

# PINNER WOOD SCHOOL



## VOLUNTEER POLICY

**Approval Authority**

**Effective From:** September 2023

**Date Ratified by GB:**

**Next Review Date:** September 2025

**Signed by Chair of GB:**

# Pinner Wood School

## VOLUNTEER POLICY

The school's volunteer policy is part of the schools safeguarding system and policy.

### **1. Introduction**

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The School welcomes and encourages volunteers from the local community.

Our volunteers may include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- Ex-members of staff
- Local residents
- Friends of the school

The recruitment of new volunteers can take up to half a term and intake of new volunteers will be dependent on the candidate and available spaces within school. The smooth running of Pinner Wood School for Pinner Wood pupils will always be a priority. Senior Management maintains the right to decline offers from volunteers and also terminate placements.

## **2. Volunteering at Pinner Wood**

At Pinner Wood School we offer a range of volunteer opportunities

Position/role	Types of activities
Reading volunteers	<ul style="list-style-type: none"><li>- Read with children weekly on a one to one basis</li></ul>
Class based support	<ul style="list-style-type: none"><li>- Hearing pupils read</li><li>- Working with small groups of pupils to assist them in their learning</li><li>- Working alongside individual pupils, as additional support</li><li>- Preparing class resources</li></ul>
Support at Friends of Pinner Wood events	<ul style="list-style-type: none"><li>- Supervising events such as a school disco</li><li>- Selling items on a stall</li><li>- Collecting money</li></ul>
Support at parent workshops and meetings	<ul style="list-style-type: none"><li>- Making tea and coffee</li><li>- Assisting in supervising children</li></ul>
School trips	<ul style="list-style-type: none"><li>- Supporting staff in the supervision of children</li></ul>
Other one -off volunteer opportunities	Sometimes new and exciting opportunities and initiatives arise where we need parents to help us.

## **3. Our School Aims**

All adults / young people 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 aims and educational purpose, as identified below -

### **School Vision:**

Pinner Wood School is a dynamic and vibrant place to work and learn. Our vision is to be an exceptional school committed to providing an all-round education.. We strive to be at the heart of our community, delivering a high-quality, knowledge rich curriculum for all our children. We are proud of our identity as an inclusive school where every child is treated as a valued individual and is able to thrive. The staff team and governors work hard to create a safe, purposeful and harmonious atmosphere in which all of our children are given the opportunity to achieve. We have high expectations of each other and our pupils.

The school works in partnership with parents and carers to ensure that all pupils are offered support and encouragement that they need. We embrace our diverse community and rich variety of home languages, cultures, faiths and traditions.

We aim to inspire children's minds (with a love of learning and academic knowledge), hearts (enhancing their well-being and character education) and hands (developing problem solving, critical thinking and practical skills). We encourage children to think and 'dream big', to become life-long learners, ready to impact and make a positive contribution to our world.

We endeavor, as a whole school community, to instill a love of learning and a thirst for curiosity in our children, both in and out of the classroom, harnessing a variety of teaching techniques and approaches to stimulate, develop and nurture inquisitive minds.

Our vision is to prepare our children to be responsible global citizens who are able to succeed and build a fulfilling life for themselves and their families. We provide a stimulating and nurturing environment where we strive for excellence and celebrate both success and improvement to enable all children to reach their full potential.

At Pinner Wood School our ethos is to: • **Be safe and happy** • **Have respect for and show kindness to each other** • **Learn and achieve to the very best of our ability**

### **Becoming a Volunteer**

Anyone wishing to become a volunteer should complete the Volunteer Application Form (appendix 1) and hand this into the school office. It is the school's decision to take on volunteers and this will depend on the time of year, the number of volunteers we already have in school and the potential impact on the children.

#### **4. Child Protection and Safeguarding**

Safeguarding is our priority and we following the safer recruitment guidelines to ensure that we are school are committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment. The process of recruitment of volunteers mirrors the safer recruitment of paid staff to ensure the most suitable adults for our school. A list of volunteers will be kept in the main admin office- this will be kept up to date and be the responsibility of the Office Manager.

To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2)
- All of our frequent volunteers must have been cleared by the Disclosure and Barring Service (DBS). A DBS Disclosure will be issued to the individual to present to the designated member of staff in school.
- Volunteers agree to the Volunteer Agreement when they sign the visitors book at reception

#### **5. Online 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 should not be used in school during class time. Use of phones must be limited to non-contact time when no children present. Staff should keep devices out of sight in lockers, desks or cupboards

when on school property. Staff must only use school owned devices for capturing, recording and storing data or photos of children.

## **6. Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Head teacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

## **7. Supervision**

All volunteers work under the supervision of a teacher or full time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupils understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

## **8. Health and Safety**

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying pupils on visits).Volunteers need to exercise due care

and attention and report any obvious hazards or concerns to the designated Supervisor/School Business Manager. Volunteers are covered by our Health & Safety Statement and indemnity and Public Liability Insurance.

## **9. Complaints Procedure**

Any complaints made about a volunteer the person concerned must follow the schools complaints policy which is found on the school website.

## **10. Monitoring and Review**

This policy has been approved by the Governing Body and will be regularly reviewed and updated.

## APPENDIX 1

### VOLUNTEER APPLICATION FORM -FOR NEW VOLUNTEER

<b>Name of Volunteer:</b>	
<b>Date of Birth</b>	
<b>Address:</b>	
<b>Contact number:</b>	
<b>What volunteering role would you like to apply for?</b> Please tick the appropriate role <i>You may tick more than one box</i>	<input type="checkbox"/> Class based support
	<input type="checkbox"/> Support at Friends of Pinner Wood events
	<input type="checkbox"/> Support at parent workshops and meetings
	<input type="checkbox"/> School trips
	<input type="checkbox"/> Other one off volunteer opportunities
<b>Do you have any children/relatives in the school?</b> Please list their full name and class	
<b>Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in school?</b> (Please give details)	
<b>Any other information you feel that is relevant for this position?</b> (skills, interests, hobbies,)	

Thank you for taking time to complete this Volunteer Application Form

Please hand it to the School Office, marked for the attention of the Head teacher. Your offer of help is greatly appreciated and we will be in touch as soon as possible.

We promise to keep all the information you share with us in this form confidential in accordance with our privacy policy. We only collect personal information to process the application.



## APPENDIX 2 VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at school.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at school.

You will receive a copy of it for your records.

- I will follow the Pinner Wood Child Protection and Safeguarding Policy
- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Aims
- I will follow the Visitors Code of Conduct
- I agree to treat information obtained from being a Volunteer in School as Strictly Confidential
- I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken
- If you already have a DBS Certificate, please hand it to the school, the number will be recorded and checks made with the issuing body. A new enhanced DBS check must be undertaken.
- I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Teacher, Head of Department
- I agree to follow the Online Safety Policy

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

Name: \_\_\_\_\_

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