



MOTTRAM CE PRIMARY SCHOOL

VOLUNTEER POLICY

Introduction

Volunteers at Mottram CE Primary School bring with them a range of skills and experience that can enhance the learning opportunities of the children at our school. We welcome and encourage volunteers from the local community.

Our volunteers may include:

- Members of the Governing Body
- Parents/Carers of pupils
- Students
- Ex members of staff
- Local residents

The types of activities that volunteers are engaged in under supervision include:

- Hearing children read
- Working with small groups of children
- Accompanying school visits
- Supporting in the Classroom
- Working on the school premises i.e. allotment etc.

Becoming a volunteer

Anyone wishing to become a volunteer, on a regular basis, should speak to the Headteacher or Assistant Headteacher

Those wishing to volunteer on a one-off basis (i.e. for a school outing) should speak to the relevant class teacher. Where a volunteer normally a parent/carer 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 on these volunteers. HOWEVER, these volunteers, who are under constant supervision of school staff, will not be allowed to carry out such duties as escorting children to the toilet or leading a small group of children without a member of the school’s staff and must read and sign our Off-site Visit agreement (Appendix 3).

People who wish to volunteer on a regular basis will be required to complete the Volunteer Application Form (Appendix 1) which includes their contact details, type of activities they would like to help with, and the times they are available to help. They will also be required to complete a DBS application form or to supply details of any existing DBS certificate registered with the DBS update service. Non-EU Citizens will be asked to show they have permission to volunteer in the UK.



APPENDIX 2

CONFIDENTIALITY CONTRACT

As a Volunteer at Mottram CE Primary school, I understand that class, pupil and parent/carer details, staff room conversations or school matters are confidential and not to be shared or discussed with parents/carers or members of the general public. If I have any concerns, I will initially raise them with the class teacher or Assistant Headteacher, then the Head teacher if necessary.

I understand that the class teacher is in charge of all activities and the discipline in the class. If I am asked to work with a group of children outside the classroom however, or with a discrete group in class, I can verbally manage behaviour effectively a child. I will not under any circumstances use physical force. I understand that before I start working in school, the school will initiate an enhanced DBS check on me in the interest of the safety of the children in the school.

Should a situation arise that indicates that I have divulged any confidential information to a parent/carer or members of the public the matter will be investigated and my placement may be withdrawn.

I understand that my personal details and details of the DBS check will be held on the school's single central record for inspection by authorised personnel only.



APPENDIX 3

OFF – SITE VISITS VOLUNTEER / PARENT/CARER AGREEMENT

School trips / Activities are an integral part of learning at Mottram CE Primary school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of the school trip/activity.

Please read and return this appendix, and sign and return the helper's return slip.

This is part of our school's risk assessment planning.

Role of the volunteer Helper

- To be responsible and look after, in equal measure in conjunction with school staff, all of the children in your group.
- To stay with your allocated staff member / group of children, ensuring that their wellbeing and safety is maintained for the total duration of the school trip/activity.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We are all ambassadors of our school!
- To ensure that the group you are with keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip/activity.
- To contact your / child's class teacher / school 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 commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs / labels/ information, asking questions that encourage children to think.

Follow guidance from the school staff.

What is not permitted?

Volunteer helpers are not permitted to;

- bring additional siblings on the school trip/activity
- re-organise school visit groups
- take children to the toilet independent of school staff (unless longer term volunteer with DBS clearance)
- smoke, drink alcohol or engage in any illegal practices



- take photographs of children
- give / buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip/activity

First Aid

For each class on the school visit the class teacher will take a First Aid kit. If possible, a qualified first aider will attend the trip but this is not a statutory requirement. You will be informed if any child in your group has medication / needs. If medication needs to be administered, this will be done by a trained member of staff.

All first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible if you 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 directly on 01457 763368.

Agreement

- I have read the Volunteer Policy
- I agree to the terms and conditions as stated in the policy
- I will support the young people and will actively contribute to the smooth running of the occasion.

Please delete as appropriate

Parent/Carer Volunteer:

Trip Venue/Activity

Signed: _____ Date: _____

Volunteer/Student off-site Open volunteer Agreement

Signed _____ Date: _____