

# **Gillespie Primary School**



**Volunteer Policy  
June 2017**

# VOLUNTEER POLICY

## Introduction

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

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Students
- Ex members of staff
- Local residents

The types of activities that volunteers are engaged in under supervision include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children in the classroom
- Undertaking Science related activities with children
- Working with children on the computers
- Accompanying school visits
- Supporting in the Early Years
- Observing teaching and learning

## Becoming a volunteer

Anyone wishing to become a volunteer, on a regular basis, should speak to the Deputy Head or Headteacher.

Those wishing to volunteer on a one-off basis (i.e. for a school outing) should speak to the relevant class teacher. Where a volunteer normally a parent is engaged in a “one-off” activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out on these volunteers. *HOWEVER* these volunteers, who are under constant supervision of school staff, will not be allowed to carry out such duties as escorting children to the toilet or leading a small group of children without a member of the school’s staff and must read and sign our Off-site Visit agreement (**Appendix 3**).

People who wish to volunteer on a regular basis will be required to complete the Volunteer Application Form (**Appendix 1**) which includes their contact details, type of activities they would like to help with, and the times they are available to help. They will also be required to complete a DBS application form or to supply details of any existing DBS certificate registered with the DBS update service. Non EU Citizens will be asked to show they have permission to volunteer in the UK

As part of the application process the school will require the names and addresses of 2 referees. A Referee may not be a family member and will preferably be a previous employer or representative of an organisation where the applicant has previously volunteered. If this is not possible, a character witness from somebody who has known you in a professional capacity.

Prior to placement volunteers will be required to attend a short informal interview with either Deputy Headteacher or Headteacher.

Before starting to help in school, volunteers should complete the Volunteer Confidentiality Contract (**Appendix 2**), which sets out the schools expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

## **Induction Training**

Regular Volunteers and Students on placements are required to attend an induction session prior to placement. At the induction the Deputy Headteacher or Headteacher will induct the volunteer on safeguarding procedures at the school and will confirm the clear guidelines set out in this policy and the schools expectations. The Volunteer will be given a copy of the Volunteer Policy, the school's Code of Conduct and the Child Protection Policy. Volunteers will also be requested to complete a childcare disqualification form. Induction will also be an opportunity for volunteers to raise any questions they have.

## **Supervision**

All volunteers work under the supervision of the Class Teacher 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.

## **Confidentiality**

Volunteers in school are bound by a confidentiality contract (**See Appendix 2**). Any concerns that Volunteers have about the children they work with / come into contact with should be raised with the class teacher (or the Headteacher or Deputy Headteacher). They should NEVER be raised with the parents of the child, or of any other child, or any other person outside 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 who are the Designated Safeguarding leads.

## **Health & Safety**

The school has a Health & safety Policy and this is made available on request to volunteers working in the school. 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 / PE lessons /accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class teacher / Deputy Headteacher or Headteacher.

## **Public Liability Insurance**

Volunteers are covered under the school's Public liability Insurance scheme on site and when accompanying classes on visits

## **Our School Vision**

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

### **Growing together**

At Gillespie School we believe that everyone in our community can grow to be a highly motivated lifelong learner.

We provide a safe and vibrant environment where children and adults thrive on challenging and creative learning experiences.

We will equip everyone with the skills to achieve their full potential in a climate of mutual respect and personal responsibility.

We instil values that prepare children to play an active part in a modern, democratic and tolerant Britain

"Growing together" at Gillespie means that we:

- Treat everyone fairly and with respect
- Believe everyone is special and has something to contribute
- Work hard to achieve success and to demonstrate excellence
- Support each other to succeed and have fun
- Celebrate our achievements
- Recognise we are all life-long learners
- Provide a broad, rich and relevant curriculum
- Ensure the school is a safe and secure place to work and learn
- Promote a healthy life style
- Foster partnership with parents and the wider community

## **Complaints Procedure**

Any complaints made about a volunteer will be referred to the Headteacher or Deputy Headteacher for investigation. Any complaints made by a volunteer will be referred to the Headteacher or Deputy Headteacher.

The Headteacher reserves the right to take the following action:

- To speak with the Volunteer about a breach of the Volunteer Confidentiality Contract 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 support the placement.

### **Monitoring and Review**

This policy has been approved by the Governing Body and will be reviewed and updated in the light of new guidance from either the DFE or Local Authority.

# APPENDIX 1

## Volunteers

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### VOLUNTEER APPLICATION FORM

<b>Name:</b>	<b>Gender</b> M <input type="checkbox"/> F <input type="checkbox"/>
<b>Date of Birth:</b>	<b>Home Address:</b>
<b>Tele:</b>	
<b>Email</b>	

<b>Have you any experience of working as a volunteer and / or with children Yes / No</b>
If yes, where and when did you gain this experience?

<b>Are you available to commit yourself to this voluntary work for at least one term (average, 13 weeks)?</b>	<b>Yes /</b>
<b>No</b>	

<b>Why would you like to be a volunteer at Gillespie School?</b>

<b>How much time each week do you feel able to volunteer for?</b>
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#### When can you volunteer?

