

**Oaklands Community Primary School**  
**Policy for Volunteers in School – See Visitor Protocol COVID**

At Oaklands Primary School we recognise that volunteers can make an appropriate and significant contribution to the work and services of the School. The contribution of regular volunteers to the work of the School is especially valued and respected.

**Our volunteers include:**

- Members of the governing body
- Members of the PTA
- Ex-members of staff
- Members of the local community
- Parents of Pupils
- Students from the local community

**The types of activities that as a volunteer you are engaged in might include:**

- Hearing children read
- Supporting Teachers in class
- Working with small groups of children
- Undertaking arts and craft activities with children
- Supporting staff to run after school clubs
- Working with the children on the computer/tablet
- Helping with school events

**Recruiting Volunteers**

At Oaklands Primary School we have a clear process for recruiting and vetting potential volunteers. On enquiry potential volunteers will be asked to complete an application form. It will then be for a member of the Senior Leadership to assess whether to invite the applicant in for an interview or to refuse the application at that point. An application can be refused for various reasons as we receive many expressions of interest. This could be due to the capacity of the school at that time to support the volunteer in post, particularly when the placement links to training or a course.

If your application is approved you will be invited to interview, following a successful interview you will be required to be cleared for safeguarding purposes this will involve.

- Receipt of an appropriate reference
- Proof of ID
- Clearance via the Disclosure and Barring Service
- Proof of right to work in the UK

However for anyone wishing to become a volunteer for a one off event (such as a school disco or fete) should contact the Deputy Headteacher or if applicable the PTA Chair.

**Confidentiality**

Volunteers in school are bound by a 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 of the child / persons outside school. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents 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 Deputy Headteacher or Headteacher. You must not refer to the school or post anything that you see or hear in school on any social media platform such as Facebook.

## **Safeguarding**

All volunteers have the responsibility to report any concern that they may have regarding Child Protection to the senior designated safeguarding professional, currently Mr Hancock or if he is not available the Deputy or Headteacher. It is not the role of the volunteer to investigate concerns. Oaklands Child Protection Policy explains the guidelines and procedures to follow regarding any suspicions. Safeguarding will be discussed with you at your induction and you will be expected to attend safeguarding training in school. A copy of the Safeguarding policy is available in the staffroom or on the school website.

Volunteers who are concerned about anything a child discloses or that another adult in the school does or says should raise the matter with the Deputy, Headteacher or Chair/Vice Chair of Governors (see Whistleblowing policy in the staffroom).

## **Volunteer Code of Conduct**

All volunteers are expected to adhere to the schools Code of Conduct and all other school and staff policies. Oaklands volunteer are expected to conform to high standards of behaviour and conduct whilst carrying out their duties.

We expect that volunteers will:

- Carry out their role in a professional and dignified manner and at all times act as a role model to the children.
- Respect other volunteers, students, staff, visitors, parents and children and make them feel welcomed and valued.
- Be sensitive towards others.
- Be approachable and pleasant.
- Dress and behave in a manner which promotes business like, healthy and safe working practices.
- Maintain the confidentiality of personal information at all times.
- There is no smoking/vaping allowed anywhere on the school site

All volunteers should be aware how their behaviour can affect both colleagues and children. Everyone has the responsibility to avoid becoming involved in situations that could bring the School into disrepute.

## **Internet Use Code of Conduct**

This code exists to safeguard and promote the proper use of the School's internet and email facilities. Volunteers are responsible for using these facilities in an efficient, effective, ethical and lawful manner. Use of the internet and emails may be monitored at any time for legitimate business reasons.

## **Mobile Telephones**

Mobile phones must not be used in school unless you have permission to do so from the Headteacher or a member of the Senior Leadership Team (please see our use of mobile telephone policy). Mobile phones can be used within the staffroom if no pupils are in the vicinity. Photographs must not be taken of children at any time.

## **Supervision**

All volunteers work under the supervision of the class teacher to which they are assigned. Although teachers retain responsibility for children at all times, for volunteers who are DBS cleared this does not necessarily mean that they will be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

### **Health and Safety**

The school has a health and safety policy. During your induction you will be briefed on emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). Volunteers will be required to complete an emergency details form. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher, or school office.

### **Equal Opportunities**

Oaklands recognises that the activity of volunteering can provide an individual with experience and opportunities for self and career development. In accordance with School's Equal opportunity Policy, volunteer placements will therefore be open to individuals irrespective of race, gender, disability, sexuality, age or marital status. Where a prospective volunteer demonstrates hostility to, or a clear lack of support for equal opportunities, she/he will be deemed automatically unsuitable for a volunteer position. All volunteers are required to make a commitment to this policy.

### **Absence**

Volunteers are expected to telephone and inform school, prior to their start time, so appropriate arrangements can be made if any cover is required.

### **Working Hours**

The hours of volunteer work will be discussed and mutually agreed between the volunteer and the supervisor or co-ordinator, currently our Deputy Head. The volunteer must be committed and adhere to the voluntary placement and allocated working hours.

Please remember to sign in and out. Upon signing in you will be issued with a volunteer's lanyard which you should wear at all times whilst on the school site.

We value having volunteers helping in our school and we want you to feel successful and valued.

Please never hesitate to ask if you are not sure about something – or for advice if you feel something you are doing is not working well. We'll do whatever we can to ensure your time with us is rewarding.

The school reserve the right to terminate a volunteer placement in school at any time.

### **Complaints Procedure**

Any complaints made about a volunteer or by a volunteer will be referred to the Deputy Headteacher/ Headteacher for investigation.

This policy was approved on 23.03.2018 and will be reviewed during the summer term of 2020

Signed: *K Parr*

Headteacher