

A place to learn where everyone feels welcome;  
based on love, wisdom, and respect.



*Let your light shine, so that others may see the good you do.*

Inspired by MATTHEW 5:16.

## ADULT VOLUNTEER POLICY 2024-25

Approved by Governors:	September 2024
Review Date:	September 2025

The aim of this policy is to:

- To provide parents/staff and volunteers with a clear understanding of expectations, and guidelines for working in school.
- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.
- To ensure the highest standards of safeguarding for our pupils by a shared knowledge of procedures.

## **Introduction**

At Lower Peover CofE Primary School we welcome those wishing to help in the school and value the contribution they make to school life. We believe that the involvement of parents, carers and volunteers in children's education is vital, and we encourage active participation in many ways. You will receive a short induction prior to starting.

Volunteers are parents or other adults working alongside the school staff and students on work experience. These guidelines have been written to ensure that for all concerned and will require completion annually – volunteers, teachers, and children - the experience is positive and rewarding.

Thank you for volunteering to help our support our school community.

## **Aims and Ethos**

Lower Peover Primary is an outstanding school with wonderful pupils and a great staff and governor team. Our vision is to develop a learning community in which everyone is supported in becoming a caring, collaborative, critical and creative thinker. As an inclusive school we celebrate diversity and value the achievements of all children. We are committed to providing the greatest possible access for all children by providing a broad, balanced and differentiated curriculum which is appropriate for meeting their needs. We particularly want to ensure that parents and pupils are fully participative in the process.

Our vision, agreed by all, is key to the way we work, and we expect all staff, governors, and volunteers to be committed to it, in total agreement with it, and to work hard to achieve it! ***“Let your light shine, so that others may see the good you do” Matthew 5:16***

## **Safeguarding**

As part of our commitment to safeguarding volunteers will be asked to attend an informal interview to ensure that the aims and intentions of the school and the volunteer are compatible. The Headteacher has the authority not to accept the help of volunteers if she believes that it is not in the best interest of the children.

We carry out a Disclosure and Barring Service (DBS) check for all volunteers who have regular contact with children, and we will hold a register of the checks undertaken. In order for you to work in school as a volunteer, you will need to complete a DBS online check, Mrs Tinker will help you with this process. Please be assured that all information will be treated in the strictest confidence and that these checks are done only in the best interests and safety of the children.

## **Deployment of Volunteers**

Volunteers will be asked to support in classes/areas of the school where there is the most need for support. Volunteers should be aware that they may not be able to work in a class where their child/relative is, as for some children this can be distracting and perhaps can place the class teacher in a difficult situation. If this is the case, we will ask you to help in a different class or area of the school. This is a matter of school policy.

It is helpful if you can explain to your child that you will be coming into school to help all of the children and that he/she **will not** be able to work with you or play with you at break time.

### **Volunteer Roles in School**

Many of the activities that we ask you to help with are the sorts of things that parents do with their own children at home. We might ask you to become involved in a variety of activities.

The teacher will give you:

- Clear guidelines about the activity.
- All the materials you need.

### **Procedures and Protocols Health and Safety/Safeguarding**

When a volunteer arrives in the school, they must sign in at the school office. Please indicate your arrival time and which class/person you will be supporting. Volunteers must also sign out and state the time when they are leaving the school premises. Signing in and out is important in the event of an emergency so that staff and emergency services know who needs to be accounted for. A visitor badge must be worn at all times in school. Volunteers with a DBS clearance will have been identified to staff members.

The Headteacher has the authority to withdraw the help of volunteers if she believes that it is not in the best interest of the children.

### **Confidentiality**

It is very important that all staff, parent volunteers and other adults working in the school adhere to a policy of confidentiality. While in school you are likely to become aware of issues relating to individual children struggling with work, be upset, or misbehaving or hear/see other information concerning a child while you are with us in school. It is vital that you do not share any information about specific children with friends or family or a child's parent if you know them.

The teachers here have the responsibility of informing parents of any concerns about a child. Volunteers working in classrooms do so on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside the school. If you ever have any concerns about a child, please speak to the class teacher as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.

### **Guidelines for Supporting Children in School**

- It is vital to encourage the children to talk about what they are doing in order to support them in using the correct vocabulary.
- There is no rush. We give the children plenty of time to complete a task and they will often need to return to it over several occasions.
- Always encourage the children to do things for themselves. It is important that they are independent and although some children may need help and supervision, the end result should always be their own work. Please do not be tempted to do the work for them! The learning that goes on while the children are doing an activity is often much more important than the end product!
- It is important that all children in school are given equal time and attention.
- Please do not touch, lift, carry or move a child in any way.

### **Housekeeping**

#### **Mobile phones**

Mobile phone must be switched off whilst helping in school.

## **Tea / Coffee arrangements**

If you are in school over the break period, there are tea and coffee making facilities for visitors in the staffroom which you are welcome to use. Please do not use the staffroom over the lunch period.

