

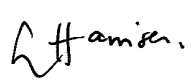





St Mary Magdalene C of E School
with
Christ Church C of E Primary School

Volunteer Policy

This policy was:	Written in	Summer 2013		
	Updated in	May 2020		
	Review date	May 2021		
	Approved by	Dr P Gregory	Mrs J Eastaugh	
		<i>Co-Chairs of Governors</i>		
				
		Mrs C Harrison	Mrs V Wainwright	
<i>Federation Co-Headteachers</i>				
				

“Do unto others, as you would have them do unto you.”

Luke 6:31

In the Koinonia Federation we strive for excellence and high standards through:

A Koinonia student will go out into the world happy, courageous, resilient, motivated with a lifelong love of learning, fully equipped to make a positive contribution to society.



Hebrews 6:10 - "God is not unjust; he will not forget your work and the love you have shown him as you have helped his people and continue to help them".

INTRODUCTION

In our Federation we recognise that there are many situations where volunteers can make an appropriate and significant contribution to work and services for our school. This policy defines the term and sets out the principles, practices and procedures which will be followed in the management and supervision of volunteers. The contribution of volunteers to the work of the school is especially valued and respected. We recognise that they bring with them a range of skills and experience that can enhance the learning opportunities, achievement and enjoyment of children at our school. We welcome and encourage volunteers from the local community.

Our Volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that Volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- Working with children on the computers/laptops
- Accompanying school visits
- Display work/admin tasks (volunteers to ask school staff for resources they need)
- Providing positive role models and one to one support.

Becoming a Volunteer

Anyone wishing to become a volunteer should go to the school office and request a Volunteer Application form.

Volunteers will be required to complete the Volunteer information sheet (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help.

Before starting to help in school, volunteers should complete the *Volunteer Agreement* (Appendix 2), which sets out the school's expectations of volunteers and asks Volunteers to confirm they have received a copy of this policy.

Prospective volunteers who will be engaged in 'Regulated Activity' will be required to complete an Enhanced DBS (Disclosure and Barring Service) check and a self-Disclosure regarding their suitability for working with children

Upholding the School Vision

All adults and young people who work within our school, whether as a paid member of staff or as a volunteer, are expected to work and behave in such a way as to promote our Federation's Co-Headteachers' vision for the staff team.

To be a federation of happy and positive schools where everyone learns together. Staff lead learning in an environment of mutual respect, where everyone makes a contribution. We strive for excellence, driven by our passion to provide the very best education for all pupils. The working climate, supported by a strong Christian ethos, ensures every individual is valued.

Volunteer Procedures

Volunteers will be required to sign in and out at the school office on each occasion; they should wear their identification badge at all times while working on the school premises or accompanying children on a school trip.

If a volunteer is unable to come to school for some reason then he/she is expected to call the school office by 8am or if volunteering in the afternoon, by 1.00pm to inform the class teacher and the Campus Leader that they are unable to attend that day. If a pattern of non-attendance emerges then a member of the SLT will meet with the volunteer to discuss the reasons for absence.

Safeguarding and Child Protection

Koinonia Federation is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

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 2)
- To ensure the safety of our pupils at all times, all of our Volunteers will be required to produce an Enhanced Disclosure from the Disclosure and Barring Service. A certificate is issued to the individual to produce in school. Volunteers will not be confirmed a place at one of our campuses until a satisfactory Enhanced DBS is received.
- Where a Volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of an educational visit, no formal checks will be carried out. Volunteers, will be under constant supervision of school staff and must read our Educational Visit guidelines being made aware of aspects of the Risk Assessment for the visit which will be issued by the class teacher on the day of the educational visit.

On-line Safety

Online Safety relates to the teaching and learning of technology and through technology in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM), viruses and spam. Volunteers, like staff are expected to follow the Federation E-Safety Policy which is available from the main office or the school website.

Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in school during class time. Volunteers may not make or receive calls during teaching time. Use of phones or phone watches must be limited to non-contact time when no children are present. Volunteers are expected to keep devices out of sight in lockers, desks or cupboards when on school property. Volunteers must only use school owned devices for capturing, recording and storing data or photos of children.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with / come into contact with should be voiced with the Class Teacher and NOT with the parents of the child / persons outside school.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with SLT.

Supervision

All Volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour

and the activity they are undertaking.

Volunteers should have clear guidance from the teacher as to how an activity is carried out and the expected outcome. Volunteers are encouraged to seek further advice / guidance from the teacher in the event of any query or problem regarding children's behaviour or understanding of a task.

Health & Safety

The school has a Health & Safety Policy and this is made available on request to Volunteers working in the school. Class Teachers ensure that Volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment / accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / SLT.

Complaints Procedure

Any complaints made about a Volunteer will be referred to SLT. Any complaints made by a Volunteer will be referred to the SLT.

The Campus Leader 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. The full Complaints Procedure is set out in the Staff Handbook (available from the School Office).

APPENDIX 1

VOLUNTEER APPLICATION FORM – Please complete and return to the school office

Name of Volunteer:					
Date of Birth:					
Other names known by (including maiden names)					
Address:					
Phone numbers:					
Do you have children at any of our campuses? If yes please state which campus and which year group.					
What skills/areas would you like to help with in school?					
What previous experience do you have to support your application?					
Are there any particular age groups / classes you would like to work with? (please be aware we do place Volunteers in classes with family members)					
Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? (please give details)					
Which days of the week will you be available to volunteer	Mon	Tues	Wed	Thurs	Fri
What times will you be available to Volunteer?	am (9am – 12:15)		pm (1:15pm – 3:15pm)		all day (9am – 3:15pm)

References

References will be sought before you will be able to start volunteering. Please provide the names of two referees, one of whom should know you in a professional capacity.

Reference 1	Reference 2
Name:	Name:
Address:	Address:
Telephone number:	Telephone number:
Email:	Email:
Position held:	Position held:
Please state the context in which this person is known to yourself:	Please state the context in which this person is known to yourself:

**Thank you for taking time to complete this Volunteer Application Form.
Please hand it to the School Office.
Your offer of help is appreciated and we will be in touch shortly.**

APPENDIX 2

VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at:

Christ Church C of E Primary School

St Mary Magdalene – Woolwich Campus

St Mary Magdalene - Peninsula Campus

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

Please ensure you have fully read the Volunteer Policy, sign this Volunteer Agreement Form and return it to the School Office. You will receive a copy of it for your records.

- I have received and read a copy of the School's Volunteer Policy
- I agree to support the Koinonia Federation Mission Statement
- I agree to treat information I learn whilst being a Volunteer in School as confidential.
- I understand that I am required to undergo a Disclosure and Barring Services check to advise the school of my suitability to volunteer.

Signed: _____

Name: _____

Date: _____

To be completed by the school office:	
Satisfactory Enhanced DBS received:	
Area/class Volunteer will be supporting in:	
Start date:	
Induction carried out by:	
Date of Induction	