



Abbey Primary School
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HEADTEACHER - Mr. M Gilbert
BA (QTS), NPQH

MISSION STATEMENT
Believe and Achieve

We are committed to the protection and safety of our pupils and safeguarding is a priority

Abbey Primary School Policy for Volunteers in school March 2017 (To be reviewed annually)

Volunteers in School Policy

Introduction

Abbey Primary School is committed to seeking support and expertise from the wider community through the work of volunteers in school.

The value of well-deployed volunteers in school is widely recognised. They are a welcome resource in helping to raise children's achievement whilst complementing the work of the staff in school. They can often provide expertise and experience that might otherwise be unavailable in school.

Volunteers will be placed sensitively and responsibly. They will not be asked to replace paid staff or be given responsibility within school that would normally be associated with paid employees.

We benefit from volunteers through:

- Celebration of the diversity of skills, knowledge and expertise within our school and wider community
- Enrichment opportunities within the curriculum through volunteers who advise and support both the staff and pupils
- Providing regular support in the classroom in activities such as reading
- Providing first-hand experience to support specific topics curriculum areas such as in History or RE.

How to volunteer

People interested in volunteering should contact the school office.

Deployment of Volunteers

All volunteers will be made to feel welcome. Their role will be clearly defined through discussions with the Headteacher or relevant member of staff.

Volunteers will be given copies of:

1. Abbey Primary School Guidelines for Volunteers in School
2. Part 1 of Keeping Children Safe in Education
3. The school's Code of Conduct

In advance of the volunteering, documents 1 and 2 above should be signed by the volunteer and a signed copy kept on record by the school. Miss Sanders will oversee this and answer any questions you have.

The Headteacher retains responsibility for all volunteers in school. However, they will be supported by a named member of staff. Through use of an induction procedure, all volunteers will be made aware of the following:

- Volunteers will be under the supervision of a member of staff

- They must be directly supervised if they do not hold the appropriate DBS certificate
- How to deal with inappropriate behaviour of children
- Expectations regarding confidentiality
- Policies relevant to their role
- Expected level of appropriate behaviour and an awareness of professional codes of conduct
- The school's Complaints Procedure
- Child protection Procedures
- Health and Safety Procedures
- Fire Alarm Procedures.

Date: March 2017

Abbey Primary School
Guidelines for Volunteers in School

The staff at Abbey very much value the support families and the community give in so many ways. Without this help, we would not be able to provide such a range of activities. Whether you come in regularly to support an aspect of children's learning, or support annual events such as fetes or discos, we wish to express our thanks.

The information below outlines your role and responsibilities and includes important information. **Please sign below to confirm that you have read and will comply with the requirements.**

On arrival at school, please sign the visitors' register. You will be given a badge to wear.

We expect all adults in school, whether they are employed or work in a voluntary capacity, to respect the confidentiality of the work in school. Children can often be very open. Please treat anything you see or hear in confidence. If asked by parents for information, please ask them to directly contact the class teacher, or the Headteacher.

If you see or hear anything that concerns you, please report it directly to the class teacher, or to the Headteacher.

The Headteacher is the designated Child Protection Officer for the school. If a child discloses anything that gives you cause for concern, please report it to him or the Deputy Headteacher or Mrs Clarke, the parent support advisor. All concerns **MUST** be reported, it is our job to keep our children safe.

You should be provided with a copy of Part 1, Keeping Children Safe in Education which you are required to read and sign.

You should be provided with a Code of Conduct prior to volunteering, please familiarise yourself with these guidelines and ask if you do not have access to a copy. This document is to protect you and the children and clearly sets out appropriate boundaries.

Although the children may know you by your first name, in school you will be referred to by your title, eg Mrs Brown. Please follow the staff conduct policy, please do not share any personal details with the children eg: phone number, your address, email address.

You will work under the direction of the class teacher, but please do ask for advice if you are unsure what to do or where to find equipment.

If any child is discourteous, please refer him/her to the class teacher.

All regular volunteers are required to undergo a DBS clearance. This will be completed before you start working with our children.

Fire regulations are on display in each designated area of the school.

There is a copy of the school's Health and Safety Policy in the Office. Please familiarise yourself with the regulations. Miss Sanders will answer any questions you have.

The school operates a no smoking policy. If you take part in a school visit you are also requested not to smoke.

Please refrain from using mobile phones whilst in school.

We appreciate all feedback regarding your experience as a volunteer, particularly any improvements we could make to your experience or anything that works especially well. The school also has a Complaints Procedure and Whistleblowing policy, both these are in the staffroom.

Volunteers must not attempt to contact pupils via social media or make any form of arrangement to speak or meet them outside of school.

Volunteering in School

I have received and read;

The Code of Conduct (please tick)

Keeping Children Safe in Education (please tick)

The Volunteers in School Guidelines (please tick)

I have had a discussion with the Headteacher or class teacher about my reasons for volunteering and have had a simple induction. (please tick)

Signed: _____

Full name: _____

Date: _____

Volunteer Agreement Form

Please complete the following agreement:

Your name:	
Name of teacher to whom you will report to:	
Times that you will volunteer in the school:	
Between the following dates (to be reviewed after one month):	

I have read and understand the following documents: Miss Sanders will distribute these documents and discuss them with you.

Code of Conduct	
Safeguarding guidelines	
Keeping children safe in education - part 1	

I understand that I am volunteering in the school and will therefore not receive any payment as a volunteer for my duties.

Signature _____

Teacher _____

Headteacher _____

PSA _____

Date _____