



Volunteer Policy

Policy lead:	Head teacher
Link Governor:	Chair of governors
Date of last review:	November 2021
Date for next review:	November 2023

Volunteer Policy

At Sparkwell Primary we recognise that there can be situations in which volunteers can make an appropriate and significant contribution to the work and services of the School.

The policy defines the term and sets out the principles, practices and procedures which will be followed in the appointment, management and supervision of volunteers. The contribution of volunteers to the work of the School is especially valued and respected. Sparkwell Primary believes that by providing opportunities for volunteers to work alongside staff supporting the children, the volunteer will gain a range of skills and work experience.

This policy sets out how Sparkwell Primary intends to support its volunteers.

Our volunteers include:

- Parents/ Carers
- Members of the Board of Trustees
- Members of the PTA (PFOSS)
- University, College and sixth form students
- Ex members of staff
- Members of the local community
- Those on training courses, such as TA training

The types of activities that volunteers are engaged in might include:

- Hearing children read
- Supporting small groups of children
- Supporting individual children
- Undertaking arts and craft activities with children
- Assisting children on the computer
- Accompanying school visits

Becoming a volunteer:

Anyone wishing to become a volunteer on a more regular basis should come in to the school office to complete a volunteering application form. All applications will be considered and the volunteer will be invited for an informal discussion with the headteacher and a reference will be taken up.

Before starting in school and to ensure the safety of our children at all times, all regular volunteers will be required to complete a DBS (Disclosure Barring System) check. This will be arranged with the Administrator. An Induction checklist will be completed with all volunteers in advance of their placement.

Confidentiality

Sparkwell has a confidentiality policy. All volunteers will have this explained to them. Volunteers may have access to personal information about some individuals, or other information which may be confidential. Sparkwell needs to be able to trust its volunteers with such information. Volunteers who break this confidentiality will be asked to leave. Any concerns that volunteers have about the children they work with/ come into contact with should be shared with the Head teacher or class teacher and not with any persons outside school.

Safeguarding

All volunteers have the responsibility to report any concern that they may have regarding Child Protection to Senior Designated Officer, currently the Head teacher. It is not the role for the volunteer to investigate concerns. Sparkwell's Safeguarding Policy explains the guidelines and procedures to follow regarding any concerns. A copy of this policy is available on the school website and will form part of the induction checklist.

Class teachers will take responsibility to guide volunteers on the learning tasks and ensure that they are always in direct supervision alongside or in a shared area of an employed member of staff.

They will be told that they must not use a mobile phones whilst in the vicinity of children and must not under any circumstances take photographs in school unless agreed with the Head Teacher.

Health and Safety

The school has a health and safety policy which is available on request. The supervising teacher should ensure that individuals are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher, Head teacher or administrator.

Fire evacuation procedures indicating the safe route of exit in the event of a fire alarm can be found in each classroom; please make yourself familiar with these.

Please remember to sign in and out. Upon signing in you will be issued with a volunteer's lanyard which you should wear at all times whilst on the school site. There is no smoking allowed anywhere on the school site

Equal Opportunities

Sparkwell recognises that the activity of volunteering can provide an individual with experience and opportunities for self and career development. In accordance with School's Equal Opportunity Policy, volunteer placements will therefore be open to individuals irrespective of race, gender, disability, sexuality, age or marital status. Where a prospective volunteer demonstrates hostility to, or a clear lack of support for equal opportunities, she/he will be deemed automatically unsuitable for a volunteer position. All volunteers are required to make a commitment to this policy. A copy can be given on request.

Acceptable Use Policy

This policy exists to safeguard and promote the proper use of the School's internet and email facilities. Volunteers are responsible for using these facilities in an efficient, effective, ethical and lawful manner. Use of the internet and emails may be monitored at any time for legitimate business reasons.

Absence

Volunteers are expected to telephone and inform school, prior to their start time, so appropriate arrangements can be made if any cover is required.

Volunteer Hours

The hours of volunteer work will be discussed and mutually agreed between the volunteer and the Class Teacher or Head teacher. Volunteers would need to be able to give a regular commitment to make this a valuable contribution to both school and the children's development.

Volunteer Code of Conduct

As Sparkwell volunteers, everyone is expected to conform to high standards of behaviour and conduct whilst carrying out their duties.

Sparkwell School expects that volunteers will:

- Respect other volunteers, students, staff and children and make them feel welcomed and valued.
- Be sensitive towards others.
- Be approachable and pleasant.

- Dress and behave in a manner which promotes healthy and safe working practices.
- Maintain the confidentiality of personal information at all times. All volunteers should be aware how their behaviour can affect both colleagues and children. Everyone has the responsibility to avoid becoming involved in situations that could bring the School into disrepute.

Complaints Procedure

Any complaints made about a volunteer or by a volunteer will be referred to the Head Teacher for investigation. This policy will be reviewed annually or in the light of new guidance from either the DfE or the LA.

Evaluation

To be monitored by the Head teacher. The policy will be supported by the confidentiality statement, the standards and expectations form and the volunteer/ work placement evaluation and feedback form.