



CROCKERTON CHURCH OF ENGLAND VA PRIMARY SCHOOL

VISION STATEMENT

Within the love of God together we live, learn, care and celebrate.
For each other and for ourselves we aim for the best.

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Volunteer & Confidentiality Policy

This is a single policy which has been written on behalf of the Governing Body for Crockerton Church of England VA Primary School.

Written	December 2017
Reviewed	
Author	Headteacher
Next Review	December 2019

Volunteer and Confidentiality Policy

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

The types of activities that Volunteers can be engaged in 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
- Helping with reading book changing and Maths Passport targets
- Walks within the locality

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 Head teacher or Assistant Head teacher directly. Regular volunteers should complete a full DISCLOSURE AND BARRING SERVICE form (DBS). Once this is issued, volunteers will be able to support children outside of the classroom.

Our School Vision

All adults who work at Crockerton School, whether a paid member of staff or a volunteer, are expected to conduct themselves in an appropriate manner at all times. They should follow our vision... Within the love of God, we live, learn, care and celebrate, for each other and ourselves we aim for the best.

For volunteers involved in our school we:

1. apply good basic practice in terms of allocating volunteers to appropriate activities.
2. provide induction information – including summaries of our most important policies. Volunteers are made aware of arrangements for fire safety and evacuation, first aid, disclosures in relation to safeguarding and child protection and the need for confidentiality.
3. ensure that those working frequently with children undergo a full and current DBS disclosure and that the details are recorded appropriately
4. ensure volunteers understand the need to report any serious concerns about individuals to the Designated Safeguard Lead, Mrs Ilic or the Deputy DSL, Mrs Muir, immediately.

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.)

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 Head teacher or Assistant Head teacher.

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, i.e they must not be asked to cover the absence of staff from school;
- c) expose them to dangerous or hazardous substances or situations.

It should be noted that the class teacher remains responsible for the organisation of the class, and the content and methods of work, and their direct instructions must be followed at all times.

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 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 advice and instructions. The Safeguarding and Child Protection Policy, Fire Evacuation Policy, Behaviour Management Policy and the Confidentiality Policy **must all be read and adhered to by volunteers.**

Complaints Procedure

Any complaints made about a volunteer will be referred to the Head Teacher/Assistant Head Teacher, for investigation. In the same manner, any complaints made by a volunteer will be referred to the Head Teacher / Assistant Head Teacher for their immediate attention.

The Head Teacher reserves the right to take the following action:

- To speak with the volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again
- Inform the volunteer that the school can no longer accommodate them
- Refer any serious matter to the appropriate authority.