

Volunteering Policy

(February 2019)

**Park Community
School**

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VOLUNTEERING POLICY

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Introduction

At Park Community School we recognise the value that volunteers bring to our context, providing a variety of skills, knowledge and experiences which can be shared with students to support them and raise aspirations for future success.

As a school, we are committed to safeguarding and promoting the welfare of the pupils in our care; we expect all staff and volunteers to uphold this commitment. We welcome volunteers from all walks of life, from our local and wider community as well as other counties and abroad. Volunteer placements will be open to individuals irrespective of race, gender, disability, sexuality, age or marital status.

Activities our volunteers can engage with may include the following:

- Working with small groups of pupils
- Working alongside individual pupils
- Supporting Extra-Curricular clubs and sports
- Accompanying school visits
- Providing positive role models and 1:1 support
- Gaining work experience

Becoming a Volunteer

If you wish to become a volunteer, either for a one-off event or on a more frequent basis, you should express your interest in writing to the Headteacher's PA, Jane Alder at J.alder@pcs.hants.sch.uk. If we have the capacity to host you as a volunteer, we will make contact with you to send you an application form for completion. On receipt of your application form, we will confirm whether we are able to host you and will make contact to arrange your induction.

You may well be asked to undergo a DBS check (Disclosure and Barring Service, previously the Criminal Records Bureau check). Should a check come back positive, the school will review your suitability to be in school. You will also be invited to attend Safeguarding training offered by the school in addition to compulsory Safeguarding sessions as part of induction. Volunteers shall be assigned based on teacher requests and needs.

Code of Conduct for Volunteers

- Sign in. When arriving at school please report to the reception, sign in and wear a visitor lanyard. It is important to know who is on the school premises at all times and to be known to others on site by seeing your name.
- Please sign out when you leave the school building.
- Any concerns you have about a child or another adult in school must be directed to the class teacher or the Leadership Team and NOT to any parent or person outside of school. You may not discuss behaviour or any aspect of a child's learning with anyone other than a member of staff. Any volunteer who breaks this confidentiality and trust will be asked to leave.
- Supervision. All volunteers work under the supervision of the class teacher and support staff to which they are assigned, whether in a school setting or on a trip. At all times the class teacher retains the responsibility for the pupils, their behaviour and the activities they are undertaking. Volunteers receive clear guidance from the teacher they are working with and you are encouraged to seek further advice in the event of a query or problem regarding the pupils.
- Safeguarding/Child Protection. If you have any concerns about a child, either comments they make, bruising or marks or changes in their behaviour please report these concerns to the class teacher as per Safeguarding in Induction. If a child should say anything to you about something that has happened to them or something someone has done to them, you need to be aware of the steps you need to take. Please do not ask any leading questions; simply listen to, make no promises of confidentiality or ask any questions, then write down what the child said and hand this to one of the following without delay

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- In the event of a child having an accident or injury whilst with a volunteer, the volunteer must report the incident immediately to the class teacher to ensure that necessary procedures take place with regard to treatment, communication with families and incident reporting.
- Volunteers must not administer first aid treatment.
- Volunteers must inform the school if they may be pregnant, or have any medical condition that imposes restriction, as we do not want to put anyone at risk.
- The school has a Health and Safety Policy. You will be made aware of the school evacuation procedure (e.g. fire alarm evacuation) and about any safety aspects associated with certain tasks.
- Volunteers must wear clothing that adheres to the staff dress code.
- Please provide a good example and be a positive role model by behaving in a respectful, mature, safe, fair and considered manner at all times.
- Avoid being tactile towards pupils, only touch children for professional reasons and where necessary and appropriate for the well-being or safety of the child. Whilst in school, this also applies to your own child and those you may know.
- Treat all pupils equally, never build a “special” relationship or confer favour on any particular pupil. If working with your own child or those you know well, please ensure you treat all pupils in the same professional manner.
- If working on a one to one basis with a child, stay in an open area of the school or work in a room where the door is open and you are visible to others.
- Avoid the use of a mobile phone or any electronic device at all times when in school. Do not make calls, exchange texts, emails, phone numbers or personal details or access social networking sites whilst in school.
- Do not take photographs of any pupil unless specifically requested to do so by the class teacher on a school approved equipment.
- Do not use any form of communication to discuss or make statements about children, behaviour or activities in school.

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Volunteer Agreement

Thank you for offering your services as a volunteer at Park Community School. Your offer of help is appreciated and we hope that you will gain much from your experience. Please read and sign this Volunteer Agreement Sheet and hand in to Jane Alder.

Name:	Date:
I have read and understand information set out in Park Community School's Volunteering Policy.	
I am happy to work to the direction of a member of staff, and will seek clarification and assistance with any work, which I do not fully understand.	
I understand that anything I see or statements that I hear are of a confidential nature.	
I am willing to be DBS checked.	
If I have cause of concern arising from something I hear or from something I see, I will speak to the member of staff with whom I am working or SLT member of staff.	
I fully understand that I must respect the privacy of the children, staff and parents in school and will not discuss any child, member of staff or parent with anyone outside of school.	

Signed by volunteer:

Date:

Signed by the school:

Date: