



A School Partnership In Rural England

**Motto : ' We Aspire to Inspire'**

**Our Values** – using the initials of the names of the schools.

**K** – Kindness

**U** – Understanding

**P** – Patience

**H** – Honesty

**L** – Love

**B** – Boldness

## **Volunteers in School Policy**

### **Document History**

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Bi-Annual review

*The term 'school' refers to the schools in the ASPIRE Federation: Kingswood Primary, Ulcombe CE Primary, Platts Heath Primary and Leeds and Broomfield CE Primary. The term may refer to them jointly or individually.*

## NON-STATUTORY

At our two Church of England schools this policy will be delivered through strong links made to our Christian values:

### **Leeds & Broomfield Church of England Primary School**

At Leeds & Broomfield we build strong foundations for all; to learn, flourish and fill their hearts with God's love. Everyone is important, valued and needed to make L&B grow. We give a quality all round nurturing education which develops the whole child; If the rain came we would not fall.

*"As many hands build a house, so many hearts make a school."*  
(Matthew Ch 7 24-27)

**RESPECT      RESILIENCE      EMPATHY      CURIOSITY      HONESTY**

Our school Christian Values support the development of the children and all within the school and local community, giving the children and staff a positive outward looking view. The pupils and staff support and help each other and the local community enabling all to flourish.

We have explored the story of Matthew (Ch 7 24-27) showing curiosity, and the children felt empathy for the builder of the house on the sand, but said they must be resilient to try again. Jesus was honest with his followers and people followed and trusted him. The story continues showing how Jesus respected all and everyone who wanted to listen and learn could – no one was turned away. This high level of inclusion and respect is what makes Leeds and Broomfield a great school community to be part of 'many hearts make a school'.

### **Ulcombe Church of England Primary School**

Ulcombe Church of England School is a nurturing, inclusive learning space, where our uniqueness inspires trust and welcomes diversity. Our children all flourish (for however long they are with us), in an environment where learning through making choices (good or bad) is not only embraced but discussed and, when needed, forgiven. This allows our learners to become positive role models in *their* wider communities. The whole school community works together in unity to ensure that our practice fully reflects the passage of Corinthians 12:12-14. The children and adults feel included and appreciated as one body with diverse cultures learning, working and flourishing together to accept everyone and nurture their aspirations for the future.

*"One body, many members, learning together surrounded by God's inclusive love."*  
(Corinthians 12:12-14)

**TRUST      RESPECT      HOPE      ENDURANCE**

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## Introduction

Across ASPIRE, volunteers are a welcome resource for helping to raise children's achievement, complementing the work of Teachers and Teaching Assistants. We feel that our schools will benefit greatly from developing well-planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis. We also feel that the role of volunteers in our schools provide for the enrichment of the pupil's learning experiences, but should not encroach on or restrict professional teaching duties. The deployment of any volunteers, whether for one day or for a number of sessions over a longer period, is managed with care: in particular taking account of the needs of the pupils and the staff to whom they are assigned.

At our schools the Executive Headteacher/Head of School and Governors are mindful of deploying volunteers appropriately. Volunteers are not asked to replace paid staff or given responsibility within the School that would normally be associated with paid employees.

## Deployment

Volunteers are not asked to carry out duties which:-

Fall normally within a Teacher's responsibility under loco parentis;  
 Fall normally within the job description of a Teacher or member of support staff, i.e. they are not asked to cover the absence of staff from school;  
 Would normally be performed by a contractor engaged by the LEA or by the school;  
 Require them to have unsupervised access to children on a 1:1 basis;  
 NB: the Class teacher remains responsible for the organisation of the class and methods of work.

## Organisation

During a visit to the school each volunteer is linked with a specific member of staff to whom he or she will be directly responsible. Whilst there should be no significant addition to the workload of the staff member taking responsibility for the volunteer, it is expected that time is taken to ensure the volunteer is adequately inducted into the role and that there is mutual agreement and understanding. This additional responsibility is not compulsory for staff but will only be delegated with the agreement of the employee concerned.

All volunteer are made to feel welcome. The parameters of their role within the school are clearly defined from the outset in order to avoid the possibility of misunderstanding.

## School Regulations and Other Information

- a) In fairness to all concerned, volunteers are made aware of the rules governing behaviour at the School; the key 'dos' and 'don'ts' for children and adults. This includes procedures designed to avoid hazards or risks associated with the tasks that they are being asked to carry out and, importantly, details of first aid and emergency arrangements such as procedures to follow in case of fire.

- b) As part of their induction to life at the school, volunteers are also provided with basic information such as details of those facilities available to them e.g. staff room, toilets etc.
- c) We feel that it is vital that volunteers are made aware of the following procedures:-
  - expectations with regard to confidentiality;
  - access to information related to pupils and / or staff;
  - expected level of behaviour and an awareness of Professional Codes of Conduct;
  - the school's Equal Opportunities policy – especially focussing on issues relating to discrimination and the use of appropriate language;
  - the school's Complaints procedure;
  - the School's Disciplinary procedure.
  - the school's safeguarding policy, and how and where to find and fill in a concern form.

