

Volunteer Policy for Tranmere Park Primary School

Date written: November 2017

Aims and Objectives

The aim of this policy is to:

- To provide parents/staff and volunteers with clear expectations, induction and guidelines for working in school.
- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.
- To ensure the highest standards of safeguarding for our pupils by a shared knowledge of procedures.

Rationale

Volunteers are parents or other adults from our local community working alongside the school staff and pupils on work experience. At Tranmere Primary School, we welcome those wishing to help in the school and value the contribution they make to school life. We believe that the involvement of parents, carers and volunteers in children's education is vital and we encourage active participation in many ways. Some volunteers come to school to help with a variety of tasks such as computing, art, cooking, and reading. Volunteers usually work with individuals or small groups in specific classes. In addition, volunteers often help when the children are taken on educational visits outside school or get involved with the work of our Parent, Teacher Association. These guidelines have been written to ensure that for all concerned – volunteers, teachers and children - the experience is positive and rewarding.

Ethos

Tranmere Park Primary is an outstanding school with wonderful pupils and a great staff and governor team. Our vision is to develop a learning community in which everyone is supported in becoming a caring, collaborative, critical and creative thinker. As an inclusive school we celebrate diversity and value the achievements of all children. We are committed to providing the greatest possible access for all children by providing a broad, balanced and differentiated curriculum which is appropriate for meeting their needs. We particularly want to ensure that parents and pupils are fully participative in the process.

Procedures and protocol

Health and Safety/Safeguarding

We carry out a Disclosure and Barring Service (DBS) check for all volunteers who have regular contact with children. All schools need to hold a register of the checks undertaken. In order for you to work in school as a volunteer, you will need to complete a DBS online check. We will help you get the process started. Please be assured that all information will be treated in the strictest confidence and that these checks are done only in the best interests and safety of the children.

Mrs Wright will help you with this process.

Those who help out at specific events e.g. school fair, relatives in school days etc who do not have unsupervised access to children do not need a DBS but must not have unsupervised access to children.

When a volunteer arrives in the school they must sign in at the school office in the visitor book. Volunteers must also sign out. Signing in and out is important in the event of an emergency so that staff and emergency services know who needs to be accounted for. A visitor badge/sticker must be worn at all times in school. Volunteers with a DBS clearance will have been identified to staff members.

The Head teacher has the authority to withdraw the help of volunteers if he or she believes that it is not in the best interest of the children.

Volunteering

Becoming a Volunteer in School

All volunteers will be asked to attend an induction meeting which will cover the following topics:

- Confidentiality
- Safeguarding
- Child Protection
- Health & Safety

Deployment of Volunteers

Volunteers will be asked to support in classes/areas of the school where there is the most need for support. Parent volunteers should be aware that they will not be able to work in their child's class. We may from time to time ask you to support in another class during a visit if extra adults are required for a specific activity.

Volunteer Roles in School

Many of the activities that we ask you to help with are the sorts of things that parents do with their own children at home. We might ask you to become involved in a variety of activities such as:

- Hearing the children read/Sharing books
- Working on the computer
- Playing games
- Making things
- Cooking
- Gardening
- Sewing
- Maths boosters
- Supporting groups in class
- Coming with us on visits

The teacher will give you:

- Clear guidelines about the activity
- All the materials you need

Confidentiality

It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. While in school you are likely to become aware of issues relating to individual children. You may see children struggling with work, be upset or misbehaving or hear/see other information concerning a child while you are with us in school. It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them. The teachers here have the responsibility of informing parents of any concerns about a child. Volunteers working in classrooms do so on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside the school. If you ever have any concerns about a child, please speak to the class teacher as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.

Safeguarding concerns about a child must be shared immediately with one of the designated officers for child protection as soon as possible after the disclosure.

The designated officers for child protection are: Mrs Hodgson and Mrs Martin.

Guidelines for Supporting Children in School

- It is vital to encourage the children to talk about what they are doing in order to support them in using the correct vocabulary.
- Always encourage the children to do things for themselves. It is important that they are independent and although some children may need help and supervision, the end result should always be their own work. Please don't be tempted to do the work for them!
- When playing games with the children, try and encourage the idea of taking turns, sharing and being a good loser.
- Please do not lift, carry or move a child in any way.

Safeguarding

Tranmere Park is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment.