other useful information

#### DRESS

Please dress in smart comfortable clothes. No inappropriate shoes or clothing such as jeans. Please wear minimal jewellery.

#### SIGN IN

Please sign in at the reception desk using the INVENTORY Console. You will be given a visitor's badge, which you should wear at all times. The signing-n on INVENTORY will give the date and time of arrival. You must also sign out, stating the time you are leaving.

#### TEA/ COFFEE

Is available in the staffroom at break times. Please be aware that all notices and conversations in the staffroom are confidential.

#### SCHOOL DINNERS

The kitchen offers a pic-a-picnic lunch or a hot school dinner. If you would like to order one please let Mrs Cousin know at the beginning of the school day, there is a cost for having a school dinner. Please ask the school office. The daily menu is available on request. Alternatively, you can bring your own packed lunch.

#### MEDICAL ISSUES

If you have any medical problems such as Asthma, please mention this in school and record it on your sheet. If you need any First Aid this is located in the school office

#### ACCIDENTS

If you have an accident in school please report this to Mrs Sherwood or Mrs Myers and complete an accident form as soon as possible.

### **MOBILE PHONES**

The school allows volunteers to bring in personal mobile phones and devices for their own use. The school is not responsible for the loss, damage or theft of any personal mobile device. Personal mobile phones should be switched off, or placed on silent and kept out of sight during work times - unless specific arrangements have been agreed with a member of the SLT.

### **SCHOOL TIMES**

Foundation Stage 1	8.45am - 11.45am	12pm - 3pm
Foundation Stage 2	8.40am to 11.30am	12.30pm to 3.00pm
Key Stage 1	8.40am to 12.00am	1.00 pm to 3.00pm
Lower Key Stage 2	8.40am to 12.15pm	1.00pm to 3.00pm
Upper Key Stage 2	8.40am to 12.15pm	1.00pm to 3.00pm

### **ATTENDANCE**

Please let us know in the morning if you are ill and cannot attend that day on the number below:

01709 570297. In order to get the best from your placement please try and attend every day.

### **ADVICE /HELP**

If you require any advice any member of staff will be happy to help you

### **FIRE SAFETY**

In the event of fire, the fire alarm will sound throughout the school. If you spot a fire then raise the alarm at the nearest station.

The children and staff will be evacuated by the nearest fire exit in an orderly fashion (without collecting any belongings) and assemble on their allocated class number outside the playtime toilets between classes three and four. Please

encourage the children to move quietly and without panic then assemble with the class you are working in at the time.

### **HEALTH AND SAFETY**

The schools Health and Safety Policy is located in the school office, please ask if you would like to see a copy.

### **CHILD PROTECTION/SAFEGUARDING**

St Thomas' operates a robust safeguarding policy which is available in the staff room or the school office. The designated safeguarding lead is Mrs V Sherwood. The Deputy safeguarding leads are Mrs H Hall, Miss J Reed and Mrs F Neal. .

### **EQUAL OPPORTUNITIES**

At our school, we do not tolerate discrimination on the grounds of age, disability, race, ethnic background, skin colour, religion, gender, sexual orientation, history of illness, non-relevant criminal records or marital, employment, financial or social status.

As a volunteer, you must treat people with respect at all times and ensure that there is no unlawful discrimination, abuse, harassment or bullying in your dealing with pupils, colleagues or others at the school. If you feel that you have been unfairly discriminated against please discuss this with the headteacher. Our Equal Opportunities Policy is available on the school website.