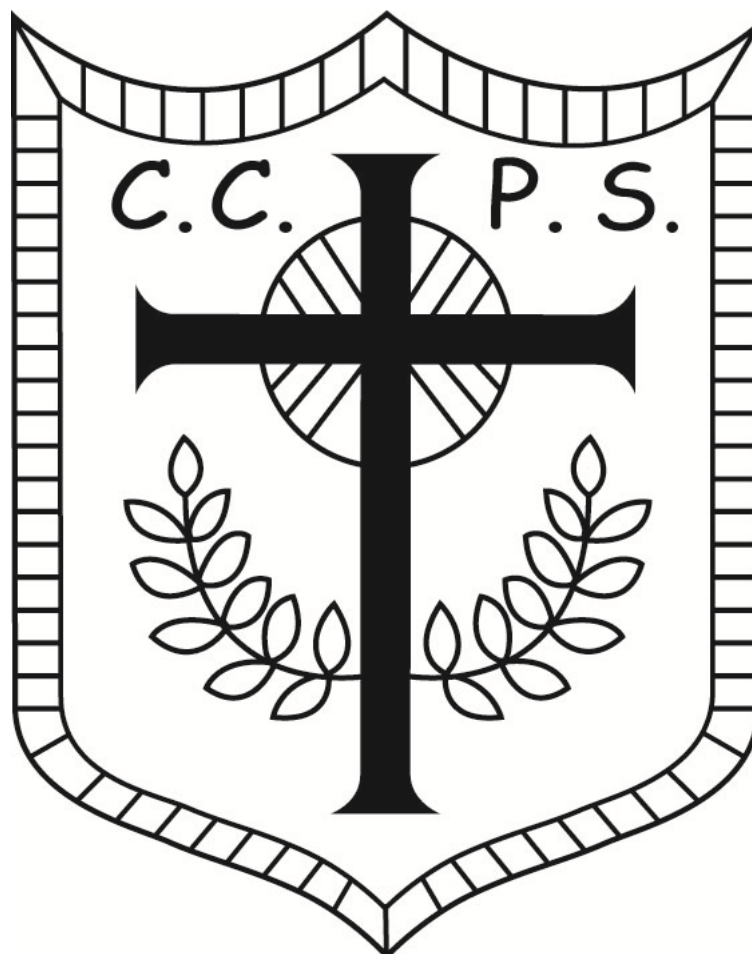


# Cotgrave Church of England Primary School



## VOLUNTEERS IN SCHOOL POLICY

Reviewed	Spring 2009	Spring 2020		
	Autumn 2010	Summer 2021		
	Summer 2012	Spring 2022		
	Spring 2016	<b>Spring 2023</b>		
	Summer 2019	Autumn 2023		

# Cotgrave Church of England Primary School

## Volunteers in School Policy

### Introduction

Volunteering can take many forms from helping once a year at the Summer Fayre to being a regular helper in the classroom. Volunteers are a valuable part of our school helping to hear readers, change reading books, making and maintaining equipment, serving refreshments at school and team events, making costumes.... in fact volunteers are everywhere.

"What are the rules?" We would ask you to follow the code that we have worked out for all adults on site - that we should all be polite, considerate and self-disciplined. Children will watch us and follow our example.

The school has a Behaviour Policy and it is the teacher who is responsible for controlling the children, the class and the discipline. As a volunteer you are not expected to discipline children. If there is a problem, tell the teacher straight away.

### Notes of Guidance

1. You need to be aware that the school is required to carry out a DBS (Disclosure and Barring Service) check for all volunteers regularly in contact with children and not under direct staff supervision. This check is for the safety of the children which you will agree is of prime importance.
2. You must sign in at the school office whenever you are volunteering and wear a badge that identifies you as a visitor or a temporary member of staff.
3. It is important for the children to see all adults in school as role models, so please remember this at all times.
4. Your help will bring you into close contact with staff and pupils. Please remember that much of what you see in school is confidential, so do not talk about it outside school.
5. Always remember that you are not expected to make judgements about children's abilities. Any personal views you may have about a child's ability should not be disclosed.
6. Always listen carefully to the requirements and instructions given by the class teacher or Head Teacher and try to carry them out to the best of your ability.
7. When in class do your best to reinforce to the children the instructions given by the class teacher.
8. Unless the matter cannot wait, remember not to interrupt the teacher or discuss non-urgent matters with them during teaching time.
9. Do your best to build positive relationships with children and staff. Try to make comments which are tactful, constructive and supportive. Always try to deal with problems as discreetly as you can.
10. Although it can be tempting, please do not seek to use your time in school as an opportunity to discuss personal issues such as your child's educational progress. Apart from distracting teachers from their work it could lead to other parents feeling that you have taken advantage of your position as a volunteer.
11. The school has an Equality Policy. This means that you must speak and act at all times in a way which respects the children, staff, governors and officers of the Local Authority whatever their race, nationality, colour, gender, sexual orientation or disabilities.
12. You are probably already aware of the dangers of physical contact with pupils. Please do everything possible to avoid unnecessary physical contact with pupils. Also remember that you should not get drawn into inappropriate topics of conversation with the children.

13. All volunteers are required to place any personal equipment capable of photographing children in a staffroom locker, hand it in to the office for safe keeping or leave it with personal possessions in the staffroom. Such items should not be taken into the classroom. Such personal equipment is not to be used at any time during contact with pupils.
14. If a child begins to talk to you about matters which disturb you, please talk to the Head Teacher. The Head Teacher and the Deputy Head Teacher are the Designated Persons for Child Protection, as well as being the two most senior members of staff. Anything that concerns you in relation to Child Protection or in relation to, for example, terrorism must be reported to them.
15. In general remember that if you are in any doubt about anything always ask the advice of a member of staff or the Head Teacher.
16. You need to be aware that a breach of any of the standards set out might lead to a decision not to use you as a volunteer, either for a temporary period or, where a breach is serious, permanently. Obviously we hope and expect that such a situation will never arise.
17. Finally, we hope that you will find this guidance sensible and helpful. We are confident that you will enjoy the experience of working in the school.

Non-Disclosure Agreement (Data Protection)

- I will only access information which is relevant to the support I am providing to the school.
- I will abide by Data Protection legislation.
- I will protect the confidentiality of information whilst working on behalf of the school.
- I will not discuss my work for the school, or talk about staff or pupils on social media.
- I will not copy or replicate information relating to the school and remove it from school property.
- I will read and abide by the school's policies.
- I will complete any relevant induction training deemed by the School to be appropriate.
- I will immediately report any security breaches I become aware of to the school office.

I understand and accept that the guidance in this policy applies to my involvement as a volunteer in Cotgrave Church of England Primary School.

I agree to the terms of the Non-Disclosure Agreement above.

Name (print in capitals): .....

Signature: .....

Date: .....

Please return the second copy of this document to the School Business Manager.