

# Inmans Primary School

## Volunteer Policy

Date	Written By	Approved by	Review Date	Approved by Governors
March 2020	S Fellows	SLT	March 2022	D North

## **Introduction**

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

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities for pupils. The Board of Governors and staff members therefore welcome and encourage volunteers from the local community.

Our volunteers may include:

- Members of the Governing Body;
- Parents and other family members of Pupils;
- Students on work placement;
- Ex members of staff;
- Local residents;
- Friends of Inmans School.

The types of activities that volunteers may engage in on behalf of the school include:

- Listening to pupils read;
- Working with small groups of pupils to assist them in their learning;
- Working alongside individual pupils; as an additional tutor to the teacher giving one to one tuition;
- Accompanying school visits.

## **Our School Aims**

All adults and young persons who work and/or volunteer in our school whether paid or not are expected to work and behave in such a way as to actively promote our school and educational purpose.

## **Becoming a Volunteer**

Anyone wanting to become a volunteer for Inmans Primary School should contact the school office in the first instance. It is the school's decision to take on volunteers and this will depend on the time of year and the number of volunteers we already have in school. The school reserve the right to dismiss volunteers at any time.

Volunteers will not be allowed to choose where they are placed within the school.

Volunteers/Students will not be allowed to work with their own children, family members and/or siblings.

All volunteers will be required to have a DBS check and complete an Emergency Contact and two Personal Reference Forms.

Volunteers will be given a copy of the volunteer handbook including safeguarding information and given a full school induction prior to them being placed in a classroom.

Any volunteer who would like a placement in school to support learning via a college course eg NVQ course, will be subject to the same volunteer checks and placements in school.

## **Safeguarding**

Safeguarding is a priority and at Inmans Primary School we follow the safer recruitment guidelines to ensure we are committed to safeguarding pupils, we expect Volunteers and Students to share that commitment. The process of admitting volunteers/students should mirror the safer recruitment of paid members of staff.

Long term volunteers will be requested to complete an online safeguarding course.

## **Mobile Phones**

Please read the Schools Mobile Phone Policy on the school website or ask for a copy at the school office, the following is an insert from the policy only.

### **Personal Mobiles – Staff / Visitors / Volunteers**

- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time.
- Mobile phones should not be used in a space where children are present (eg. classroom, playground).
- Use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- It is also advised that staff have a password or securely protect access to functions of their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and can have their phone in case of having to receive an emergency call.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images.
- Legitimate recordings and photographs should be captured using school equipment such as cameras and ipads.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher / Chair of Governor in line with the KCSIE guidance.

## **Confidentiality**

Volunteers/Students in school are bound by a code of confidentiality. Any concerns that a volunteer/Student may have about pupils they work with / come into contact with should be voiced with the designated supervisor, senior leadership team or Headteacher.

Volunteers that are concerned about anything in the school, which may affect their work or work of others should raise the matter with an appropriate member of staff. A copy of the whistleblowing policy will also be given as part of the Volunteers Handbook.

**Health & Safety**

The school has a Health and Safety Policy which is made available to all Volunteers and Students. An appropriate member of staff will ensure volunteers are clear about emergency procedures (e.g. fire alarm) and about any other safety aspects associated with particular tasks.

Volunteers/Students are covered by Health & Safety and Public Liability and Indemnity Insurance.

Volunteers/Students should report accidents or near misses as any other member of staff would and complete the relevant forms.

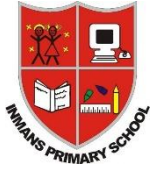
Inmans Primary School is strictly a no smoking site and this includes the use of e-cigarettes and vaping.

**Complaints**

Any complaints raised must follow the schools complaints procedure policy available on line on the school website or upon request from the school office.

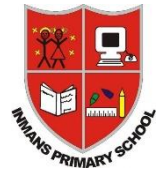
Name of Volunteer.....

Signed..... Date.....



# INMANS PRIMARY SCHOOL

## Volunteer Contact Sheet



Surname:		Forenames:	
Date of Birth:			
Address:			
Postcode:	Mobile Telephone No.	Telephone Number (including code)	
<b>Emergency Contacts</b>			
Name	Address	Contact Telephone Numbers	
Name	Address	Contact Telephone Numbers	
Health (please note any relevant points which you feel we should be aware of)			
Name and contact telephone number of family doctor (in case of emergency)			
The information on this form is correct to the best of my knowledge.			

Signature..... Date .....