



Darrick Wood Infant & Nursery School

VOLUNTEERS POLICY

Reviewed: November 2023
Next review due: November 2026

'Darrick Wood Infant and Nursery School is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment.'

Our School Aim

All adults and young people who work in our school, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our school aims and educational purpose.

Introduction

Volunteers bring with them a range of skills and experience that can enhance the learning opportunities of pupils.

The School welcomes and encourages volunteers from the local community.

Volunteers may include:

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

The types of activities that volunteers engage in, on behalf of the school, may include:

- Hearing 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

Definition of a Volunteer, supervised, unsupervised and regulated work.

The school comply with Keeping Children Safe in Education with regard to regulated and supervised contact. [Please click here to view the latest KCSIE guidance.](#)

One-off visits

Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff, must read and sign the school's Off-Site Visit Agreement (Appendix 3).

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. hearing pupils read, should speak Mrs Penny Stephenson, Senior Leader.

It is the school's decision to take on volunteers and this will depend on the time of year, the number of volunteers already in school and the potential impact on the children.

Volunteers should complete the Volunteer Application Form (appendix 1) with a covering letter requesting interest. (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

Please note volunteers will not be placed in a class in which a relative is a pupil.

Guidance for volunteer helpers in school – Appendix 4

Child Protection and Safeguarding

Safeguarding is our priority and we follow safer recruitment guidelines. The process of recruitment of volunteers mirrors the safer recruitment of paid staff to ensure the most suitable adults for our school. An up-to-date list of volunteers is kept by the Headteacher's PA and listed on the school's SCR.

To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers have an induction meeting with the school's Volunteer Co-ordinator, Mrs Penny Stephenson
- All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2)
- All frequent volunteers must have been cleared by the Disclosure and Barring Service (DBS). If in regulated activity an enhanced with barred list check is required. If a volunteer refuses to undergo a required DBS check the school is within its rights to refuse the volunteer's help.
- All volunteers must read and sign the e-Safety Acceptable Use Agreement form
- All volunteers must read and sign the Keeping Children Safe in Education Disqualification by Association Declaration
- All volunteers must complete (online) safeguarding and online safety training

Frequent volunteers and those in 'regulated activity' must confirm that they have read and understood the following policies which are available on the school website:

- Anti-Bullying Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Health and Safety Policy

- Whistleblowing Policy for Safeguarding
- E-Safety Policy
- Low level concerns
- Allegations of abuse against adults working in school

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the Headteacher or a member of the Senior Leadership Team (SLT) and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Headteacher or a member of the Senior Leadership Team. Any information gained at the school about a child or adult should remain confidential.

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 the pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the class teacher as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupils understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from the class teacher.

Complaints Procedure

Any complaints made about a volunteer the person concerned must follow the schools complaints policy which is found on the school website.



VOLUNTEER APPLICATION FORM

Date of application:	
Name of Volunteer:	
Address:	
Post Code:	
Contract telephone number:	
Relationship to school: e.g. Parent, Grandparent, friend of the school	
Details of any current DBS certificates held (NB successful applicants will need to complete a new DBS through the school)	

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?

Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School?
(Please give details)



VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at school.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at school.

You will receive a copy of it for your records.

- I confirm that I have read and understood the following policies which are available on the school website:
 - Anti-Bullying Policy
 - Behaviour Policy
 - Safeguarding and Child Protection Policy
 - Health and Safety Policy
 - Whistleblowing Policy for Safeguarding
 - E-safety Policy
 - Low level concerns
 - Allegations against adults working in school
- I will follow the School's Safeguarding and Child Protection Policy
- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Aims
- I will follow the Visitors' Code of Conduct
- I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential**
- I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken
- If I already have a DBS Certificate, I will hand it to the school. I understand that the number will be recorded and checks made with the issuing body and a new enhanced DBS check will be undertaken
- I have been made aware of who is the Volunteer's Co-ordinator
- I agree to follow the E-safety Policy and sign the Acceptable Use Agreement
- I have completed the safeguarding and online safety training as per the links sent by the school. I have provided my certificate.

Signed: _____

Name: _____

Date: _____



Off-Site Visits Volunteer Agreement

Name of Visit:

Date of Visit:

Visit Lead:

Year Group/Class:

School visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school visits.

Please read, sign and return this form to the Volunteer Coordinator to put yourself forward as a volunteer helper on the visit detailed above. This is part of our school's risk assessment planning and safeguarding. If there is anything that you do not understand please speak to Volunteer Coordinator.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip
- To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour
- To follow the schools E-Safety policy on the use of mobile phone procedures

Working alongside school staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff.
- have a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest
- Follow guidance from the school staff

What is not permitted

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties
- Volunteer helpers are not permitted to take photographs of pupils
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets –before, during or after the school trip

First Aid

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless you are the Parent/ Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid boxes will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

Visit specific information

Name:

Relationship to school:

I have read, understood and agree to adhere to the Volunteers Policy the above stated visit.

I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.

I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Signed:

Date:



'Our learning community respects, nurtures and inspires'

Guidance For Volunteer Helpers in School

Reviewed November 2023

Next Review due: November 2026





Dear Volunteer,

Thank you for offering to volunteer to support in our school.

The role of volunteer in Darrick Wood Infant and Nursery School is varied and interesting and can make a difference to our children's learning.

We value parent partnerships and volunteers and greatly appreciate your offer of support and time.

I look forward to seeing you around school.

