

## **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. 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 experiences 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, a club.

### **Volunteer activities**

The types of activities that volunteers are engaged in include:

- Working with a child or group of children on specific activities directed by the teacher.
- Participate in playtime activities, indoors or outdoors.
- Support children during lunchtime activities. 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 – 1.30 pm. All staff members are involved in this important teaching time. We may ask that students and volunteers also help and in return, they will be provided with school lunch.
- Help to tidy up the classroom.
- Support children during PE and swimming.
- Support with art or subjects involving practical activities.
- Accompany children on community visits with other adults.

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

- Feed any children
- Take responsibility for the whole class or a small group of children
- Change children or supervise them in the toilet area
- PE or other specialist activities if the teacher is not there to supervise
- Take children off the school site without a teacher in charge

**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 Head Teacher, Deputy Head Teacher, or Assistant Head Teacher 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 (Appendix 1) 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 and this will be looked at by the Senior Management Team (Appendix 2).

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 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 e.g. toy library
- 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.

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.

### **Child Protection**

To safeguard our children we adopt the following procedures:

- All volunteers are given a copy of the volunteer policy and asked to sign a volunteer agreement (Appendix 3)
- All of our volunteers must have been cleared by the Criminal Records Bureau (CRB). A certificate is issued to the individual to produce in school.
- All volunteers will need to produce photographic ID
- References will be requested and taken up
- If any volunteers have concerns about child protection/safeguarding issues they must talk to the Head Teacher who is the dedicated child

protection officer. If a child talks to them about protection issues they must record the conversation and tell the individual that they will have to share the information with the designated member of staff

### **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 by 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 the 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.

### **Induction & training**

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

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

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

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 at school they must sign in at reception and they should also sign out every time they leave the premises.

### **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 upon 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.