



Fulbrook Middle School

Volunteers in School

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Fulbrook Middle School

Volunteers in School Policy

Rationale

The value of well-deployed volunteers in schools is now widely recognised. Volunteers are a welcome resource for helping to raise children's achievement, complementing the work of teachers and support staff. There is no doubt that Fulbrook will benefit greatly from developing well-planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis. It should be emphasised that the role of volunteers in schools provides for the enrichment of the pupil's learning experiences, but must not encroach on or restrict professional teaching duties.

The deployment of any volunteer, whether for one day or for a number of sessions over a longer period, must be managed with care; in particular taking account of the needs of the pupils and the staff to whom they are assigned.

The Headteacher and Governors should be mindful of deploying volunteers appropriately. Volunteers should not be asked to replace paid staff or be given responsibility within the school that would normally be associated with paid employees.

Deployment

a. Volunteers should not be asked to carry out duties which:-

- fall normally within a teacher's responsibility under *loco parentis*;
- fall normally within the job description of a teacher or member of support staff, i.e. they must not be asked to cover the absence of staff from school;
- would normally be performed by a contractor engaged by the Local Authority or by the school;
- require them to have unsupervised access to children;
- it should be noted that the subject teacher remains responsible for the organisation of the class and methods of work.

b. During a visit to Fulbrook School, each volunteer should be designated to a specific member of staff, to whom he or she will be directly responsible. Whilst there should be no significant addition to the workload of the staff member taking responsibility for the volunteer, it would be expected that time is taken to ensure the volunteer is adequately inducted into the role and that there is mutual agreement and understanding. This additional responsibility is not compulsory for staff and should only be delegated with the agreement of the employee concerned. It is however essential that the volunteer is clear as to which member of staff has this responsibility.

c. All volunteers need to be made to feel welcome. It is important that the parameters of their role within the School are clearly defined from the outset in order to avoid the possibility of misunderstanding

d. Volunteers will be required to have a DBS (Disclosure Barring Service) check and information about their name and address will be obtained. The Headteacher will also discuss with the volunteer the particular help they he/she is able to offer to the school and any previous experience he/she may have.

School Regulations

Information

a. In fairness to all concerned, volunteers must be made aware of the rules governing behaviour at Fulbrook; as well as the key 'dos and don'ts' for children and adults. This should include procedures designed to avoid hazards or risks associated with the tasks that they are being asked to carry out and, importantly, details of first aid and emergency arrangements such as procedures to follow in case of fire.

b. As part of their induction to life at Fulbrook, volunteers should also be provided with basic information such as details of those facilities available to them, e.g. staff room, toilets etc.

c. It is important that volunteers are made aware of the following procedures:-

- expectations with regard to confidentiality;
- access to information related to pupils and/or staff;
- expected level of behaviour and an awareness of Professional Codes of Conduct;
- our Equal Opportunities policy –especially focussing on issues relating to discrimination and the use of appropriate language;
- our Complaints procedure;
- our Disciplinary procedure.

IMPORTANT:

It is the Head teacher's responsibility to ensure that volunteers do not have unsupervised access to children.

Insurance

Volunteers should be informed about the extent of the insurance cover available. Whilst volunteering for the school they are covered by the LA for third party liability only and the limitations of this insurance should be explained carefully to volunteers. They may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property.

Approved April 2016

Renewal April 2018

Appendix 1

WELCOME TO FULBROOK MIDDLE SCHOOL

Thank you for your interest in volunteering in school. Volunteering can take many forms and we appreciate the help that our volunteers give us to support the work of the school.

We value our volunteers and we hope that you will enjoy working with us.

We have produced this guide to help you feel comfortable working in school and we hope that you will also feel able to ask any questions as they arise.

The points of contact for volunteers in school are as follows:

- the class teacher you work with
- the school office

What procedures do I need to follow to help at school?

Any adult volunteer wanting to help at the school will need to come to the office and express their interest. The headteacher will also discuss with the volunteer the particular help they are able to offer to the school and any previous experience they may have. Volunteers will be required to have a CRB/ISA check and information about their name and address will be obtained. We do not want this procedure to put off volunteers, but this safeguarding measure is in place to contribute to the safety of all our children.

Safety is at the heart of our care for all children and it is very important that we know exactly who is on the school premises and where they are. We do so via the school office and ask every adult who comes into school to report to the office. Each visitor must see the receptionist and sign in. They will then be issued a visitors badge. We ask that visitors then sign out when they leave and return the badge.

Where will I be working?

Parents often help with reading. They can also help in the library or offer admin support.. Volunteers often utilise their skills and help in a curriculum area such as Art or ICT. Please let us know if you have an interest or skill in a certain area.

How much time must I give?

Another short answer — It's up to you!

