Buckland Primary School

Student & Volunteer Policy and Good Practice guide

Governors' Responsible:	**Full Governing Body (FGB)**
Policy Originator:	Student mentor / Peter De Leonardis
Next Annual Review Due:	June 2027

Introduction

Thank you for volunteering your time and enthusiasm to Buckland Primary School and its children and staff. Volunteers have a very important role to play in bringing a range of skills and experience that can 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
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits
- Assisting with extracurricular activities

Safeguarding

Surrey County Council and Buckland Primary School are committed to the safeguarding of pupils, young people and everyone who works here. We expect volunteers to share this commitment and follow 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 School office or contact Mr Peter De Leonardis.

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 Agreement.

Process for Recruiting Frequent Volunteers

a) Identify the need and role
b) Attract candidates by means of a local advert / other method of communication used by the school
c) The candidate(s) attend a meeting at school for an informal discussion to ensure that they are suitable for the role
d) **A DBS Enhanced Disclosure is undertaken before the volunteer starts working**
e) The volunteer will be made aware of their role and responsibilities within the school (this is not required where a volunteer is participating in a one-off activity)
f) Parents of children in school will be advised that they will not volunteer in the same class or year group/ as their child/ren
g) Induction – relevant school policies and documentation should be explained and issued, including safeguarding training
h) Volunteer records should 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 Buckland's aims and educational purpose as identified below:

Buckland is a welcoming and caring community of children, parents, staff and governors. Together we continually strive to provide a happy and supportive environment in which the unique potential in every child is realised. Our vision is that within a creative curriculum we will enable each child to share the responsibility for becoming independent and confident learners and achievers in a continually changing world.

- ✓ 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, even touching.
- ✓ You should not get drawn into inappropriate topics of conversations with pupils. If a pupil begins to talk to you about matters which disturb you, please talk to a member of staff, or the Headteacher / Deputy 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 with you at all times or locked away securely (a member of staff will help you with this).
- ✓ Mobile phones, personal cameras and recording devices must be locked away, 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 / Deputy Headteacher or DSL
- ✓ 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. Obviously, we hope and expect that such a situation remains extremely rare.

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 designated supervisor 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 designated supervisor.

Health and Safety

The school has a Health and Safety Policy, which will be made available to volunteers working in the 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 report any obvious hazards or concerns to their designated supervisor or other senior member of staff. Volunteers are covered by the school's Indemnity and Public Liability Insurance.

Complaints – see school website for policy and procedures

Any complaints made about a volunteer will be referred to the Headteacher or delegated to a senior member of staff for investigation. Any complaints made by a volunteer will be dealt with in the same way. The Headteacher or designated member of staff 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 Buckland's Complaints Policy and Procedures.

Equality, Diversity and Inclusion

At Buckland 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 Senior Leadership Team and updated in line with Buckland 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 Buckland Primary School, satisfied in the knowledge that you are making a positive contribution.

Appendix 1 – Volunteer Application Form

Full Name of Volunteer: ……

Address: ……

……

Home Telephone: …… Mobile Telephone: ……..

What activities / areas of the school's work would you like to help with?

Are there any particular age groups / classes you would like to work with? **Please bear in mind if you have a child in school you will not volunteer in the same class/year group.**

Do you have any disabilities or other needs we need to take into account, or adjustments we need to make, to enable you to work as a volunteer in school? (Please give details)

Thank you for taking the time to complete this Volunteer Application Form. Please hand it to the School Office, marked for the attention of Mrs Tracey.

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

Appendix 2 – Volunteer Agreement

Thank you for offering your services as a volunteer at Buckland 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 Buckland Primary School and I can confirm the following:

- I understand and accept the Buckland's Student & Volunteer Policy and Good Practice Guide, which applies to my involvement as a volunteer
- I agree to support Buckland's aims and educational purpose
- I agree to adhere to Buckland's policies and procedures at all times
- I agree to work within the boundaries of Buckland's Safeguarding procedures at all times
- I agree to treat any information obtained from within school with the strictest of confidence
- I agree to undertake an enhanced Criminal Records Bureau check (DBS)
- I have been informed of who will be my designated supervisor

Signed: ……..

Full Name: ……

Date: ……..

Believe, Excel, Strive, Together