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>am</b>					
<b>pm</b>					

<b>What age-group would you prefer to work with? Please tick your preference/s.</b>
<input type="checkbox"/> (3-4 years)                      (5-7 years) <input type="checkbox"/> (7-11 years) <input type="checkbox"/>

<b>Would you feel able to help with any of the following in a classroom setting? Please tick your preference / s</b>
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<input type="checkbox"/> Reading	<input type="checkbox"/> Computing	<input type="checkbox"/> General support
<input type="checkbox"/> Maths	<input type="checkbox"/> Music	
<input type="checkbox"/> Science	<input type="checkbox"/> P.E	

**Would you prefer to work with one child or a small group?** Please tick your preference.

One child       Small group       No preference

**Are there any particular activities you enjoy and would you like to share with the children?**  
(For example: sports, arts and crafts, languages spoken)

**REFERENCES**

Your placement as a volunteer in the school is subject to satisfactory references. Please give the name, address, phone number and email address of two referees who have known you for a **minimum of two years** in a **professional capacity if possible** (e.g. employer, tutor, colleague, etc.) who can vouch for your integrity and reliability.

<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Tel:</b>	<b>Tel:</b>
<b>Email</b>	<b>Email:</b>

**In what capacity do you know these referees?**

.....  
 .....

*The Children’s Act 2004 (Section 11) places a duty on key people and bodies to make arrangements to ensure that when carrying out their functions they take account of the need to safeguard and promote the welfare of children.*

*“Gillespie School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.”*

**CONSENT**

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Please note that your consent will be required for a DBS police check (your signature below confirms this consent). I confirm that the information I have given above is correct. I give permission for my referees to be contacted and understand that Gillespie Primary School

reserves the right to reject a volunteers application at any stage of the recruitment process and remove a volunteer from the programme without providing a reason if necessary.

Signed: ..... Date: .....

**Thank you for filling out this application form.**

**Please return this form to:**

Sara Wright - Business Manager  
Gillespie Primary School  
Highbury,  
London,  
N5 1LH

## APPENDIX 2

### CONFIDENTIALITY CONTRACT

As a Volunteer at Gillespie School, I understand that class, pupil and parent details, staff room conversations or school matters are confidential and not to be shared or discussed with parents or members of the general public.

If I have any concerns I will initially raise them with the class teacher or Deputy Headteacher then the Head teacher if necessary.

I understand that the class teacher is in charge of all activities and the discipline in the class. If I am asked to work with a group of children outside the classroom however, or with a discrete group in class, I can verbally discipline a child. I will not under any circumstances use physical force.

I understand that before I start working in school, the school will initiate an enhanced DBS check on me in the interest of the safety of the children in the school.

Should a situation arise that indicates that I have divulged any confidential information to a parent or members of the public the matter will be investigated and my placement may be withdrawn.

I understand that my personal details and details of the DBS check will be held on the school's single central record for inspection by authorised personnel only.

**Name:** .....

**Date:** .....

**Signed:** .....

**Headteacher:** .....

## APPENDIX 3

### OFF –SITE VISITS VOLUNTEER / PARENT AGREEMENT

School trips are an integral part of learning at Gillespie School and afford many children 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 the school trip.

Please read and return this appendix, and sign and return the helper's return slip.

This is part of our school's risk assessment planning.

#### Role of the volunteer Helper

- To be responsible and look after, in equal measure in conjunction with school staff, all of the children in your group.
- To stay with your allocated staff member / group of children, ensuring that their well-being 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 the group you are with 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 / school member of staff if there are issues with first aid, safety and / or behaviour.

#### Working alongside School Staff

School staff expect volunteer helpers to:

Comply with all of the above whilst being under the direct line management of school staff. Show commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs / labels/ information, asking questions that encourage children to think.

Follow guidance from the school staff.

#### What is not permitted?

Volunteer helpers are **not permitted to**;

- bring additional siblings on the school trip
- re-organise school visit groups
- take children to the toilet independent of school staff (unless longer term volunteer with DBS clearance)
- smoke, drink alcohol or engage in any illegal practices
- take photographs of children
- give / buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip

## First Aid

For each class on the school visit the class teacher will take a First Aid kit. If possible a qualified first aider will attend the trip but this is not a statutory requirement. You will be informed if any child in your group has medication / needs. If medication needs to be administered, this will be done by a trained member of staff.

All first aid box (es) will be carried by staff.

## Emergencies

You are expected to inform a member of staff as soon as possible if you 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 directly on 0207 226 6840.

## Agreement

- I have read the Volunteer Policy
- I agree to the terms and conditions as stated in the policy
- I will support the young people in enjoying the trip and will actively contribute to the smooth running of the occasion.

**Please delete as appropriate**

**Parent Volunteer:**

**Trip Venue:**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Volunteer / Student off-site Open volunteer Agreement**

**Signed** \_\_\_\_\_ **Date:** \_\_\_\_\_