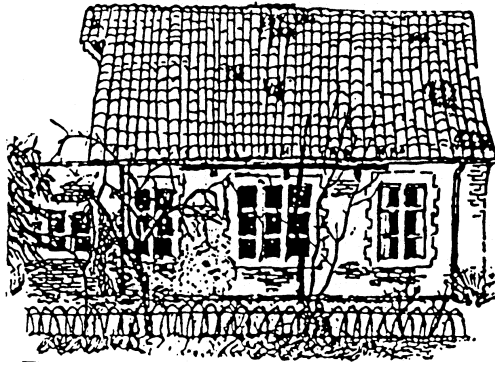




# **Volunteer Policy and Good Practice Guide**



|                                 |       |      |
|---------------------------------|-------|------|
| Policy Updated:                 | April | 2017 |
| Adopted by Staff and Governors: | April | 2017 |
| Date for Review:                | April | 2018 |

## Introduction

Thank you for volunteering your time and enthusiasm to Marsh Baldon Primary School children and staff. Volunteers have a very important role to play in bringing a range of skills and experience to enhance and promote the learning opportunities that we offer to our pupils.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Ex-members of staff
- Students on work experience
- University students
- Local residents
- Friends and supporters of the school

The types of activities that volunteers engage in, include:

- Listening to pupils read
- Working with small groups of pupils to assist them in their learning during curriculum days
- Working alongside individual pupils, as an additional tutor
- Accompanying school educational visits
- Assisting with extra curricular activities

## Safeguarding

Marsh Baldon Primary School is committed to the safeguarding of all our pupils. **All volunteers must share this commitment and follow our policies and procedures in relation to this.**

## Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis (e.g. to listen to children read), should approach the class teacher or the Headteacher.

Volunteers should complete a Volunteer Application Form (Appendix 1) and the Volunteer Agreement (Appendix 2) which sets out the schools expectations of its volunteers and confirms that they have received a copy of this policy.

## **Process Marsh Baldon School will follow to recruiting regular Volunteers:**

- a) Identify the need and role
- b) Attract candidates by means of a local advert, school newsletter or email
- c) The candidate complete a Volunteer agreement and application form
- d) The candidate(s) attend a meeting at school for an informal discussion with the headteacher to ensure that they are suitable for the role
- e) An DBS Enhanced Disclosure is undertaken before the volunteer starts working
- f) The volunteer will complete the online safeguarding course  
<http://www.oscb.org.uk/>
- g) The volunteer will be made aware of their role and responsibilities within the school
- h) Two references should be sought
- i) Induction – relevant school policies and documentation should be explained and issued
- j) Volunteer records will be kept centrally within the school

## **Upholding the School Ethos**

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 Marsh Baldon School's aims and educational purpose, as identified below:

*Marsh Baldon is a small, inclusive school where all are supported to grow and learn informed by the Christian values of love, respect, trust and moral courage. We are a small Church of England Primary school in an idyllic location at the heart of the Marsh Baldon village community, south of the city of Oxford. We are proud of our diverse, inclusive school and the pupils we have on roll who come from the local communities of the Baldons and Nuneham Courtenay as well as the wider catchment of surrounding villages and Oxford suburbs. We respect our pupils as individual and encourage an ethos of mutual respect and tolerance for all. We challenge and support all our young learners so they can achieve their full potential. We want the very best for all and prepare our pupils for their continued journey as independent, free thinking, confident individuals.*

