

Volunteer Policy

Al-Khair Primary School



Approved by:	Mr Sajad Akram	Date: 19th September 2021
Last reviewed on:	19th September 2021	Sajad Akram
Next review due by:	18th September 2022	Sajad Akram

Volunteers Policy

Introduction

Visitors and volunteers at our school bring with them a wealth of skills and experience that can enhance the learning opportunities of the children. Al-Khair School welcomes and encourages them.

Our Volunteers include:

- Parents of pupils
- Ex-pupils
- Students on work experience
- University students
- Local residents

The types of activities in which Volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- Running after-school clubs
- Supporting children with computing and technology
- Accompanying school visits
- Addressing areas of development highlighted in the School improvement Plan.
- Providing positive role models and one to one support
- Any specific requirements from the school

As a Volunteer of the school, you must:

- Attend your placement and be punctual in time keeping.
- Accept and adhere to school policies and procedures, carrying them out as fully as possible.
- Display commitment to the aims, vision and mission statements of the school, conducting yourself in a manner consistent with these statements at all times.
- Take care of school property, making careful and best use of all resources provided.
- Undertake your duties and responsibilities effectively, efficiently and diligently.
- Show respect to everyone within the school at all times within the course of your duties, by being polite and courteous to and about others.

Becoming a Volunteer

Anyone wishing to become a volunteer must complete the Volunteer application form (Appendix 1) and hand in to the school office or class teacher. The volunteer will be contacted to discuss their role within the school and agree their availability.

Volunteers will receive an induction from the Head Teacher or the PA. This and other related policies are shared, expectations and procedures are made clear and guidelines are given.

Student placements

Student placements take place in conjunction with the student's educational establishment and will have been agreed prior to the placement. The student will be allocated a class teacher as a mentor.

School trips

Volunteers that accompany children on any off-site visits are under constant supervision of school staff. They must read and sign the off-site visit agreement (Appendix 2), which sets out the school's expectations of volunteers on any off-site visits.

Confidentiality

Visitor and volunteers in school are bound by a code of confidentiality. Any concerns that volunteers may have about the children they come into contact with should only be discussed with the class teacher. Visitors and volunteers concerned about what another adult in the schools says or does, should raise the matter directly with the head teacher.

Supervision

All visitors and volunteers are under the supervision of a class teacher. Teachers retain responsibility for the children at all times. Visitors and volunteers should have clear guidance from the teacher as to how an activity involving children may be carried out and what the expected outcomes of any activity are. Visitors and volunteers are encouraged to speak to the teacher if they have a query about any aspect of a child's understanding or behaviour.

Health & Safety

The school has a Health and Safety Policy available on request from our school office. Class teachers must ensure that visitors and volunteers are made aware of any emergency procedures (eg. what to do in the case of a fire alarm) and about any safety issues associated with a particular task (eg. during a practical task). Visitors and volunteers are asked to exercise due care and attention and report any obvious hazards or concerns to the class teacher.

Child Protection

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- All Volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 3)
- To ensure the safety of our pupils at all times, all of our Volunteers must have been a DBS. A certificate is issued to the individual to produce in school.
- Where a Volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit. These volunteers are under constant supervision of school staff.

Complaints Procedure

Any complaints made about a Volunteer will be referred to the Head teacher for investigation. Any complaints made by a Volunteer will be referred to the Head teacher.

The Head teacher reserves the right to take the following action:

- To speak with a Volunteer about a breach of the Volunteer agreement and seek reassurance that this will not happen again.
- Offer an alternative placement for a Volunteer, e.g. helping with another activity or in another Class.
- Inform the Volunteer that the school no longer wishes to use them.

Rehabilitation of Offenders Act 1974

Please note that for any role in a school you must declare any convictions (including bind over and cautions) regardless of whether or not they would be considered “spent” in other circumstances.

