**Pear Tree Primary School and Pips Before and After School Club**

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**Volunteer’s Policy**

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| --- | --- |
| **Date agreed** | **March 2025** |
| **Date for Review** | **September 2028**  **(or sooner if required)** |
| **Acting Head Teacher** | **Matthew Greasby** |
| **Chair of Governors** | **Jo Hillman** |
| **Signed on behalf of**  **the Governing Board by:**  **Name:** | **Signature:**  **Date:** |
| **Signed by on behalf of the School by:**  **Matthew Greasby**  **Acting Head Teacher** | **Signature:**  **Date:** |

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. We welcome and encourage volunteers from the local community. A volunteer is an unpaid adult who provides support to our school.

Our volunteers may include:

• Corporate volunteers

• Parents of pupils

• Students on university placements or work experience

• Ex members of staff

• Local residents

The types of activities that volunteers are engaged in might include:

• Hearing pupils read

• Working with small groups of pupils

• Undertaking arts and craft activities with pupils

• Gardening activities

• Supporting teachers to run after school clubs

• ICT

• Individually arranged projects

• Accompanying school visits

**Becoming a volunteer:**

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should approach the school office.

Volunteers should complete the Volunteer Information Sheet (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help. Before starting to help in school, volunteers should complete:

* The regular volunteer’s contact sheet
* The Volunteer Code of Conduct (Appendix 2), which sets out the school’s expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

Before starting in school and to ensure the safety of our pupils at all times, all volunteers will be required to compete a DBS (Disclosure & Barring Service) check. This can be completed online and the school office will provide the necessary information. We are unable to have any volunteer in school work unsupervised with pupils unless they have been cleared by the DBS and show their certificate in school. Details of this certificate will be recorded. We also ask each volunteer to read a copy of the school’s safeguarding policy.

**Confidentiality**

Volunteers in school are bound by our Confidentiality Policy. All staff members, voluntary helpers and visitors should be aware that information relating to individual pupils or members of staff is totally confidential. While in school volunteers may hear conversations which are of a confidential nature. These cover aspects such as pupils’ academic progress, misbehaviour, or home circumstances. All information relating to individual pupils and staff is totally confidential and volunteers must respect this.

Any concerns that volunteers have about the pupils they work with/ come into contact with should be shared with the class teacher and NOT with the parents of the pupil or any persons outside school. These comments, particularly if taken out of context, can cause distress to the parents of the pupil if not heard directly from the school.

A situation may arise in school, where the duty to the pupil is greater than that to the parent. If a pupil discloses something, this information should be shared promptly with the pupil’s teacher or head teacher. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Head Teacher.

**Supervision**

All volunteers work under the supervision of the class teacher to which they are assigned. Although teachers retain responsibility for pupils at all times, this does not require volunteers that have a DBS clearance to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/ guidance from the teacher in the event of a query or problem regarding a pupil’s behaviour or understanding of a task.

**Health and Safety**

The school has a health and safety policy which is available and we ask volunteers to read this. Class teachers should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school educational visit, their emergency contact details will be requested. Volunteers need to exercise due care and attention and to will report all hazards and concerns to the class teacher or head teacher.

**Complaints Procedure**

Any complaints made about a volunteer or by a volunteer will be referred to the Head Teacher for investigation.

The school has the right to take the following actions:

• Speak with the volunteer about a breach in the volunteer agreement

• Offer an alternative placement for a volunteer

• Inform the volunteer that they are no longer required to help in school

This policy will be reviewed every three years or in the light of new guidance from either the local authority or central government.

March 2025

**Appendix 1**

REGULAR VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS

|  |  |
| --- | --- |
| Name: | Emergency Contact |
| Address: | Address: |
| Telephone No: | Telephone No: |

**DAYS AVAILABLE (AM/PM)**

|  |  |
| --- | --- |
| Monday AM | Monday PM |
| Tuesday AM | Tuesday PM |
| Wednesday AM | Wednesday PM |
| Thursday AM | Thursday PM |
| Friday AM | Friday PM |

Child’s name and class (if applicable):

Qualification studying towards (if applicable):

I wish to volunteer as (e.g. class support, admin, reader etc.):

**APPENDIX 2**

**Pear Tree Primary School**

**CODE OF CONDUCT FOR ALL VOLUNTEERS /STUDENTS**

We request that you read, sign and return a copy of this code of conduct to the Head Teacher as an indication that you agree to the principles it contains and in order for the school to function successfully.

* Treat all children equally and with respect. Respect gains respect. It is a two way process.
* Inform a member of staff if you experience behaviour difficulties that you feel unable to deal with so that the child can be dealt with appropriately.
* Conversations that you hear or are part of that relate to children or staff must remain confidential.
* I will adopt good health and safety practices as set out in the Schools health and safety policy and or as advised by a member of staff.
* Mobile phones should not be carried or used in the school building with the exception of the staff room. Mobile phones should be switched to silent in the building.
* The progress/difficulties of individual children must not be discussed with others outside the school.
* For your own protection please make sure that you never totally alone with one child. Sadly we are working in times when you can’t afford to take any chances. Please avoid all physical contact with the children.
* Unless you are employed to work with the children you must not discipline them under any circumstances. Report any issues to a member of teaching staff to be dealt with appropriately.
* Conduct yourself at all times inside the school building and grounds in a professional, calm and reasonable manner.
* Do not publish any images of children or information regarding the school on social media.
* Report any incidents you witness that you feel are inappropriate or potentially safeguarding matters to either the Headteacher (Mrs Edleston) or a member of the senior management team (Mrs R Hadfield/Mrs L Newman/Mrs D Swallow).
* You may witness behaviours that we are already working closely with the child, parents and outside agencies to support and improve. You may not always be aware of this as such information is highly confidential. It is easy to make judgements without being fully aware of the facts contributing to the child’s difficulties. If you have concerns please speak to the Head Teacher or senior member of staff.
* Do not use social media sites to voice any concerns but address these to school directly.

I have read the code of conduct and agree to abide by the principles it contains

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

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

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

**APPENDIX 3**

**REGULAR VOLUNTEER AGREEMENT**

Thank you for offering your services as a Volunteer at Pear Tree Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here. Please read and sign the code of conduct for volunteer sheet and hand it in at school. You will receive a copy of it for your records.

I have received a copy of the school’s Volunteer Policy

I have received and signed the code of conduct sheet

I agree to treat information I learn from being a volunteer in school as confidential

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

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

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