*Growing together, succeeding together.*

***Our School Values:*** Respect, Love, Teamwork, Courage

- It is critically important for pupils to see all adults in school as role models.
- You are not expected to make judgments about pupils' abilities or behaviour. Any personal views you may have about a pupil's ability should not be disclosed to anybody except a member of the school's teaching staff.
- Your help will bring you into close contact with staff and pupils. Much of what you see in school is confidential so please do not talk about things outside of school.
- Please do everything possible to avoid any physical contact with pupils.
- You should not get drawn into inappropriate topics of conversations with pupils. If a pupil begins to talk to you about matters which concern you, please tell to a member of staff, or the Headteacher.
- Although it can be tempting, please do not seek to use your time in school as an opportunity to discuss personal issues such as your child's educational progress (this can be distracting for teachers during school time).
- All personal belongings (bags, valuables and medications) **must** be kept in our staffroom (a member of staff will help you with this).
- Mobile phones, personal cameras and recording devices **must** be off and kept in the office, out of the reach of children during school hours and **must never** be used to take photographs of pupils, whether in school or out on a school trip or other event.
- If you are in doubt about anything, always ask the advice of a member of staff or the Headteacher.
- Many of the above standards are there not only for the protection of our children, but also for your own. A serious breach of any of the standards set out above might lead to a volunteer being removed and considered an unsuitable candidate for further voluntary / student placement involvement

## Supervision

All volunteers work under the supervision of a teacher or full-time member of staff. Teachers retain ultimate responsibility for pupils at all times, including pupils' behaviour and the activity that they are undertaking.

Volunteers should have clear guidance from the teacher as to how an activity is carried out and the expected outcome of the activity. In the event of any query or problem regarding the pupil's understanding of the task, their behaviour or welfare, volunteers must seek advice / guidance from their teacher or teaching assistant.

## **Health and Safety**

Marsh Baldon School has a Health and Safety Policy, which will be given to volunteers working in our school. An appropriate member of staff will ensure that volunteers are clear about emergency procedure (e.g. fire alarm evacuation) and about any safety aspects associated with particular tasks (e.g. using equipment or accompanying pupils on visits). Volunteers need to exercise due care and attention and highlight any concerns to the teacher or teaching assistant. Volunteers are covered by the school's Indemnity and Public Liability Insurance.

## **Complaints**

Any complaints made about a volunteer will be referred to the Headteacher for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher reserves the right to take the following action:

- To speak with the volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again
- Offer an alternative placement for the volunteer (e.g. helping with a different activity or in another class) Based upon the facts identified in the investigation, it may be necessary for the school to inform the volunteer that they are unable to continue using them
- The volunteer will be provided with a copy of Marsh Baldon School's Complaints Policy and Procedures

## **Equality, Diversity and Inclusion**

At Marsh Baldon School we aim to ensure that no member of the school community experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; any disability they may have; their ethnicity, colour or national origin; their gender; their religion or beliefs.

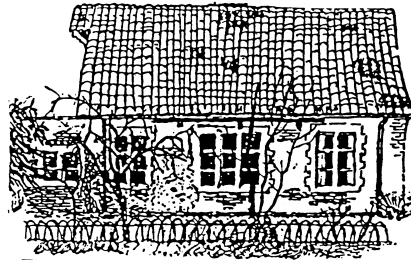
We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences when devising and implementing school policies and procedures.

## **Monitoring and Evaluation**

This policy and guidance will be regularly reviewed by the Governing Body and updated in line with Marsh Baldon Primary School's Policy Schedule.

## **Finally...**

We hope that you will find this guidance helpful and that you will keep it in mind throughout your time in school. We are confident that you will enjoy the experience of working as a volunteer at Marsh Baldon Primary School, satisfied in the knowledge that you are making a positive contribution



## Volunteer Agreement

Thank you for offering your services as a volunteer at Marsh Baldon Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please sign this Volunteer Agreement and hand it in to the School Office.

I have been accepted as a volunteer at Marsh Baldon Primary School and I can confirm the following:

- I agree to work within the boundaries of Marsh Baldon School's Safeguarding procedures at all times
- I agree to undertaking an enhanced Criminal Records Bureau check
- I know who the schools Designated Safeguarding lead is
- I understand and accept the Marsh Baldon School's Volunteer Policy and Good Practice Guide, which applies to my involvement as a volunteer
- I agree to support Marsh Baldon School's aims and educational purpose
- I agree to adhere to Marsh Baldon School's policies and procedures at all times
- I agree to treat any information obtained from within school with the strictest of confidence
- I have been informed of who will be my designated supervisor

Signed: .....

Full Name: .....

Date: .....