Have you ever been convicted of a criminal offence? Yes No

Are there any alleged offences outstanding against you? Yes No

If you have answered YES to either of the questions above, please provide details in a sealed envelope marked ‘strictly confidential’.

Safeguarding Vulnerable Groups Act 2006 – Disqualification by association (declaration)

Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated?

Yes No

If you have answered YES to the question above, please provide details in a sealed envelope marked ‘strictly confidential’.

Please note that it is a criminal offence for a person that has been barred from working with children and young people to work or volunteer in a school.

Disclosure and Barring Service (DBS)

Do you hold a valid DBS? Yes No

Declaration

I declare that the information given on this application given on this form is true and correct

Signed:

Print name:

Date:

VOLUNTEER APPLICATION FORM

Personal Details

Surname	
First Names	
Previous names used	
Date of Birth	
Address	
Email	
Mobile	
Home	

Volunteer information

I am interested in volunteering in the following area(s): please tick

Teaching	
Classroom support	
Administration	
Lunchtime supervision	
General school support	
Preferred age group/classes, please state	

What day(s) and time(s) are you available?

Day	AM	PM
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Please state any other skills and/or experience that you can bring to Al-Khair Primary School, and explain what you want to achieve from volunteering

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Emergency contact details

Surname	
First Names	
Address	
Email	
Mobile	
Home	

Doctor's details

Doctor's name	
Address	
Telephone number	

Medical conditions and allergies

Do you have any of the following medical conditions?

Yes _____ No

Proof of identity

Do you have a valid passport? Yes No
Do you hold a current driving license? Yes No
Have you attached proof of address (last 3 months)? Yes No

Declaration

I declare that the information given on this application given on this form is true and correct.

Signed: _____

Print name: _____

Date: _____

Appendix 2

Off- Sites Visits – Volunteer Agreement

Thank you for volunteering. School trips are an integral part of learning at school and you will have an important role to play in ensuring the success and safety of this trip. The class teacher has overall responsibility for the children at all times but designates responsibility to voluntary who may have charge of a small group.

Please read this agreement, sign and return it to the school office marked for the attention of the class teacher. This forms part of our school's risk assessment planning.

The Role of a Volunteer Helper

- To be responsible for and look after, in equal measure, all of the children in your group
- To stay with your allocated group and ensure their wellbeing and safety for the duration of the trip
- To promote polite, respectful and courteous behaviour amongst the group and towards members of the public
- To ensure that your group keeps up with the rest of the school visit party
- To contact your class teacher if there are issues with first aid, safety or behaviour
- To show a commitment to the 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 about the task and by helping to explain areas of interest.
- To follow guidance from school staff

Not permitted

- Please do not bring additional siblings on the school trip
- Please do not use your mobile phone
- Volunteers are not allowed to re-organise school visit groups.
- Volunteers are not allowed to smoke, drink alcohol or engage in any illegal practices
- Volunteer are not allowed to take photographs of the children unless requested to do so by the teacher in charge
- Volunteers are not allowed to buy their group treats e.g. ice cream, sweets etc. – before or after the school trip
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's attention we always use their name

First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box (es) will be carried by staff.

Emergencies

Please inform a member of school staff as soon as possible. If you are separated from the rest of the school party, please telephone one of the staff members or the school.

I understand and agree to the conditions outlined in this agreement

Name: _____ Signed: _____ Date: _____

APPENDIX 3

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at school.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at school.

You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Aims
- I agree to treat information obtained from being a Volunteer in School as Strictly Confidential
- I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken that will incur a cost of £11.
- If you already have a DBS Certificate, please hand it to the school, the number will be recorded and checks made with the issuing body. A new enhanced DBS check must be undertaken.
- I have been made aware of who is my designated supervisor

Signed: _____

Name: _____

Date: _____

Thank you for taking time to complete this Volunteer Application Form.

Please hand it to the School Office, marked for the attention of the Headteacher.

Your offer of help is greatly appreciated, and we will be in touch as soon as possible.