



Fairfield Primary School Volunteer Policy

1. Introduction

Volunteers help in the school is extremely valuable, whether it is within the class or as administrative assistance. Should a volunteer work with children, it is essential that both the teacher and volunteer are very clear about expectations.

2. Rationale - Benefits of volunteer involvement.

Benefits for the child

1. Parents and other adults are recognised as playing an important role in the educational process.
2. Positive attitudes towards school with volunteers and teachers working toward the same ends have an impact on pupil attitude and performance at school.
3. Enrichment of the child's education because of:
 - a) Opportunities for children to work in smaller groups
 - b) Supporting ratios (e.g. on trips)

Benefits for the parent or volunteer

1. Recognising that education is part of a lifelong process for themselves and children.
2. The recognition of their personal contribution to children's learning.
3. A greater understanding of the aims and teaching methods of the school.
4. Satisfaction of taking an active role in supporting the school community

Benefits for the teacher

1. Good working relationship between staff and parents/volunteers.
2. Using adult expertise.
3. Additional support for ratios e.g, trips

3. Volunteer Help at Fairfield Primary School

1. Preparation of materials and other support
2. Curricular and extracurricular activities for children.

Teachers may invite adults into school to contribute to various aspects of the curriculum. This might be in the form of providing an extra pair of hands relating to an area of work such as art and craft, science or technology or assisting with hearing children read.

4. Supervision of children on educational or social excursions.

Volunteers may be asked to assist school teaching staff in the supervision of pupils on outings organised as part of the school's educational provision. In these occurrences they will not be expected to complete the 'volunteer induction form'

5. Conclusion

The school greatly appreciates the extra support provided by adult volunteers. It is important that volunteers feel welcome and valued. Should a volunteer have any concerns that this may not be the case, we would welcome any feedback which may assist us in improving arrangements for the future.

EXPECTATIONS

- All volunteers are expected to read the Safeguarding Policy before any school visit and to read the copy of the Safeguarding Leaflet on entry to school for the first session. (the school will provide all these documents).
- Volunteers are allocated to classes by teachers. Our policy is that volunteers do not assist in the same class as children. If on trips out of school, volunteers will be allocated to a group that does not have their child in it.
- Volunteers will be briefed on matters such as confidentiality and school ethos before assisting in school. It is essential that information about pupils, pupil performance, behaviour or any other matter be treated as confidential. A form in Appendix 1 which volunteers are asked to sign prior to involvement in school activities, confirms agreement towards confidentiality issues.
- Volunteers will be informed as to the nature of the contribution that they are to make.
- Volunteers must not be unsupervised at any time with children. Volunteers will always work in an open area that is in proximity of other staff
- The volunteers will assist under the direction/supervision of the class teacher
- Due to confidentiality and sensitivity around information sharing, it is kindly requested that any breaks taken in the staffroom are agreed by a member of SLT.
- It is the teacher's duty to respond to any pupil behaviour issues. A volunteer who is concerned about the behaviour of pupils should report the matter to the Class or Head Teacher.

Guidelines

While recognising the many benefits of volunteer involvement with the school, as stated above, nevertheless, it is essential to have clearly noted guidelines on such involvement in order to avoid unnecessary difficulties arising.

If you have any concerns or queries, please do not hesitate to speak to one of the staff below.

- Mr Jones, interim Head of School.
- Dr Edwards, Assistant Head and Year 6 teacher
- Mrs Convery, Assistant Head and Reception teacher.

We also have a Governor who is responsible for Child Protection and Safeguarding.

- NOMINATED GOVERNOR FOR CHILD PROTECTION & SAFEGUARDING (DSG) : Sandra Al-Ahmed
- CHAIR OF GOVERNORS: Emma Scourfield

Appendix 1

VOLUNTEER INDUCTION FORM

This form is to be completed **before** any regular volunteer commences their activity.

Name of Volunteer / Adult Volunteer	
Name of Supervising Teacher / Staff Member	

I have current DBS which has been shared with school	
I have been briefed on my activity by the above member of staff and understand how to carry out the activity	
I have read the Volunteer Policy and Safeguarding Information for Visitors.	
As a volunteer in Fairfield Primary School I respect the school ethos and the need for confidentiality.	

Signature of Volunteer / Adult Volunteer	
Date	

This form is to be signed and dated and handed to the School Office for filing on arrival at the school on the volunteer's first visit.