### **Child Protection**

The Education (Teachers)(Amendment) Regulations 1998 seek to prevent anyone who is barred by the Secretary of State from working in schools circumventing such a bar by working as a volunteer in schools. To ensure that any bar is effective, the school will seek an enhanced DBS check for anyone, including volunteers, who:

- regularly help in the classroom, with extra curricular activities or supervise pupils on school organised holidays or residential visits; or
- have ongoing, substantial, unsupervised access to children.

All volunteers falling in these categories are asked to undertake a Disclosure and Barring Service check.

#### **IMPORTANT:**

It is the Executive Headteacher's/Head of School's responsibility to ensure that volunteers do not have unsupervised access to children.

The Headteacher will take all reasonable steps to confirm the identity of the person volunteering. The administrator will view, and take a copy of at least two original documents. As part of the checking process:-

- Birth certificate plus if the name has changed, marriage certificate or copy of Deed Poll or Licence;
- Passport;
- Driver's Licence

These regulations do not apply to volunteers such as those who help organize and run fetes or who may assist the school activities on an irregular basis but do apply to volunteers that drive children in cars or minibuses on a regular basis. The latter is covered by a separate 'Transportation of children by volunteers' policy.

## **Insurance**

Volunteers are informed about the extent of the insurance cover available. Whilst volunteering for the school they are covered by the LEA for third party liability only and the limitations of this insurance are explained carefully to volunteers. They may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property.

Volunteers using their own car to transport children other than their own children to school events, (sport, music etc) are made aware of the school policy and advised to check with their car insurance company to ensure that they do not contravene their insurance policy conditions.

The school carefully considers all aspects of insurance and safety before deploying volunteers to drive a school minibus. All parties will be made fully aware of the regulations and drivers will be offered appropriate training and instruction before taking children on journeys in vehicles hired by the school.

## **Allowances**

Although there is no obligation to make financial reimbursement to volunteers; out-of-pocket expenses are available, connected with the tasks they undertake for the school, reimbursed through the school fund, if requested.

State benefits claimed by volunteers can be affected by voluntary work and as such volunteers are advised to refer to Form FB26 available from the local Benefits Office if they are in any doubt about work they may undertake voluntarily. The main points for consideration are that volunteers should remain available for work of claiming unemployment benefits and that disabled volunteers should not undertake voluntary work of a nature similar to that for which they are receiving disability benefit.

## **Guidelines for Helpers**

Thank you for joining our band of helpers. We want the time you spend with us to be rewarding, satisfying and enjoyable for you, the pupil and the teacher. These guidelines are designed to help make this happen!

- The teacher is in charge of the class at all times and is responsible for the pupils, legally, morally and educationally.
- Volunteers should always follow the teacher's instructions. Talk with the teacher about how to respond to difficult situations or inappropriate behaviour. Volunteers should expect to be treated with courtesy and respect.
- The volunteer should always make contact if for some reason they cannot attend.
- The teacher should always endeavour to make sure that the volunteer is informed if the class is going to be out during the time that they help or if there are changes to the timetable.
- Volunteers should use the signing-in and out book by the office hatch and wear their badges. If you lose your badge, please let the teacher know so that you can be issued with another one.
- A parent of a child may ask you how their child is progressing. This could be tricky! You will be only too aware that you see a very small part of that child's

time in school. May we suggest that you smile (as always!), comment on how you enjoy working with their child, say that you only see a little bit of what they do and refer the parent to the class teacher.

- We all like praise and encouragement. It is far more effective than censure. So keep it coming using smiles as well as words.
- The school has a Health and Safety policy that we all have to bear in mind when working in school. Mostly it is common sense but do ask if you are not sure whether the computer should have a blue halo!
- Teachers will try to spend some time at the end of the activity with the volunteer to review the session.
- Children like to be your friend and may tell you all sorts of things. If it is something that you feel the teacher needs to know in order to support the child, please speak quietly to her at the end of the session. You may be given privileged information about a pupil so that your support can be most effective. Please treat it as such and keep it to yourself – think how you would feel if it was you or your child.

Volunteers will be given practical information concerning

- Staff toilets
- Fire drill
- Staff room arrangements
- Dress code
- Acceptable language
- Regulations about smoking on school premises
- Any days when the school will be closed
- The school telephone number
- Matters concerning the health, safety and welfare of the children which are relevant
- The possible problems that could arise from any physical contact

A copy of the Volunteers in School Policy is available on request.

Could do better? Is there something we didn't tell you that you wish we had? Please let us know – it will help others.