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**Cadoxton Primary School**

**Volunteer Policy**

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| **Version Number** | **Date/Review**  | **Signature** |
| 1 | December 2024 |  |
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**VOLUNTEER POLICY**

**INTRODUCTION**

This policy should be seen as the background behind the Induction Process. Every volunteer goes through the same induction process to ensure they have all the essential information needed.

**WHO IS A VOLUNTEER?**

* A volunteer is any person who carries out duties in a school on an unpaid basis, or plans to do so, on more than two occasions.
* Secondary school pupils on work experience placements are accepted and are coordinated directly with the school, not the pupils.
* Volunteers do not need to be Parents or Carers. Grandparents and other people from the community may wish to be involved.
* Volunteers may help in School on a regular basis or may have a specific skill, knowledge or interest, which can be called upon intermittently.

**VOLUNTARY ACTIVITIES MIGHT INCLUDE:**

* Assisting children with set tasks e.g. reading
* Work experience within the classroom environment
* Assisting with supervision on educational visits.
* Work not involving children e.g. library tasks, Cadog’s Corner Shop, Good Food Café
* Accompanying out-of-school activities such as sporting tournaments.
* Fund-raising and self-help projects.

**SELECTION**

Anyone who wishes to be a volunteer can be considered, providing they can fulfil all the Safeguarding

requirements. All volunteers are subject to scrutiny and it is possible that an individual offering to volunteer may not be placed. This may be because there are no spaces, or be because it is considered that acceptance may have a detrimental effect on a child (possibly the volunteer’s) or on a member of staff. The Head Teacher will use their discretion. Their decision is final.

Selection of voluntary helpers is according to need by the Senior Leaders and the Volunteering Coordinator who will assign Voluntary helpers to a member or members of staff, who will oversee the activities they do.

**INDUCTION**

Anyone wishing to volunteer within the school community on a regular basis will complete the Voluntary Helper application form (Appendix A). This will then be used to determine if there is a need in school once consulting with other members of staff. For one offs the application form and induction process is not required. However the class teacher must be in agreement. For visits see item 10.

Anyone wishing to volunteer in school more than four times a month must obtain a valid DBS check. No Volunteer will be left unsupervised with a child(ren). This means a room without a teacher/teaching assistant present. Volunteers may work in shared areas/ corridors where there is passing human traffic. Once the DBS has cleared, an induction meeting is then held with the Volunteering Coordinator. At this meeting volunteers are taken through an induction pack (Appendix B) this policy, which they will then be given a copy to retain for future information. All volunteers will then be asked to sign the induction list which will act as an agreement. At the induction meeting days and times will be agreed to suit the needs of the school and the volunteer. These times can then only be changed in agreement with the school – not by the volunteer alone.

The induction meeting will cover who the volunteer will be working with and who will have the overall responsibility for any activities. The next items will also be covered, if the volunteer has any concerns regarding these they must refer to the responsible member of staff where possible and appropriate. However, some matters will need to be passed on to the Deputy Head teacher and/or Head teacher.

**CONFIDENTIALITY**

Confidentiality is extremely important.

Volunteer helpers are reminded that they will see all sorts of things going on, some of which may surprise them. Whatever volunteers see or hear, particularly concerning children must not be repeated, except to a member of staff.

Teachers will respond to different situations for different reasons. Volunteers are reminded that the staff are professionals and will have reasons for changing tactics to meet the needs of the child they are supporting.

Volunteers must ensure that anything discussed or heard within the school is treated as a confidential matter and never be repeated out of school. Volunteer Helpers are however made aware of the Whistle Blowing Policy and how this can be used if a Volunteer is concerned that something inappropriate is occurring in school.

**CHILD PROTECTION**

Volunteers need to be aware of the school’s child protection procedures and these will be outlined briefly at the induction meeting. Volunteers should report any indication of any form of significant harm (abuse) or neglect which they become aware of. If children talk about any form of significant harm it is essential that the volunteer listens, does not ask leading questions, does not make promises and immediately reports any such instance, (this is known as a disclosure). All child protection issues must be reported.

* Janet Hayward – Head Teacher
* Elle Peate – Assistant Head Teacher
* Louise Williams – Assistant Head Teacher

**HEALTH AND SAFETY**

Volunteers must follow the school’s health and safety procedures. Volunteers should act responsibly with regard to their own health and safety and that of others in the school. In practice this means taking safe action to resolve any health and safety issues, for example moving things which may be a trip hazard. If safe action cannot be taken, the matter must be reported to the School Business Manger: Louise Diamond.

