The Whiteoak Academies of Hannah More Infants & Grove Juniors

"Planting dreams. Nurturing hearts. Growing minds."

Volunteer Helpers Policy

Rationale

We welcome volunteer helpers in the classroom, whether students, parents/carers or others, as part of our school community. The Whiteoak Academies of Hannah More Infants and Grove Juniors are committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and members of the community to share this commitment.

Aims

1) To provide our children with the best possible education
2) To enhance our partnerships with carers and with members of the community
3) To utilise the skills, experience and talents of our helpers.

GENERAL GUIDELINES

- Regular volunteers are regarded as individuals who help in school either weekly or more than 3 times in a 30-day period. All regular volunteers are required to complete the appropriate Safeguarding checks.
- Individuals who help in class for one-off event days e.g. sewing, art and crafts will not undergo safeguarding checks. The activity will be subject to a written Risk Assessment and the individuals will be supervised by school staff at all times.
- All volunteers will have access to information regarding the school policy for safe working practices and general information. This is published on the school website under Key Information>Information for Volunteer Helpers.
- Volunteers must ensure confidentiality at all times and information must not be shared outside school.
- Mobile phones must not be taken into class and only used in staff only areas.
- In the event of a disclosure being made by a child, volunteers must take the child to their class teacher, the Designated Safeguarding Lead or their deputy.
- The school reserves the right to refuse volunteer help or terminate the offer of voluntary help should information come to light that calls a volunteer's suitability to work with children into question.

SAFEGUARDING REQUIREMENTS FOR REGULAR VOLUNTEERS

- The school will arrange for an enhanced volunteer DBS check with barred list information to be carried out on an individual before they have completed three visits within a 30-day period to the school.
- Volunteers who will be supporting in EYFS must have their DBS clearance in place before they commence volunteering.
- All volunteers will be asked to complete the required reading and then complete a self-declaration form prior to being accepted to assist in school.
- All volunteers will be asked to complete a Childcare Disqualification Declaration Form
- All volunteers will be required to complete an Acceptable Use Agreement form.
- Volunteers who return to help in school each academic year will be asked to complete an annual declaration form to confirm that they have read the latest versions of relevant LSP and school policies including Safeguarding. The annual declaration also includes their Childcare Disqualification Declaration.

GUIDELINES : HELPERS

- Volunteer helpers are highly valued and given important tasks. We therefore ask for a definite commitment, and ask that you let us know if you cannot attend a session.
- Please sign in and out of the office when you arrive and leave and wear your visitor's badge whilst in the school. You will be asked to hand in your mobile phone for safe keeping whilst you are on school premises. This is in accordance with our ICT and Safeguarding policies.
- Volunteers will be supervised by a member of staff and be within line of sight of staff members.
- Treat all children fairly and equally and be sensitive and responsive to the opinions and feelings of the children.
- Recognise and show enthusiasm for their achievements, and make positive, supportive comments.
- Speak calmly to children and refer any behavioural issues to staff.
- You must maintain confidentiality and must never discuss matters outside school relating to an individual child.
- For your own protection, you must not be alone with a child. Please do not give personal gifts or rewards to the children.

- You must not administer first aid, take children to the toilet, assist them with changing or be involved in any personal care. Any requests made by a child for assistance must be referred to the class teacher. If you are concerned about issues of health and safety, or child protection, please inform the teacher.
- Do not lift, carry or move a child in any way.
- Give relevant feedback to the teacher before you leave.
- The school cannot take responsibility for your valuables, or for loss of belongings.
- We are unable to accommodate younger children.

GUIDELINES: STAFF

- The Head teacher must be informed of all requests for volunteer help made by class teachers. Staff will decide when it is appropriate to use/ request volunteer help and will make arrangements with helpers in keeping with this policy.
- Class teachers will ensure that volunteers have accessed the Volunteer Helper information and have completed and returned the required forms.
- Volunteers may be offered a variety of tasks and staff will give clear directions about the purposes and intended outcomes
- Staff will give appropriate information about individual needs
- Volunteer helpers will work under the direction and supervision of the teacher. They may not be left unsupervised unless they have had the necessary Safeguarding checks completed.
- Volunteers will be asked to take their break at a time other than school break times.
- Volunteers will sign onto site on arrival and on departure, and will wear an identification badge whilst helping.
- Any inappropriate or suspected inappropriate behaviour by a volunteer must be reported to the Head teacher.
- Staff to provide the Office with a list of volunteer helpers and update as required.

Conclusion

The support, time and talents our helpers give to our schools is important and appreciated by staff and pupils. They enrich the quality of learning experiences offered to the children.

Contents of New Volunteer Helper Pack

- **Welcome Letter**
- **Volunteer Helper Policy (B15)**
- **Self-Declaration Form (B15 Appendix 1)**
- **Acceptable Use Agreement Form (B15 Appendix 2)**
- **LSP Childcare Disqualification Declaration Form (Appendix 3)**
- **Whiteoak Safeguarding Guide for School Visitors and Volunteers leaflet**

Contents of Returning Volunteer Helper Pack

- **Welcome Back Letter**
- **Annual Declaration**

Supporting Information posted on the school website:

- **Whiteoak Volunteer Helper Policy**
- **Keeping Children Safe in Education – HM Government, latest version**
- **LSP Safeguarding and Child Protection Policy**
- **LSP Staff Code of Conduct**
- **LSP Data Protection Policy**
- **LSP/Whiteoak Academies Health and Safety Policy**
- **LSP Modern Slavery Statement**
- **Awareness of Allergy Safety in Schools/Use of Auto Adrenaline Injectors**