



VOLUNTEERS POLICY

Reviewed December 2023

Next review date: Spring 1 - 2025

Volunteers are a valuable and welcome resource in helping to raise children's achievement; complementing the work of teachers and teaching assistants. Slingsby CP School recognises that the school benefits from developing active parental and community links through voluntary work.

Pupil safeguarding is at the forefront of every decision made, with regards to accepting volunteers, and regular volunteers may be required to complete a DBS check. This is not required for 'one off' activities, such as accompanying a school visit. Volunteers without a DBS check will not be left unaccompanied by a member of school staff with any children at any time.

Our volunteers include:

- School Staff
- Members of the Governing Body
- Students on work experience
- University students
- Friends of the school
- Parents of pupils
- Local residents

The types of activities that volunteers are engaged in include:

- Listening to children read
- Working with small groups of children
- Working alongside individual children within the classroom
- Accompanying school visits (our Educational Visits policy is available from the school office.)

During visits, each volunteer will be designated a specified member of staff to whom he/she will be directly responsible to and they will not be left alone with any children, at any time. The Headteacher retains overall responsibility for volunteers in school.

All volunteers at Slingsby CP School will be made to feel welcome and, where appropriate, will be given an induction either by the teacher responsible, Business Managers or the Headteacher to include:

- Behaviour Management
- Child Protection & Safeguarding (be shown Safeguarding folder in Office)
- Code of Conduct (Staff Code of Conduct in Safeguarding Folder in Office)
- Confidentiality (as set out in Code of Conduct)
- Dress Code (see Staff induction handbook)
- Fire/Emergency Evacuation Procedure (point out posters and signs around school)
- First Aid procedures (First Aid Policy in HANDS folder)
- Health and Safety considerations
- Acceptable Use of the Internet & E Safety (refer to Policies online)
- No use of mobile phones
- Privacy Notices & GDPR (Available online)
- If going on a school trip, be shown specific Evolve risk assessment.

Slingsby CP School adheres to a strict No Mobile Phone/Smart Device policy. All visitors are instructed not to bring mobile telephones or smart devices into school, or to leave them safely in the staff areas away from the classrooms and children. Photographs and videos are not permitted to be taken by volunteers, unless asked to do so by staff using a school device.

Where volunteers have concerns about the safety of a child or anything in school, they must inform the class teacher or Headteacher immediately. Health and Safety Safe practice and confidentiality must be adhered to at all times.

The school has a file of risk assessments in the school office for all activities and all volunteers will be informed of identified risks involved in any activities they are helping with. The teacher will explain to the volunteer the control measures in place.

Volunteers are covered by the LA Insurance. Volunteers may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property.

We expect willing volunteers to make themselves known to us and they will be contacted by the school when/if volunteers are needed. If necessary, a rota system of volunteers may be used.

Any complaints made about a volunteer will be referred to the Headteacher, or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way. The Headteacher, or designated member of staff, reserves the right to speak to the volunteer and, where appropriate, inform the volunteer that the school no longer wishes them to volunteer. A copy of the school's complaints procedure is available on the school website, or on request from the school office.

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