

# Pioneer Federation



## Volunteer Policy

Date reviewed: February 2019  
Date for review: February 2021



## 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
- Supporting in Forest School sessions
- 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
- Driving children to activities (current driving licence, insurance documentation & MOT required)

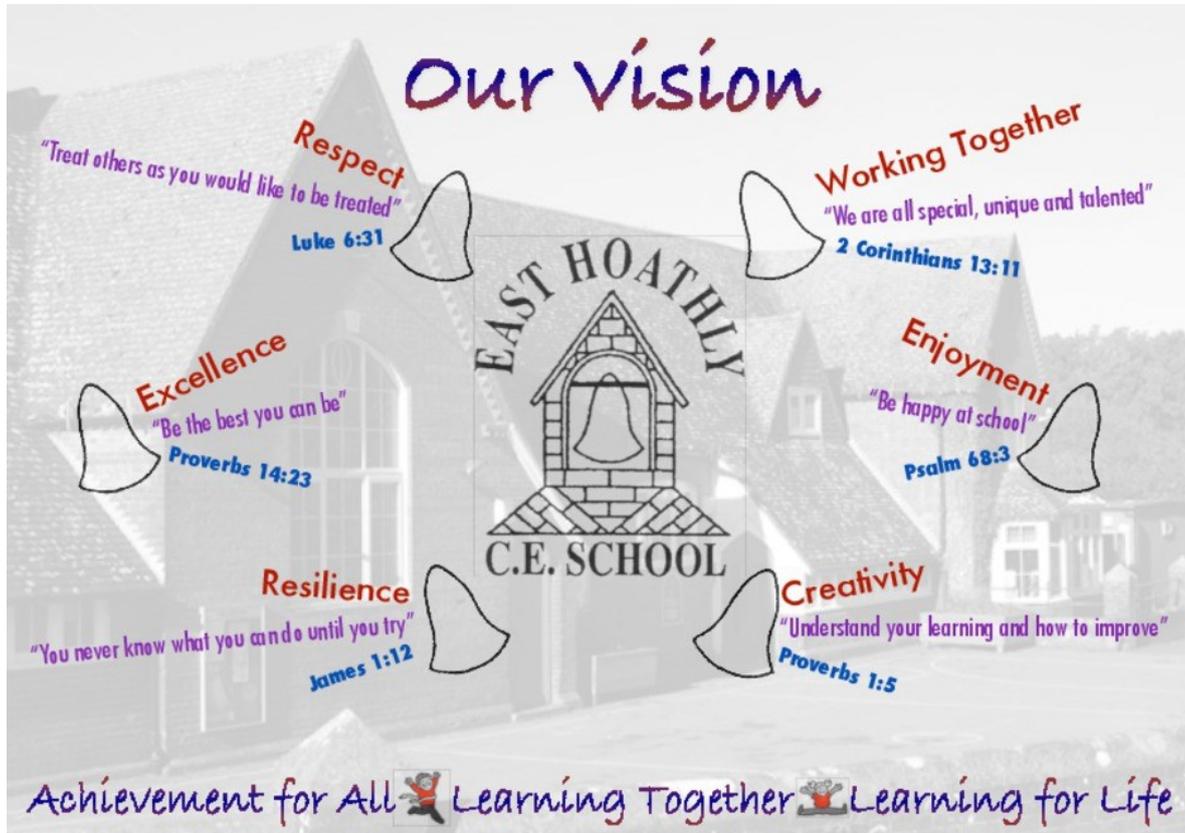
### **Becoming a Volunteer**

- New volunteers must complete a Volunteer Application form.
- All volunteers are expected to meet with the Executive Headteacher or the Deputy Head and read the Volunteer Guidelines.
- Volunteers who have signed the Volunteer Agreement, met with the Executive Headteacher or the Deputy Head and hold an Enhanced DBS 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 DBS 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.

### East Hoathly:



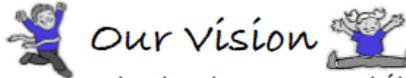
### Our Vision

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.

<p><b>Luke 6:31</b> <b>Respect</b> We expect outstanding behaviour; promoting respect, kindness, patience and friendship as Jesus has shown us. "Treat others as you would like to be treated"</p>		<p><b>Psalm 68:3</b> <b>Enjoyment</b> The value of a happy, safe, secure and purposeful environment in which children feel comfortable in their learning. "Be happy at school"</p>
<p><b>Proverbs 14:23</b> <b>Excellence</b> We pursue excellence in all we do. We expect outstanding teaching and standards of achievement "Be the best you can be"</p>		<p><b>2 Corinthians 13:11</b> <b>Working Together</b> 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"</p>
<p><b>James 1:12</b> <b>Resilience</b> 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"</p>	<p><b>Proverbs 1:5</b> <b>Creativity</b> We develop responsible creative thinkers who are self motivated with a curiosity for learning. "Understand your learning and how to improve"</p>	

Achievement for all Learning Together Learning for Life

## Chiddingly:



### 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

## St Mary the Virgin:

### Our Vision

At St Mary's Church Aided Primary School, we aim to establish a happy and thriving community, living our core values of **Love, Strength, Faith**, the love of God and one's neighbour. Every child will have a love of life-long learning created through high-quality teaching and excellent achievement, resilience, respect for all, equality and inclusion.

