



Volunteers in School Policy

**Approved by FGB on 21st November 2018
Min 14.21/11.18**

To be reviewed November 2021



Derbyshire Healthy Schools
Community Award

Headteacher: Mrs Zoë Andrews

Tibshelf Infant and Nursery School
Volunteers in School Policy

Introduction

The value of well-deployed volunteers in schools is now widely recognised. At Tibshelf Infant and Nursery School volunteers are a welcome resource for helping to raise children's achievement; complementing the work of teachers and support staff.

The deployment of any volunteer, whether for one day or for a number of sessions over a longer period, must be managed with care; in particular taking account of the pupils and the staff to whom they are assigned.

Headteachers and governors must be mindful of deploying volunteers appropriately. Volunteers should not be asked to replace paid staff or be given responsibility within the school that would normally be associated with paid employees.

GUIDELINES FOR VOLUNTEERS WORKING IN OUR SCHOOL

Thank you for your interest in volunteering in school. School is a work place and you will be supporting children's learning and joining a committed team of staff and volunteers.

Child Protection

The law requires checks to be made on anyone with responsibilities in a school, which can give them regular unsupervised access to pupils under the age of 19. Under the Education (Teachers) (Amendment) Regulation 1998 this now includes volunteers who regularly help in the classroom. A check must be made against the DfEE List 99 and the LEA's own discreditor records before volunteers can begin work in school on a regular basis.

It is important for school security and fire regulations that all staff, visitors and volunteers to the school can be identified and located at all times and we ask you to follow the simple routine of :-

A] Signing in and out when coming into and leaving the premises.

B] Wearing the Visitor badge, that is ready next to the signing in book, at all times whilst in school, or wearing the volunteer lanyard if you are a regular volunteer.

Please let us know if you have a strong preference about the age group with which you would like to work or if there is a particular task on which you would like to focus. You might even have a preference for which class you would like to volunteer. If you would

like to share your time between several classes or if you find you do not enjoy the volunteering opportunity we offer, please let us know. We want you to be happy and we want you to know that we value your time and energy.

Please let us know if you have made an arrangement with the school but find that you can't come. Your work in school is valuable and the teacher may have been counting on you to help with an activity that cannot go ahead without your help. Let us know if you cannot come - just give us a call or send a message in the morning so that we can avoid disappointing the children.

As a volunteer you will be expected to work with the teacher/s that you have decided to help. For most of the school day, therefore, you will be sharing the classroom with the teacher/s concerned. The teacher will be responsible for you and if you are in any doubt about your role, where you should be working or questions about the school please ask your teacher. Apart from moving about the school in the normal course of the day, we would expect you to stay with the teacher who will supervise your activities.

If you are with us during break times, you are welcome to get yourself a drink in the staff room. You can leave your personal belongings in the class cupboards. Please use the toilets that the staff use at the top of both sets of stairs. Please do not use the children's toilets.

What should you do if you have a problem whilst working in school?

We expect all members of the school community to be polite, courteous and self-disciplined. Children watch us and follow our example. The same rules apply to staff, children and volunteers working in school. Please discuss problems with the teacher or headteacher. The teachers in school are expected to act "in loco parentis" — this means in place of the parents. They are responsible for the children whilst they are at school.

Things to remember

- Never get into an argument with children or adults. Teachers are trained to deal with problem situations and they are paid to take responsibility
- The school has a code of discipline which the children are expected to follow. As a volunteer you are not expected to discipline the children, however we expect them to do as you ask them to and be polite to all adults in school. If there is a problem — tell the teacher or a member of staff straight away.
- The only time we would expect any volunteer to intervene is to prevent a child hurting themselves or another child. Do this by telling them quietly and firmly to stop. Avoid physically restraining a child – send a child to get help or call a member of staff.
- Never shout at a child

- Never hit a child
- Never threaten to hit or manhandle a child
- Read the school policy on bullying

While you are in school you will be covered by the Local Authority for third party liability only.

If you are worried about working as a volunteer and claiming any state benefits please contact the local Council for Voluntary Service (CVS - number in local telephone directory) or The Citizens Advice Bureau. They will be able to offer you straightforward advice if you have any doubts. The CVS and CAB are not a government department. You may feel some activities may expose you to unnecessary risks. Teachers supervising your work should ensure that this does not happen. You should be clear about your responsibilities and your role at the school. If in doubt check with the Headteacher.

Confidentiality

We expect our volunteers to abide by the same code of confidentiality as teachers. This means anything that happens in school is not discussed outside school. This includes conversations with parents you may know who may have a child in the class you are working in, and is in relation to behavior, work and any activities and incidents in school.

We will ensure that you have an opportunity each term to discuss how you feel about your volunteering with the teacher responsible for you but if you are unhappy in the meantime please tell us! Please do not just leave. If it is work or other problems one of us will be pleased to listen and help if we can. It's the least we can do in return for your valuable time and commitment!

We would like to thank you for offering to volunteer to help at our school. We regard you as a friend and member of our team. We have a professional duty to you - just as we have to all members of staff— to make your time with us happy and fulfilling.

A reminder about the points of contact for volunteers in school:

- The class teacher you work with
- The headteacher
- Any member of staff

'Tibshelf Infant & Nursery School is committed to all aspects of safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.'

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