

**St. John's CE Primary School
Friern Barnet**

Volunteer and Confidentiality Guidelines

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
- Students on work experience
- University students referred to us by Student Volunteer Services
- Local residents
- Friends of the school
- Members of the Retired Voluntary Service organisation

The types of activities that Volunteers are engaged include:

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

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing children read, usually approaches the Headteacher or Deputy Headteacher directly.

Regular volunteers should complete a full Criminal Records Bureau Disclosure (CRB) and people offering occasional help (ie. once a month or less frequently) should agree to a List 99 check.

Our School Vision

All adults who work in St. John's, 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 is to provide a high quality education where high expectations, inclusive approaches and excellent teaching and learning form the basis of all our work. Our children will be encouraged to have a positive attitude to learning and achieve their full potential while working in a caring Christian environment. We will create a culture of achievement for all.

We are committed to providing stimulating learning activities that will ensure our children leave St John's with the skills and knowledge that will prepare them for lifelong learning. We will do this by fostering a love for learning, self confidence and respect for others, while we work in partnership with parents, our church and the local community.

For volunteers involved in our school we:

1. have a member of staff with some responsibility for overseeing the work of volunteers and coordinating their involvement across the school
2. arrange at least one annual meeting for potential and current volunteers. During this meeting we outline the way in which we work and the procedures that volunteers will need to follow
3. apply good basic practice in terms of allocating volunteers to appropriate activities.
4. provide some form of induction – including relevant literature and summaries of our most important policies. The induction process includes opportunities for key members of staff to address key issues with volunteers. Volunteers are made aware of arrangements for fire safety, first aid and some basic information in relation to child protection
5. ensure that those working frequently with children have a full and current CRB disclosure and that the details are recorded appropriately
6. report any serious concerns about individuals to the relevant authorities

For volunteers working occasionally in school it is appropriate to vary the content of induction to meet the particular requirements of the event the volunteer is supporting. (eg. where an adult is accompanying a school trip, they will need to be informed of the itinerary and relevant health and safety / Risk Assessment considerations for that trip. They need not be bombarded with every policy we have ever produced!)

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with / come into contact with should be voiced with the class teacher and **not** with the parents of the child or contacts 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 Headteacher or Deputy Headteacher.

Supervision and Deployment

All volunteers work under the supervision of the 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 / 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.

Volunteers should not be asked to carry out duties which:

- a) fall normally within a teacher's responsibility under *loco parentis*;
- b) fall normally within the job description of a teacher or member of support staff, ie they must not be asked to cover the absence of staff from school;
- c) it should be noted that the class teacher remains responsible for the organisation of the class and methods of work;

d) expose them to dangerous or hazardous substances or situations.

Health & Safety

The school has a Health & Safety Policy and this is made available 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, etc). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the school staff

Safeguarding and Child Protection

All volunteers receive detailed advice and instructions as part of the 'Volunteer Induction Programme.' The Safeguarding and Child Protection Policy (along with the Fire Evacuation Policy, Behaviour Management Policy and the Confidentiality Policy) are made available to all volunteers.

Complaints Procedure

Any complaints made about a volunteer will be referred to the headteacher or deputy headteacher for investigation. Any complaints made by a volunteer will be referred to the headteacher / 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;
- Inform the volunteer that the school no longer wishes to use them.