

# **Poulton Lancelyn Primary School**

## **VOLUNTEER AGREEMENT**

Thank you for offering your services as a Volunteer at Poulton Lancelyn Primary school. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

### **Definition**

Volunteers may be described as individuals who put their experience, knowledge and skills to help an organisation, free of charge, with the primary aim of bringing some benefit to the local community. Individuals may also volunteer to develop their own skills and experience to enhance their employment opportunity.

Please read and sign this Volunteer Agreement Sheet and hand it in at school. This agreement is for the academic year. This policy sets out the arrangements for volunteer helpers only. You will receive a copy of it for your records.

### **1 Introduction**

- 1.1** We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security.
- 1.2** The school has a variety of adults working on the premises at any one time. They can be categorised as follows:
- teachers;
  - teaching assistants;
  - admin staff;
  - caretaker and cleaning staff;
  - lunchtime supervisors and kitchen staff;
- 1.3** Adult workers employed by another organisation
- Peripatetic music teachers;
  - Trainee teachers;
  - LEA advisers and inspectors;
  - Health workers (for example school nurse);
  - Grounds maintenance staff;
  - Contract workers (for example an electrician or heating engineer).
- 1.4** Volunteer helpers:
- Parents or other adult helpers working alongside teachers;
  - Students on work experience
  - governors

## **2 Volunteer helpers**

**2.1** Volunteer helpers support the school in a number of ways, including:

- supporting individual pupils;
- hearing pupils read;
- helping with classroom organisation;
- helping with the supervision of children on school trips;
- helping with group work;
- helping with art or subjects involving other practical activities.

**2.2** Volunteer helpers are **not** allowed to do the following activities:

- take responsibility for all or some of the whole class;
- change young children, or supervise them changing;
- supervise children engaged in PE or other specialist activities;
- take children off the school site without a teacher in charge.

The responsibility for the health and welfare of the child remains with the class teacher at all times.

## **3 Signing in and out**

When helpers arrive in the school they must sign in at the reception desk. They will be given a visitor's badge, which they should wear at all times. The signing-in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving.

## **4. Confidentiality**

**4.1** During your time as a helper you will become involved in conversation with individual children. You will also become aware of different abilities and levels of behaviour in different children. The teacher may well discuss the varying needs and requirements of individuals when discussing your programme. Similarly when you join the Staff in the staff room at break times you may well be privy to comments and opinions that you would not otherwise have expected to hear in a formal teacher/parent relationship.

It is important to remember that anything you might learn as the direct result of acting as a helper, whether it refers to a child or a member of staff, **must remain in absolute confidence**.

**4.2** During your time at Poulton Lancelyn Primary any documentation that you may have access to are strictly confidential and should be treated as such. **All staff at the school are expected to observe the same rule.**

## **5. Break and lunchtimes**

You are welcome to join teachers in the staff room for a drink, which will be provided. However, please be aware that any discussions heard in the staffroom must remain confidential.

## **6. A Few Hints to Guide You**

- Make sure you understand clearly what you are expected to do.
- Have high expectations of behaviour. We have high expectations of the children in all that they do.
- At Poulton Lancelyn Primary school we believe in emphasizing, praising and reinforcing good behaviour.

By good behaviour we mean: Being on task, turn taking and sharing equipment, consideration of others, caring for and looking after our school environment, acting sensibly when moving around school

- Praises and rewards can include something as simple as a smile or a sticker. You may

want to mention particular children to the teacher for a special award at some time.

- If a particular child causes you a problem, please let the teacher know.
- Encourage independence – help children to choose their own materials. Support, guide, make suggestions, but don't do it for them! Encourage children to have a go. Encourage children to talk about what they are doing, this makes them think.
- Ask questions where a child cannot answer with a yes or no. Here are some examples:
  - How did you do that?
  - What do you think would happen if...?
  - What do you think will happen next?
  - What did you notice?
- Encourage children to pack up and tidy away for themselves. This sometimes takes longer than doing it yourself, but it is vital to encourage independence.

Feedback to the teacher anything they might need to know. Eg. Did the child settle well to the task? Did they find it easy or difficult? If you are unsure of, uncomfortable or unhappy with what you are asked to do, please tell the teacher immediately.

## **7 Child Protection**

**7.1** It is our constant responsibility to monitor any unusual changes in mood or behaviour of the children and we have strict guidelines within which we work should we suspect that there is a Child Protection issue. Please follow the procedures below in the event of a child talking to you about anything you find disturbing:

- if a child wishes to make a disclosure to you, never promise that you will not tell anyone else.
- Do not artificially prolong a discussion with the child in the hope of getting a disclosure.
- Do not ask leading questions – this could make it impossible to properly pursue the case later.

**7.2** At Poulton Lancelyn Primary the Child Protection Officer is the Head teacher. All staff have had the relevant training to deal with Child protection. **If you are worried or concerned then please speak to the designated member of staff or the class teacher.** There is probably a perfectly reasonable explanation but not speaking out could have serious consequences for the child if there is a genuine risk to their welfare.

To ensure the safety of the both the children and yourself you should **never work:**

- with an individual child behind a closed door
- in a room or isolated area that is unsighted by other adults

## **8 Emergencies/First Aid**

Any child requiring First Aid should be taken to a teacher, teaching assistant or to the office.

Please do not treat children yourself as staff have had appropriate training and know the school procedures. Please read the notice in the class where you are working which outlines the evacuation procedure to be followed in the event of a fire.

Fire Practices are held termly. If you hear the alarm (a continuous bell) please take the children you are working with and leave through the nearest exit. Assemble on the school playground/ field with the class teacher so the register can be checked.

## **9. DBS checks**

**9.1** For the children's safety, all volunteer helpers are required to have DBS clearance before they work in the school.

**9.2** The headteacher has the authority not to accept the help of volunteers if she believes it will not be in the best interests of the children.

## **10 Insurance**

Whilst volunteering for the school they are covered by the LEA for third party liability. Loss or damage to their own personal belongings is not covered by the LEA policy or by the school. They may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property.

## **11 Inclusion**

Poulton Lancelyn Primary school recognises that there will be times when the School requests the support of a volunteer for whom particular arrangements are necessary. The School operates an inclusive policy and all offers of help from volunteers will be considered on an equal basis.

## **12 Deployment of classroom helpers**

It is the policy of this school that parent helpers do not support in their own child's classroom, as this can be distracting for the child, and perhaps place the class teacher in an uncomfortable situation. Helpers will be asked to support in classes where there is the most need for individual support.

## **13 Health and Safety**

Safe practice must be promoted at all times. The school has a Health and Safety policy and maintains records of Risk Assessment. Volunteers **MUST** report immediately anything to a member of staff employed by the school, which might endanger the well being or affect the safety of anybody and or the school.

## **14 Cancellation**

The headteacher is able to stop any volunteer from either starting to work in school or continuing their work in school if

- she feels it is not in the best interest of the school or a group of children or an individual child
- the volunteer does not follow the school's policy on Volunteer agreement.
- The volunteer does not successfully obtain a CRB clearance

The policy was agreed/approved by the governors on

- I have received a copy of the School's Volunteer Policy
- I agree to follow the school's policy and am aware of the everything in the policy and my responsibilities.

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

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

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

Signed on behalf of the school;

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

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

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