## **Photocopier**

The photocopier is located in the school resource room (situated behind the main office). You may be asked to use this machine. Please ask the school office for the appropriate password to use.

## **First Aid**

Please do not administer First Aid to children whilst you are volunteering in school. A number of staff hold certificates for paediatric first aid. Please talk to the class teacher or teacher on duty if you are approached by a child with an ailment or injury.

## **Fire alarm**

If the fire alarm sounds, please make your way safely to the nearest exit, guiding the child you are working with if away from the main class area. The assembly point is the Key Stage 2 playground.

## **Lock down procedure**

Please make yourself aware of the school lock down procedure, which can be found on the school website

## **Attendance**

If you find that you are not going to be able to come into school on a particular day, it is really helpful to know in advance, even if that is only a phone message on the morning in question.

## **References**

Occasionally, volunteers ask the school to provide a written reference when they are seeking employment. We stipulate a minimum qualifying period of three months attendance of regular volunteering (e.g. once a week) before we feel able to provide a work-based reference. We believe that this is fair to both prospective employers and candidates.

## **Guidance for School Trips**

If you have any questions about a school trip, please see the class teacher. We do appreciate your help on school trips.

- Parents may not always have their own child in their group.
- Parents are not permitted to take photographs of the children on their own personal mobile phones
- The teacher will give parent helpers a list of children for whom they are responsible.
- All children are told that they must stay with their group and the group adult at all times.
- If the trip involves a coach journey, please help the children in your group put on their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher has sick bucket/bags, if needed.
- The class teacher is responsible for ALL first aid and medication.
- The class teacher sets and leads the rules, routines, and expectations for the day.
- Please help the teacher by ensuring your group follows all instructions.
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school and associated parents in emergency situations.
- If you need to leave your group for any reason, e.g. to take a child to the toilet, please inform another adult.

- Parent volunteers are asked to keep the same degree of confidentiality on visits as in school. If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher, or if you would rather, the Headteacher on return from the trip.
- Please do not communicate with other non-volunteer parents via social media whilst on the trip.

## **VOLUNTEER IN SCHOOL PROTOCOL**

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer:

As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children
- Make school behaviour policy available to you to help you understand how we manage behaviour (this can be found on the school website)
- Ensure that the children you work with behave and work well
- Treat you with the highest respect and care
- Share relevant information about the children you are working with
- Treat anything you tell us with confidentiality

We agree not to ask you to:

- Deal with difficult or challenging behaviour
- Carry out a task that you feel unprepared to complete

As a volunteer helper I agree to:

- Use the school behaviour policy and inform the teacher if I see any inappropriate behaviour
- Inform the teacher/safeguarding team if I observe anything that concerns me in school
- Treat any information with total confidentiality
- Inform the school if I am unable to come into school for any reason by 8.30am in the morning
- Respect and always listen to the guidance of the teacher
- Complete the appropriate DBS safeguarding checks
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer helper I agree not to:
  - Look at or compare children’s work, records, or staff records
  - Share any information about a child or member of staff with anyone outside the school staff team

Parent Name:.....

Parent Signature:..... Date: .....

### **SAFEUARDING INCLUDING THE PREVENT DUTY**

Everyone has a duty to keep children safe. Children may disclose information or worries at any point during the school day. It is not unusual for children to disclose information to people they feel less affiliated to, and anything could trigger this.

If a child says something that concerns you:

- DON’T make promises of secrecy
- DON’T ask questions of the child
- DON’T appear shocked or terrified but instead remain calm and reassuring

- DON'T delay in reporting the disclosure
- DO listen closely and carefully to everything the child says
- DO report it to one of the school's designated officers for child protection immediately
- DO complete a record of concern form as soon as possible noting the date, time and as close to the exact wording as you can of the child's disclosure.

**The school's safeguarding team are:**

Designated Safeguarding Lead - Mrs Sharon Dean

Deputy Designated Safeguarding Leads – Mr Bradley, Mrs Tinker & Mr Haslam

**The Prevent Duty**

Schools also have a duty to provide a form of safeguarding to recognise children at risk of, or who may be vulnerable to, potential radicalisation. While Cheshire West & Chester remains a low-risk area for this type of radicalisation we need to remain mindful of this risk to children and be aware of signs that could warrant early intervention.

This very much follows the same procedures as above in school and should be reported in the same manner.

Signs could include:

- Expressing extreme views regarding people of other ethnicities, cultures, or faiths.
- Unusual or unsafe online activity.
- Disclosures regarding family members views or behaviours towards other ethnic groups.
- Signs of isolation, fear, or rejection of peer groups
- Recent political or religious conversion
- Conflict with family over political or religious views

**Thank you!**

In case we forget to say, please be assured that we really do appreciate your help (we may sometimes forget to say so because we are busy!)

If you have any worries or queries, please do not hesitate to speak to any member of the Senior Leadership Team.