### Our Core Values

#### Love

Love and respect yourself and all others, treating them as you would like to be treated.

**Luke 10: 25-37**

#### Strength

Recognise people's strengths and use your own to be resilient and the best you can be in all you do.

**John 6: 1-14**

#### Faith

Have faith in yourself and others and be honest and truthful. Believe that you never know what you can achieve until you try.

**Luke 5: 1-11**

### Following the example of Jesus.

### 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 Head of School.**

## **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.**

## **Safeguarding and Child Protection**

We are committed to safeguarding and promoting the welfare of the children in our care.

**All volunteers must hold an Enhanced DBS Disclosure before they can help at school. All volunteers must have met with a DSL regarding Safeguarding procedures and have signed to say they have read the safeguarding policy.**

## **On-line Safety**

Online Safety relates to the teaching and learning of technology and through technology in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM), viruses and spam. Volunteers, like staff are expected to follow the Online Safety

Policy which is available from the main office or the school website, Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in school during class time. Staff and volunteers may not make or receive calls during teaching time. Use of phones or phone watches must be limited to non-contact time when no children are present. Staff and volunteers should keep devices out of sight in desks or cupboards when on school property. Staff and volunteers must only use school-owned devices for capturing, recording and storing data or photos of children.

### **Work Experience/ Placement Students**

The Pioneer Federation has a number of relationships with various local secondary schools, colleges and universities. We are happy to take students on placement if we have suitable experiences available based on the smooth running of Pioneer Federation Schools. Secondary schools, colleges and universities wanting students to be placed with us need to formally make contact with the Executive Head Teacher or Head of School outlining the aims of the placement and duration.

If the placement is as part of a teaching course (BA/ Bed. or PGCE) the Assistant Head Teachers will deal with further correspondents/ details. If the placement is just for work experiences purposes the school/ college is asked to provide the reference for the student and the student is requested to complete the volunteer's paperwork. Pioneer Federation retains the authority to refuse or terminate a placement to ensure the smooth running of Pioneer Federation Schools.

### **Complaints Procedure**

Any complaints made about a Volunteer will be referred directly to the Executive or Head of School for investigation. Any complaints made by a Volunteer will be referred to the Executive or Head of School.

### **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.

### **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).

## Appendix 1 – Volunteer Guidelines

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 (DBS). DBS disclosures are not 'portable' therefore, even if you have one already, you will need to apply for a new one. Applications can be completed online, please ask the school office how to apply.

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 DBS Enhanced Disclosure before I can start volunteering at school.

I have a current East Sussex County Council DBS 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)*

.....

Please provide details of two people who can provide professional references for you: (If this is a work experience placement from a secondary school you only need to provide one reference from the school that you attend)

Name:	Name:
Address:	Address:
Email address:	Email address:
Phone number:	Phone number:

Thank you for taking time to complete this Volunteer Information

## **Appendix 4: Off-Site Visits Volunteer Agreement**

School visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences.

We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school visits.

Please read and return this appendix, and sign and return the helpers slip. This is part of our school's risk assessment planning and safeguarding.

### **Role of the Volunteer Helper:**

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip
- To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
  - To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip.
- To contact the class teacher/member of staff if there are issues with first aid, safety and/or behaviour.
- To follow the schools Online Safety policy on the use of mobile phone procedures.

### **Working alongside school staff, School staff expect volunteer helpers to:**

- Comply with all of the above whilst being under the direct supervision of school staff.
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest
- Follow guidance from the school staff

### **What is not permitted?**

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties
- Volunteer helpers are not permitted to take photographs of pupils
  - Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets -before, during or after the school trip

### **First Aid**

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless you are the Parent/ Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid boxes) will be carried by staff.

## **Emergencies**

You are expected to inform a member of staff as soon as possible. If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

I have read the Volunteer Policy

I agree to the terms and conditions as stated in the policy

I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.

I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name:

## **Appendix 5: Visitors Code of Conduct**

All visitors and school volunteers must:

1. Everyone who is part of the school community must adhere to the Equalities Policy which is available on the web site or from the main office.
2. Use appropriate language and behaviour with children.
3. Sign in and out of the premises and wear a visitors badge at all times.
4. Report any breakages or accidents to the main office.
5. If you feel any way uncomfortable about the behaviour of a child discuss this with the DSL.
6. Never give a pupil a lift in your vehicle unless you have appropriate insurance, parental consent and have school permission.
7. Mobile phones should be turned off when on site. In an emergency please use the phone in the main office.
8. All photography and filming within school is prohibited unless permission is granted from the SLT or DSL.
9. All visitors should be aware that Pioneer Federation has a Whistleblowing, Child Protection and Safeguarding, Online Policies- these are available on the school web site or at the main office.
10. Clothing should be respectful of pupils, staff and the working environment and community.
11. Professionals should bring photographic ID and proof of DBS.

**In signing the visitors' book you are agreeing to the above code of conduct.**