Smoking is not allowed in the school building or anywhere on the premises.

**FACILITIES**

There is access to drinks (water, tea, coffee) for voluntary helpers in the staffroom and at breaks helpers are welcome to join the staff here. If possible, hot drinks should not be brought out of the staffroom.

**ARRIVAL / ABSENSE**

All volunteers must arrive at the main reception and sign in on the iPad selecting ‘visitor’. Our officer administrator will then provide you with a visitor lanyard that must be worn at all times at the school. When leaving they sign out in the same manner. In the event of a fire the Volunteers would evacuate with the rest of the school.

Volunteers are asked to telephone the school if they cannot come into school when expected.

**POLICIES**

*All volunteers will be made aware and signposted to read the following policies:*

* Safeguarding Policy
* Whistleblowing Policy
* Acceptable Use Policy
* Data Protection Policy

**APPENDIX A - VOLUNTEERING APPLICATION FORM**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Name |  |
| Date of Birth |  |
| Address |  |
| Telephone |  |
| Email Address  |  |

**OTHER DETAILS**

*Please fill in the blanks*

|  |
| --- |
| I am able to commit to....... hours per week during the school year to work in a classroom under the direction of the class teacher. |

**PREFERENCES**

*Please add specific times*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |  |
| AM |  |  |  |  |  |  |
| PM |  |  |  |  |  |  |

**REASONS FOR VOLUNTEERING**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**EMERGANCY CONTACT DETAILS**

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Do you have any additional learning needs or disabilities that we should be aware of, to ensure we best support you. *Please state below.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**APPENDIX B – VOLUNTEER CHECKLIST**

*This should be completed with the Volunteering Coordinator before volunteering starts. A copy will be given for your records.*

|  |  |
| --- | --- |
| Name |  |
| Date |  |

Forms Received

|  |  |
| --- | --- |
| Application |  |
| DBS |  |

Copies Given

|  |  |
| --- | --- |
| Volunteer Policy |  |
| Other recommended policies |  |

I agree to come into school on:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |  |
| AM |  |  |  |  |  |  |
| PM |  |  |  |  |  |  |

I will be working in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(class/year group) and I will be responsible to the teachers in that year group. Any additional days / hours must be agreed following consultation with the Teacher and Volunteer Coordinator. I understand that I can be asked to stop at any time at the discretion of the school.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPEDIX C – VOLUNTEER CODE OF CONDUCT**

As a valued volunteer Cadoxton Primary School, your contribution is critical to the educational and social development of our students. To ensure a safe, respectful, and productive environment, all volunteers are expected to adhere to the following **Code of Conduct**.

#### **Professionalism**

* Maintain a professional demeanour at all times when interacting with children, staff, parents, and other volunteers.
* Respect the school’s mission, vision, and values, supporting its goals in a positive manner.
* Dress appropriately for a school environment.

#### **Respect and Inclusivity**

* Treat all students and staff with dignity and respect, regardless of race, gender, religion, cultural background, or ability.
* Avoid any form of discrimination.
* Foster a welcoming and inclusive environment.

#### **Confidentiality**

* Respect the confidentiality of children’s information at all times.
* Do not share personal details about students, staff, or school operations outside of your role.
* Direct any concerns about a child to the appropriate teacher or safeguarding lead, rather than discussing it with others.

#### **Boundaries and Relationships**

* Maintain appropriate boundaries with children. Avoid giving gifts, sharing personal contact information, or engaging in social media.
* Be a positive role model by displaying appropriate behaviour, language, and attitudes.

#### **Commitment and Reliability**

* Be punctual and reliable in fulfilling your volunteer commitments. Inform the school as early as possible if you are unable to attend.
* Follow through on agreed-upon tasks and responsibilities.

#### **Adherence to School Policies**

* Familiarise yourself with and adhere to all school policies and procedures, including safety, health, and emergency protocols.
* Follow directions from school staff.
* Wear your volunteer lanyard at all times while on school premises.

#### **Positive and Safe Environment**

* Contribute to a positive learning environment by encouraging students and supporting their growth.
* Avoid behaviour that could disrupt the classroom or distract the children.
* Report any unsafe conditions or concerns to the appropriate staff member immediately.

#### **Communication**

* Communicate clearly and respectfully with staff and children.
* Ask questions if you are uncertain about your role or responsibilities.

By signing this Code of Conduct, you acknowledge that you have read, understood, and agreed to abide by the expectations outlined above.

**Volunteer Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Representative:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_