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Volunteers Policy

Introduction

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

Our Volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that Volunteers are engaged in include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- Running after-school clubs
- Working with children on the computers
- Accompanying school visits

Policy: Volunteer Policy
Date: February 2017
Review: Annual
Co-ordinator: Headteacher
Edited: JP



- Driving children to activities (current driving licence, insurance documentation & MOT required)

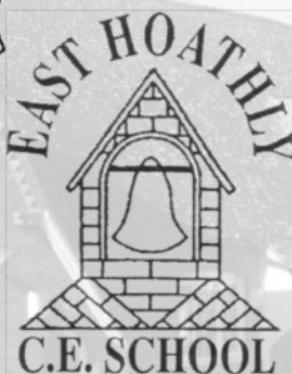
Becoming a Volunteer

- New volunteers must complete a Volunteer Application form.
- All volunteers are expected to meet with the Headteacher and read the Volunteer Guidelines.
- Volunteers who have signed the Volunteer Agreement, met with the Headteacher and hold an Enhanced CRB Clearance will not be expected to complete the Volunteer Application form. However, if there is a 3 month or more lapse in volunteering at school, it will be necessary to complete the Volunteer Application and reapply for CRB Enhanced Disclosure.

Our School Vision

All adults who work in our school whether 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.

Our Vision



Respect

"Treat others as you would like to be treated"

Luke 6:31

Working Together

"We are all special, unique and talented"

2 Corinthians 13:11

Excellence

"Be the best you can be"

Proverbs 14:23

Enjoyment

"Be happy at school"

Psalm 68:3

Resilience

"You never know what you can do until you try"

James 1:12

Creativity

"Understand your learning and how to improve"

Proverbs 1:5

Achievement for All Learning Together Learning for Life

Our Vision

We aim to establish a happy Christian community school, based upon the love of God and one's neighbour, where every child is provided with a toolkit for life-long learning through high quality teaching. They will have a love of learning with high standards of achievement, fostered through traits of resilience, respect for all, equality and inclusion.

Luke 6:31 **Respect**

We expect outstanding behaviour; promoting respect, kindness, patience and friendship as Jesus has shown us.

"Treat others as you would like to be treated"

Psalm 68:3 **Enjoyment**

The value of a happy, safe, secure and purposeful environment in which children feel comfortable in their learning.

"Be happy at school"



Proverbs 14:23 **Excellence**

We pursue excellence in all we do. We expect outstanding teaching and standards of achievement

"Be the best you can be"

2 Corinthians 13:11 **Working Together**

We recognise the importance of collaboration and inclusion. Celebrating everyone's talent in order to develop high self esteem in all, enabling all to flourish.

"We are all special, unique and talented"

James 1:12 **Resilience**

We foster resilience and a love of learning through an exciting creative curriculum utilising new technologies.

"You never know what you can do until you try"

Proverbs 1:5 **Creativity**

We develop responsible creative thinkers who are self motivated with a curiosity for learning.

"Understand your learning and how to improve"

Achievement for all Learning Together Learning for Life

Our Vision

We aim to establish a happy community school, where every child is provided with a toolkit for life-long learning through high quality teaching. We have a love of learning with high standards of achievement, fostered through traits of resilience, respect for all, equality and inclusion.

Respect

We expect outstanding behaviour; promoting respect, kindness, patience and friendship to all.

"Treat others as you would like to be treated"

Enjoyment

We value a happy, safe, secure and purposeful environment in which children feel comfortable in their learning.

"Be happy at school and make the most of every day"

Excellence

We pursue excellence in all we do. We expect outstanding teaching and standards of achievement.

"Be the best you can be"



Working Together

We recognise the importance of collaboration and inclusion. Celebrating everyone's talent in order to develop high self esteem in all, enabling all to flourish.

"We are all special, unique and talented"

Resilience

We foster resilience and a love of learning through an exciting creative curriculum utilising new technologies.

"You never know what you can do until you try"

Creativity

We develop responsible creative thinkers who are self motivated with a curiosity for learning.

"Understand your learning and how to improve"

Achievement for all  Learning Together  Learning for Life

Aims

- To enhance the quality of children's learning through highly effective teaching
- To promote and sustain a challenging, stimulating and caring learning environment
- To maintain high standards of behaviour through self-discipline, tolerance and mutual respect
- To work closely and openly with parents/carers and the wider community to maximise children's development
- To continually seek ways to improve every aspect of the school's work and life

Values

We will respect our children's individuality, encourage creativity and assist them to make the most of their abilities.

