

## Mandeville School

### Volunteer Policy



#### School Vision

At Mandeville School every child matters and each pupil is valued as an individual. Our school community is culturally diverse and this diversity is valued for the richness it brings.

Mandeville School believes that in a safe, secure and nurturing environment every pupil can enjoy learning and achieve. With support pupils achieve their potential, develop an intrinsic desire to learn and make a positive contribution to school and home life.

Mandeville School believes that working in partnership with parents, carers and other professionals who are significant in the pupils' development and well-being helps the pupils achieve their potential.

#### Introduction

Volunteers at Mandeville school bring with them a range of skills and experience that can enhance the learning opportunities of our pupils. We want our school to be open and welcoming to all who would like to support the children. However our overriding concern is for the safety of the pupils. This policy ensures the pupils benefit from as much help and support as possible and are provided at the same time with the best possible safeguarding procedures.

Our Volunteers include:

- Members of the Governing Body
- Parents of pupils
- Students on work experience
- University students
- Members of the public/ local community
- SMSA's

Mandeville school recognises that there are different types of volunteers and will include:

- Occasional volunteers – these are people who volunteer at events such as educational visits or help with particular projects and are those taking part in work experience/ work placements. They volunteer occasionally, such as a few times a year.
- Regular volunteers – these are people who take on a particular task or role on an ongoing basis. Regular volunteers include those working within classrooms, for example assisting a physical activity each week or working on a particular project over a sustained period of time, for example our breakfast club.

#### Volunteer activities

The types of activities that volunteers are engaged in include:

- Work with a child or group of children on specific activities directed by the teacher.
- Participate in playtimes, in or outdoors.
- Join in lunchtime. They can assist a child to eat (sit alongside and assist those that can feed themselves) **but they cannot feed a child**. Pupils have their lunch either between 12.15 - 12.45 or 1.00 - 1.30pm. All staff are involved in this important teaching time. We may ask that students and volunteers also help and in return they will be provided with a school lunch.
- Help tidy up the classroom.
- Help children during PE and swimming.
- Help within art or subjects involving practical activities
- Help accompany children on outings with other adults.

Volunteers are **not** allowed to do the following activities:

- Feed any child
- Take responsibility for all or some of the class
- Change children or supervise them changing
- PE or other specialist activities if the teacher is not there to supervise
- Take children off the school site without a teacher in charge
- If the volunteer is a parent they are not able to volunteer in their own classes.
- During off site class trips if a parent is volunteering, they must only support their own child and not others.

**At no time should a volunteer be left on their own with a child or group of children**

### **Becoming a volunteer**

Anyone wishing to become a volunteer usually approaches the Senior Management Team either directly or through written communication.

Those wanting to volunteer, who already work for Mandeville School, for example SMSA's or Governors, should complete the volunteer information sheet, with their contact details, type of activities they would like to help with and the times they are available to help.

Those who do not work for Mandeville School will be asked to fill in an application form for volunteers as well as the volunteer information sheet and this will be looked at by the Senior Management Team.

At the initial stage of enquiry all applicants for voluntary work will be informed of the current situation regarding volunteers at Mandeville School, for example projects/ events coming up or whether we have spaces.

Those completing application forms will need to include two references (these can be characters if the person has not worked before) and they will be invited into Mandeville school for a tour and an informal interview with the Assistant Head Teacher.

All applications for voluntary work at Mandeville school will be looked at in terms of:

- how many volunteers we currently have in school
- projects occurring or going to be occurring during the academic year
- specific needs within classes e.g. extra support during PE
- staff support already in class, as classroom sizes may not accommodate additional adults
- pupils' individual needs
- pupils' behaviour

Parent volunteers will not support in their own child's classroom as this can be distracting for the child and uncomfortable for the class teacher. Equally relatives of those working within the school will not support in the same class. They will also be informed about not talking to other parents and families of Mandeville school in or outside, about the pupils they support

We have a high number of people enquiring about voluntary work and we are unable to accommodate everyone. The number of how many volunteers we have at Mandeville School, depends on the needs that arise.

### **Safeguarding**

To safeguard our children we adopt the following procedures:

- All of our volunteers must have a recent DBS (Disclosure Barring Service) or undertake a DBS
- All of our volunteers are given a copy of our safeguarding policy and 'keeping children safe' DFE document, which they sign to say they have read
- All volunteers are given a copy of the volunteer policy and asked to sign a volunteer agreement
- References will be requested and taken up in connection to the application form
- All volunteers will be made aware of our Designated Child Protection Leads (DSL)
- All volunteers will be entered into our Single Central Record (SCR)

### **Equal Opportunities**

Mandeville School recognises that the activity of volunteering can provide an individual with experience and opportunities for self and career development. In accordance with the policy, volunteer placements will be open to individuals irrespective of race, gender, disability, sexuality, age or marital status. Where a prospective volunteer demonstrates hostility to, or

lack of support for equal opportunities, she/he will be deemed automatically unsuitable for a volunteer position.

Disabled volunteers will be welcomed my Mandeville school and efforts will be made to ensure that disabled people with relevant skills and commitment are enabled to offer themselves as volunteers and receive training and support they require to carry out their roles effectively.

### **Health & Safety**

Volunteers will receive clear information regarding health and safety procedures during their induction. Volunteers are expected to follow the health and safety policy and ensure they take reasonable care of those in their care. They will read children Behaviour Support Plans and risk assessments relating to the area they are supporting. Should an accident or incident occur, they will be supported to fill out the necessary reporting systems e.g. Online Ealing reporting or accident book in medical room.

### **Induction & training**

Volunteers will receive appropriate Induction carried out by the Assistant Head Teacher. The induction will include information such as;

- Safeguarding procedures
- Fire & evacuation procedures
- Health & Safety protocols
- Behaviour policies and procedures
- Risk assessments
- The teacher that will be supporting & supervising them
- Relevant pupil information
- Class lists
- Appropriate attire

And each volunteer will receive a pack where they can keep relevant information together.

Long term Volunteers will also take part in our Data Protection Training (Judicium Online) During any of our training days/ twilights, volunteers will be welcome to join in to support their professional development.

Mandeville school is committed to offering volunteers opportunities for training relevant to their volunteer work.

**Support & Supervision**

All volunteers work under the supervision of the class teacher to which they are assigned. Teachers retain the 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. If there are any concerns about a volunteer the Assistant Head should be consulted.

**Signing in**

When volunteers arrive in school they must sign in at reception. Likewise on departure they must sign out.

**Absence**

Volunteers are expected to telephone and inform the school as early as possible if they are unable to attend.

**Working hours**

The hours of work will be discussed and mutually agreed between the volunteer and Assistant Head Teacher. The volunteer must be committed and adhere to the voluntary placement and working hours. Lunch and breaks will be discussed in accordance with hours worked.