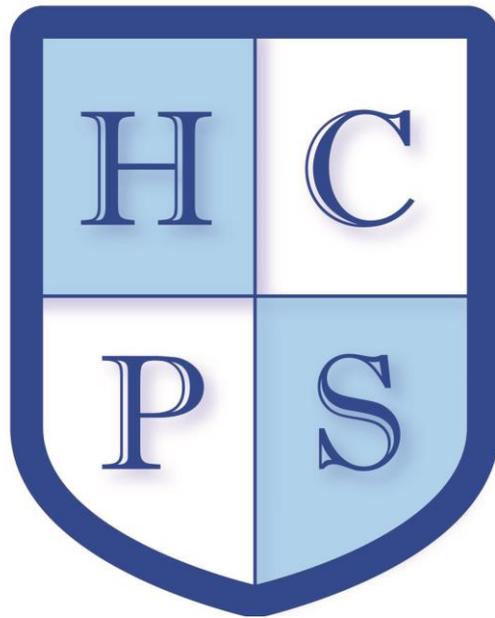


Hunslet Carr Primary School



Volunteers

**High Expectations
Caring
Positive Attitude
Successful**

Policy to be reviewed: March 2017

Next review: March 2019

High expectations, Caring, Positive Attitudes & Successful

STRENGTHS OF OUR SCHOOL



The Children

- Are well behaved, calm and polite
- Are engaged, positive and resilient
- Are supportive and helpful towards others
- Have an input on important decisions
- Have a sense of belonging

The Community

- School supports the whole family not just the child
- Recognises the importance of attendance
- Spreads our growing reputation as a good school
- Helps celebrate the children's achievements
- Supports the school on improving behaviour

The Curriculum

- Is a fun curriculum that is engaging
- Maintains a strong focus on the basic skills
- Is enriched through extra-curricular activities
- Supports our most vulnerable children
- Provides a rich variety of experiences & opportunities

The Staff

- Develop nurturing relationships with children
- Provide good quality teaching and learning
- Support one another to help the children
- Are consistent in how they treat children
- Identify children's SEN needs early

THE CURRICULUM WE HOPE TO PROVIDE



Skills

Fluent and confident in Reading, Writing and Maths
Communicate with confidence
ICT skills fit for the future
Life skills – social, money, time, cooking
Safety skills – Swimming, healthy choices
Problem solving skills – Patience & Resilience

Attitudes

Confident, proud and independent
The believe that 'Impossible is Nothing'
Understand and celebrate a range of cultures
Take responsibility for themselves & others
Be honest and learn from their mistakes
Respectful, caring and helpful

Experiences

To have 1st hand experiences of...
Going away on a residential trip
Visiting a range of places of worship
A chance to look after an animal
Relevant trips to theatres/farms/beaches
Taking part in public performances
Work experiences & further education

Knowledge

High school ready English & maths
To know about local places of interest
To know where we are in the world
Life skills – money, time, cooking
Information about possible careers
To know major historical facts
To know their own strengths

Purpose of the policy

For all people connected with the school to understand the expectations for both staff and volunteers regarding the work undertaken whilst in school.

1. Adoption

The school governors at their meeting on **29th March 2017** adopted this policy and the scale of charges set out below. This is reviewed annually.

2. Policy Objectives

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils at our school. We welcome and encourage volunteers from the local community. Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children in the school.

Hunslet Carr Primary School believes that volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all pupils.

Our Volunteers include:

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

The types of activities that Volunteers are engaged in include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- Working with children on the computers / iPads
- Accompanying school visits

The School values the partnership between staff, children, governors, parents and the wider community and welcomes contributions from all stakeholders to fulfil the schools potential.

Becoming a Volunteer

Anyone wishing to work as a volunteer who will be in school on a regular basis (at least 3 occasions in one month) should complete a volunteer application form (found in the school office) This should be completed and returned with the necessary original Identity documents to facilitate a DBS (Disclosure and Baring Service) clearance check.

Where the volunteering is a placement linked to a course of study the cost of the DBS will be met by the volunteer (or his/her college).

When two satisfactory references and a clear CRB check has been received by the school, the Headteacher will interview the potential volunteer and an appropriate placement will be agreed.

This will be in a class which has no family connection to the applicant. A regular day and time will be agreed and the applicant will be expected to adhere to a confidentiality agreement.

An entry will be made on the school's Safeguarding Central Record and a file maintained with the confidential details of the volunteer which will be retained by school for 3 years after the volunteer resigns from their volunteering responsibilities.

The exceptions to this are:

- Work Experience Students or University Placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at Hunslet Carr Primary School

Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care (as directed in the Educational Visits Policy).

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with / come into contact with should be voiced with the Class Teacher and NOT with the parents of the child / persons outside school.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher or Deputy Headteacher.

Supervision

All volunteers work under the supervision of the Class Teacher & staff team of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the Teacher as to how an activity is carried out / what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the Teacher in the event of any query / problem regarding children's understanding of a task or behaviour.

Health & Safety

Class Teachers ensure that Volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment / manual handling / positive physical intervention).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Headteacher.

Safeguarding

The welfare of our children is paramount. To ensure the safety of our pupils at all times regular volunteers must have been cleared by the DBS check. A certificate is issued to the individual to produce in school who receive confirmation from the Local Authority when issued. Volunteers are able to access and attend any relevant in - house training sessions in their own time.

The school has a safeguarding policy and all volunteers will complete an online safeguarding course before being allowed to work with children. This short course gives basic information about safeguarding issues and can be completed in half a day.

The school induction process will give you all the information you need about who to speak to if you have any concerns.

Complaints Procedure

Any complaints made about a Volunteer will be referred to the Headteacher / Deputy Headteacher for investigation.

Any complaints made by a Volunteer will be referred to the Headteacher / Deputy Headteacher.

The Headteacher reserves the right to take the following action:

- To speak with a Volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;
- Offer an alternative placement for a Volunteer, e.g. helping with another activity or in another Class;
- Inform the Volunteer that the school no longer wishes to use them.

The full Complaints Procedure is available from the school.