Yours sincerely,

Mrs Andrea Rampton
Headteacher

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This booklet should be read in conjunction with the following documents/policies:

Anti-Bullying Policy

Behaviour Policy

Safeguarding and child Protection Policy

Health and Safety Policy

Whistleblowing Policy

Volunteers Policy

For more information on any of the above or if there is any in this booklet that you do not understand please contact the Volunteer Coordinator via the School Office.

Security Checks

In order to ensure to safety of all children and staff all adults working within the school are subject to necessary police checks.

All volunteers who will be engaged in regulated activities are subject to checks by the Disclosure and Barring Service (DBS).

Checks are processed by the Business Support Manager and only once the checks have been successfully completed can volunteers come into school to help the children and teachers.

Confidentiality Agreement



When working in a school, confidentiality is of utmost importance.

Please ensure that you have read, understood and signed the attached Confidentiality Agreement, which can be found at the back of this booklet. It will be witness by a member of staff and a copy will be given to you for your records.

Working with Children

Child Protection and Safeguarding



Please ensure that you sign in and out in the Visitors' Entry System located in the main entrance on each day(s) that you are volunteering in school. You must, at all times, wear the visitor's badge which will be given to you by the office staff on your arrival.

It is important that you avoid putting yourself in a position when working with children where your actions may be open to misinterpretation. When working alone with children it is best to exercise caution e.g. leaving the door open in the room that you are working in so that you can be seen by other adults.

If a child discloses any information that concerns you then please refer this immediately to the class teacher, do not engage in further conversation with the child.

Please read the Child Protection and Safeguarding Policy and the Whistleblowing Policy which are available on the school's website. If there is anything you do not understand or are not sure about please speak to the class teacher.

Behaviour

Please read the Behaviour Policy which is also on the school website. If there is anything you do not understand or are not sure about please speak to the class teacher.

If you have any concerns over a child's behaviour or you feel a child has performed particularly well, please refer these to the class teacher.

Code of Conduct

The School Code of Conduct should be followed by all children at all times during the school day.



- We will be polite to everyone
- We will always try our best with everything we do.
- We will walk sensibly in our school.
- We will be kind to everyone.
- We will take care of everything in and around our school.

In addition, to the School Code of Conduct, all classes have their own Code of Conduct which is displayed in the classroom.

Please encourage all children to follow this code.

School Evacuation Plan



Please ensure that you have checked the School Evacuation Plan which is on display in the room/area you are working in. Evacuation drills take place every term. If the evacuation siren is activated when you are working in school you will need to vacate the building from the nearest fire exit and follow the escape route as shown in the classroom. There are Fire Wardens and Deputy Fire Wardens responsible for all areas of the school.

When you have reached the Assembly Point on the rear playground you must stand with your allocated class so you can be accounted for. Visitors should confirm their attendance at the assembly point with the office staff.

Please make sure that you close the door behind you if you are the last person to leave a room.

If you have children working with you outside the classroom do not take the children back to their classroom but escort them via the escape route to the assembly point and deliver them safely to their class teacher. You should not re-enter the building until you are told it is safe to do so by a senior member of staff.

Please note that the Fire Alarm is a siren and continues to ring until it has been deemed safe to return to the building.

Lockdown Procedures



Please note that the Lockdown Bell is a 30 second continuous ring of the school bell.

If the Lockdown Bell is rung when you are working in school you must remain in the classroom and await further instructions. If you are working in a corridor or in an outside area of the school with a child or a group of children then you should escort the children to the school building and go to the nearest classroom and await further instructions.

Hearing Readers

It is important to begin the reading session in a relaxed, quiet atmosphere. Make sure you are in a suitable place in school and a pen and paper to make notes. We have many places set up around the school for volunteers to hear children read.



In the early stages of reading children can be helped to recognise the sight words in their books.

If possible prepare first:

- Sit in a comfortable place
- Browse through the book first to familiarise yourself and the child with new characters and new vocabulary
- Identify new words (you will get to know the books very well). You could write these down for the child as they read them in the text. This will help children identify the new words as they are repeated
- Remember to also discuss the picture/pictures relating to the text as this builds on the context of the story
- Ask questions 'Who is this?' 'Where are they?'



Some helpful points:

- When the child is reading put a card or paper under the line they are reading. When you move it down the page it will prevent them from missing out lines or re-reading the same ones

- You may need to follow the print moving your finger along the line as they reads. This will help encourage fluent reading as opposed to jerky word by word reading
- If they omit a word, add a word or misread a word, let them read on to the end of the sentence and ask the child to check their own reading for sense
- Encourage word building using letters (or syllables if it is a long word). Point out other clues – for example the picture
- However, they are still unable to identify the word tell them and explain by using phonics or building the word
- If they stop and cannot go on help them in a similar way. However, it may be a difficult word or one not easily 'sounded' or built up. At this point too, they may be tired or may just have got as far as they can.

Working at Height



For your safety and the safety of the children and other adults in the school, please ensure that you do not stand on chairs, tables or ladders when working in school. All staff have received training on 'Working at Heights'. Please contact the Site Manager if you require assistance.

Absence

If you are unable to come in on your allocated day then please inform the school office, by telephoning 01689 857278, who will let the class teacher know.

Toilets

The visitors' toilet is located just off the school main hall. Please feel free to use these facilities.



Drinks



Due to the confidential information which is on display, volunteers are not allowed in the staff room. For health and safety reasons hot drinks, china and glassware are not allowed in the classrooms. However, if you would like a beaker of water please do not hesitate to ask the class teacher. A hot drink is available during morning break, please ask at the office.