We want our pupils to leave us well educated, self-confident and caring members of society

We will endeavour to promote equality of opportunity for all children.

Confidentiality

- Volunteers in school are bound by a code of confidentiality
- Any concerns that Volunteers have about the children they work with and come into contact with should be voiced with the Class Teacher and NOT with the parents of the child or persons outside school

- Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Executive Headteacher or Deputy Headteacher.

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 and 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 or problem regarding children's understanding of a task or behaviour.

Health & Safety

The school's Health and Safety Policy is 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 /accompanying children on visits).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher in the first instance.

Child Protection

We are committed to safeguarding and promoting the welfare of the children in our care. **All volunteers must hold an Enhanced CRB Disclosure before they can help at school.**

Complaints Procedure

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

The Headteacher reserves the right to take the following action:

- To speak with a Volunteer about a breach of the Volunteer Agreement 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 use them. The full Complaints Procedure available from the school office.

Monitoring and Review

This Policy will be reviewed annually and updated in the light of new guidance from either the Department for Education or Local Education Authority (LEA).

Signed:

Dated:

Appendix 1

Thank you very much for volunteering to help at The Pioneer Federation. The following are a set of guidelines, which we hope will help to establish a successful partnership between staff and volunteers at the school.

- Teachers work hard to plan lessons and direct learning in advance. If you are unsure of the purpose of the activity you have been asked to assist with please clarify it with the teacher or teaching assistant at the start of the session.
- If you are committed to helping on a regular basis and for any reason is unable to attend on a day when you are expected, please inform the teacher or the school office in advance. Similarly if your help is not required on a particular day (due to a trip or other school activity) then the teacher will provide you with advance notice of this.
- Helping in the school that contains your own child will give you an insight into his or her education. Should you have any questions that arise out of this please direct them to the class teacher privately on a separate occasion, through Parent/Teacher consultation evenings, or through the other channels that already exist within the school.
- When you are working with the children it is important to create an atmosphere that makes the children want to learn. Enthusiasm and encouragement are extremely important in helping with development.
- Should a child or children spoil an activity in which you are participating for others, please give one warning before asking the teacher or teaching assistant to intervene.
- Under the Children Act 1989 relating to child protection, if a child tells you something that you feel is of concern but you might not know the relevance of, you should discuss this privately with the teacher and no further.
- Confidentiality regarding what might be seen, heard or discussed within the class by children or adults is extremely important. School staff are bound by the rule of confidentiality that as a volunteer will also apply to you. Please do not discuss any issues that might arise in class with anyone other than the class teacher who is best placed to decide on the correct course of action.
- Volunteers will in no way discriminate on the grounds of age, gender, race or religion, sex or sexual orientation.

You may be aware that legislation requires all people working with 'vulnerable members of society', whether in a professional or a voluntary capacity, have to apply for a "Disclosure" from the Criminal Records Bureau (CRB). CRB disclosures are not 'portable' therefore, even if you have one already, you will need to fill in a new form. All forms are available from the school office.

Thank you very much for volunteering, your time, effort and enthusiasm to help in school. You can be assured that your help is greatly appreciated and will be of genuine help to both children and staff alike.

Yours sincerely
James Procter
Executive Headteacher

Appendix 2

Volunteer Agreement

Thank you for offering your services as a Volunteer at The pioneer Federation
Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it to the school office.

You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy and have read the Volunteer Guidelines
- I agree to support the School's Aims and Values
- I agree to treat information I learn from being a Volunteer in School as confidential
- I understand that I am required to hold a CRB Enhanced Disclosure before I can start volunteering at school.

I have a current East Sussex County Council CRB Enhanced Disclosure dated.....

I do not have a CRB Enhanced Disclosure and require a Volunteer Application Form

Signed: _____

Name: _____

Date: _____

Appendix 3

VOLUNTEER INFORMATION - To help us use your skills appropriately

Name of Volunteer:

Address:

.....

Telephone:

What skills / areas would you like to help with in school?

.....

.....

Please circle days you would be most able to help.

Mon Tue Wed Thu Fri

Are there any particular age groups / classes you would like to work with?

.....

Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? *(please give details)*

.....

Thank you for taking time to complete this Volunteer Information

office@easthoathly.e-sussex.sch.uk

www.easthoathly.e-sussex.sch.uk

Executive Headteacher: James Procter

Deputy Headteacher: Vicky Lewis

Chair of Governors: Mrs Lindsay Wigen