We appreciate all the time you choose to offer. Some volunteers prefer to have a regular time each week for a term, some prefer to arrange to help when they can spare some time e.g. for school trips, walking children to and from church, on special school activities or visits etc.

All we ask is that you let us know if you have made an arrangement with the school but find that you can't come.

Your work in school is valuable and the teacher may have been counting on you to help with an activity that cannot go ahead without your help.

Let us know if you cannot come - just give us a call or send a message so that we can avoid disappointing the children.

School is a work place and you will be supporting children's learning and joining a committed team of staff and volunteers.

Where can I go in the school?

As a volunteer you will be expected to work with the teacher/s whom you have decided to help.

You will be sharing the classroom with the teacher/s concerned. The teacher will be responsible for you and if you are in any doubt about your role, where you should be working or questions about the school please ask your teacher.

Volunteers are welcome to use the staff room and staff toilets. We request that adults do not use the children's toilets.

What do I do if I have seen challenging behaviour or something that concerns me?

It is very important that you share any concerns with the class teacher. What you have seen or heard may be part of a bigger picture and will need investigating further. If you are unable to talk to the class teacher, please come to the school office and speak to one of the team.

We have well defined procedures for informing parents of what has happened whilst the children are at school. Please do not be tempted to relay anything you have seen or heard in the classroom to other parents. We need to be assured that you will exercise total discretion in all respects when you are helping in school. We ask that all volunteers sign a confidentiality slip and hand into the school office.

We expect all members of the school community to be polite, courteous and self-disciplined. Pupils watch us and follow our example.

The same rules apply to staff, children and volunteers working in school.

- Never get into an argument with children or adults. Teachers are trained to deal with problem situations and they are paid to take responsibility
- Never tell off a child. The school has a behaviour policy which children are expected to follow. As a volunteer you are not expected to discipline children. If there is a problem — tell the teacher straight away.
- The only time we would expect any adult to intervene is to prevent a child hurting themselves or another child. Do this by telling them quietly and firmly

to stop. Avoid physically restraining a child unless they will damage another child or themselves and do this with great care.

- Never shout at a child
- Never hit a child
- Never threaten to hit or manhandle a child
- Never be left in sole charge of a child
- Read the school policy on anti-bullying and behaviour

What rules are the children expected to follow?

At Fulbrook Middle School we have high expectations for achievement and behaviour. The school has a positive behaviour system used by all members of staff, as outlined in our behaviour policy (please see the school website).. As a helper, you will not be required to manage behaviour, but the children enjoy verbal praise for good behaviour from all adults.

What medical/accident procedures must I follow?

We have several qualified first aiders in school who are on hand to deal with any first aid treatment. We ask that helpers do not administer first aid of any kind. If a child requires first aid, please see Mrs Greenwell or a member of the office team.

If you are injured whilst on the school site, please report this to the school office. In the event of an emergency, each class has a red card that can be sent to the school office. If you are responding to an emergency yourself, please stay with the child and send another child to fetch a member of staff.

Am I insured while in school?

You will be insured for the same activities as teachers. The school policy is available for you to see in the school office. Please read it and ask the teacher with whom you work if you are unsure about anything.

Basically, as long as you follow the guidelines in this booklet you will be covered by the school insurance policy for most ordinary occurrences.

What work should I NOT undertake?

Health and Safety Regulations will prevent you undertaking some activities.

These Regulations are available for you to read if you wish.

Some activities will expose you to unnecessary risks and teachers supervising your work should ensure that this does not happen. For example, never be left alone with a child or children.

You should be clear about your responsibilities and your role at the school. If in doubt check with the Headteacher.

What about confidentiality?

We expect our volunteers to abide by the same code of confidentiality as teachers. Our parent helper/volunteer leaflet contains a confidentiality agreement and we ask anyone helping in school to sign this and hand it into the school office.

What if I'm not happy?

We will ensure that you have an opportunity to discuss how you feel about your volunteering with the teacher responsible for you but if you are unhappy in the meantime please tell us!
Please do not just leave.

If it is work or other problems one of us will be pleased to listen and help if we can. It's the least we can do in return for your valuable time and commitment!

AND FINALLY....

We would like to thank you for offering to volunteer to help at our school. We regard you as a friend and member of our team. We have a professional duty to you - just as we have to all members of staff— to make your time with us happy and fulfilling.

Together we make a great team!

This policy should be read in conjunction with:

Anti-Bullying Policy

Behaviour Policy

Equality Policy

Appendix 2

School Confidentiality

In volunteering to work as a helper at Fulbrook Middle School I become a member of a team that works to provide quality education. I understand that my role is one of support for the school staff and children.

I will respect the confidentiality of staff and children at all times and will not discuss or divulge any information or activity which occurs at school. I will respect the rights, privacy and dignity of all members of the school community.

Signed.....

Date.....