



Monkfrith School Volunteer Policy

Introduction

Monkfrith School strives to support the children by being an open and welcoming school. The school likes to encourage parents/carers and other adults to help the school in a variety of ways. Monkfrith believes that parents/carers and other adults can add enormous value to children's learning opportunities and experiences. Nevertheless, safety and security of the children in the school is the overriding concern. Therefore this school policy is to ensure that the children benefit from as much help and support as necessary while being ensured of the best safety and security possible.

Adults can apply to be a volunteer by completing the Volunteer Contact Form (Appendix 1) via the school office. They will then be contacted by a member of the Senior Leadership Team (SLT).

Aims

- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.
- To provide parents/carers and other adults with clear expectations, induction and guidelines for working in school.

Roles and responsibilities

Volunteer helpers are:

- Parents/carers or other adults working alongside the teachers or assisting the FOMS committee members.
- Students on work experience.

Volunteer helpers support the school in a number of ways:

- Supporting individual pupils within classrooms.
- Hearing pupils read.
- Helping with classroom organisation.
- Helping with supervision of children on school visits.
- Helping with group work.
- Helping with art or other practical subjects (cooking etc.).
- Helping the FOMS committee members with events in the school.

Volunteer helpers are not allowed to do the following activities

- Take responsibility for the class.
- Supervise any children changing clothes.
- Supervise children engaged in physical education (PE) or other specialist activities.
- Take the children off the school site without a teacher in charge.

The responsibility for the health and welfare of the children remains with the designated teacher at all times.

Organisation and planning

Safeguarding Checks

It is Barnet Council policy that **Disclosure and Barring Service (DBS) clearance at the appropriate level is required for all staff and volunteers who:**

- work directly and regularly (once a week or more) or intensively (four or more times in a thirty day period) with children or vulnerable adults.
- are in roles which involve caring for, training, supervising or being in sole charge of pupils.

The Headteacher has the authority not to accept the help of volunteers if he or she believes that it is not in the best interest of the children.

Volunteers who do not require a DBS clearance at the appropriate level are:

- Volunteers or parents/carers who accompany staff and children on one-off outings or trips that do not involve overnight stays.
- Those who help out at specific events e.g. school fete, who do not have unsupervised access to children.
- Volunteers who are not alone with a child

Implementation

Signing in

When any volunteer arrives in the school they must sign in at the school office and collect a visitor badge which must be worn at all times in school. The time that a volunteer signs in and out will be recorded on the school's system, and must be completed every time a volunteer comes to the school.

Confidentiality

Monkfrith recognises that for staff and parents/carers of other children to be confident about volunteer helpers in school all volunteers will need to agree to a protocol about confidentiality and conduct. Volunteer helpers are given a 'Volunteer Helpers' protocol,' a copy of which will be kept in school. (See Appendix 2)

Deployment of Parent/Carer Helpers

It is the policy of the school to ask parents/carers not to support in their own child's classroom, as this can be distracting for the child and perhaps can place the class teacher in a difficult situation. Helpers will be asked to support in classes where there is the most need for individual support.

Monitoring and evaluation

The day to day monitoring of this policy is the responsibility of the Headteacher and the Senior Leadership Team.

The Headteacher will report to Governors annually on the number of regulated volunteers in school in the Headteachers' Termly Report and will summarise their value and impact in supporting the children's learning.

Appendix 1 – Volunteer Contact Form

Name											
Contact Address											
Home Telephone											
Mobile											
Parent	Pupil Name						Class				
Student Place of Study <small>(if appropriate)</small>											
Length of Placement <small>(if appropriate)</small>											
Preferred Year Group											
Days in School	Mon		Tues		Wed		Thurs		Fri		
Time	am	pm	am	pm	am	pm	am	pm	am	pm	
Specific Times											
DBS	DBS Pending				DBS Cleared			No DBS required			
Date											
Date of Induction											
Name of SLT Contact											

Appendix 2 - Volunteer Helpers' Protocol

Welcome to Monkfrith School, we are pleased to work in partnership with you in your capacity as a volunteer / student or visitor.

Please read and follow these guidelines to help you during your time with us.

Practical matters

- Be punctual and reliable remembering this is a non-smoking/vaping site.
- Please arrive on time and sign in at the front reception desk. A member of staff will then arrange your admission.
- Turn off your mobile phone while on site.
- Text the school if you are unable to attend.
- Please wear clothing that is practical, modest and suitable for your role, remembering you may be asked to work outside and in and be actively involved in the children's play.
- No responsibility can be accepted for damage or loss of personal items while on site.

Health and Safety

- Please follow all health and safety guidance given by staff, do not lift heavy equipment alone, follow the evacuation procedures when required and ensure that you are never alone with a pupil in a setting.
- Hot drinks may only be consumed in the staff areas or use a cup with a lid.

Confidentiality

- Please respect confidentiality, keeping information related to staff and pupils safe. Do not comment on information or individuals on any social networking sites or in casual discussions outside of school.

Child safeguarding

- Engage actively in the children's learning, working at their level and encouraging them to be as independent as possible.
- Do not allow children to sit on your lap; rather encourage them to sit beside you.
- Do not lift any children up.
- Help set up and clear away at the start and the end of the day.
- Children will get to know you well and tell you many things. If a child tells you something which worries you do not question them but refer them to a staff member.
- Do not take photos of any child whilst on site
- Ensure that you only work with children in a shared space in school and never behind a closed door without a member of school staff.

Behaviour

- Follow the school's code for behaviour ('It's Good to be Green') and support a positive attitude to learning. Rewards can include a smile, thumbs up, praising a peer nearby who is behaving well or awarding a housepoint.
- Seek a member of staff if a child is not behaving in an expected way.
- Model expected behaviour by talking to the pupils in a professional manner.
- Refer to class teachers or SLT with regards to first aid, sickness and toileting etc as soon as an issue arises.