



**Learning together,
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Supervision of Volunteers and Visitors

Policy Review

Date agreed: September 2021

Next Review Date: September 2023

Signed by Chair of Governors:

Date: _____

Kirkistown Primary School Supervision of Volunteers and Visitors Policy

This policy is part of the school's safeguarding systems.

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers from the local community.

Our Volunteers and visitors can include:

- Members of the Governing Body
- Parents/carers
- Students on work experience
- University students
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that volunteers and visitors may be engaged in include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Accompanying school visits
- Photocopying and laminating
- Preparing resources

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing children read, should register their interest at the School Office.

**Please note: The school will assign members of staff to school visits in the first instance. There are no guarantees that volunteers will be required to accompany a school visit.*

Volunteers should complete the Volunteer Information Sheet (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help.

Before starting to help in school, volunteers should complete the Volunteer Agreement (Appendix 2) which sets out the school's expectations of volunteers and asks Volunteers to confirm they have received a copy of this procedure.

It is necessary for all volunteers seeking to be involved regularly in school to complete an AccessNI check.

All adults in our school, whether a paid member of staff, a visitor or a volunteer are expected to work and behave in such a way as to actively promote our school and our educational purpose as identified below:

Our educational purpose is:

- To teach the curriculum in a manner which excites the interest and commitment of the children and meets their present and future needs
- To develop attitudes, skills and knowledge which will be relevant to our learners as they prepare to meet the widening expectations of a changing society. We regard personal development as a lifelong learning process.
- To value all children equally whatever their stage of development and offer experiences which give them the maximum sense of success
- To afford all children equality of opportunity and not allow them to be discriminated against on the grounds of class, colour, gender, religion or disability
- To provide a partnership between schools, parents/carers and the wider community each having contributions to make to the development of the others.

Confidentiality

Volunteers in school are bound by a strict code of confidentiality. Any concerns that volunteers have about the children they work with/come into contact with should be voiced with the Class Teacher and NOT with the parents/carers of the child, any persons outside school or the child themselves.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents/carers of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Principal.

Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. As part of the daily routine of any school, volunteers may be asked to help other members of staff supervise children in playground at break and lunch time. At all times, teachers retain responsibility for children, including the children's behaviour and the activities they are undertaking.

Volunteers should have clear guidance from the teacher as to how an activity is carried out including its expected outcome. Volunteers are encouraged to seek further advice / guidance from the teacher in the event of any query / problem regarding children's understanding of a task or behaviour.

Where parents / carers act as volunteers in providing lifts to and from venues, school will ask these volunteers to ensure they have the appropriate levels of car insurance for the trip. All children travelling in the car of a parent / carer acting as a volunteer will have returned a permission slip to do so, signed by their own parents / carers. Expectations of behaviour and manners will be clearly explained to the volunteer by the class teacher.

Health and Safety

The school has a Health and Safety Policy and this is made available on request to volunteers working in the school. Volunteers are requested to familiarise themselves with emergency procedures (e.g. fire alarm evacuation) and safety aspects associated with a particular task (e.g. using DT equipment/accompanying children on visits).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher/Principal.

During a time of public health crisis (e.g. global pandemic), visitors will only be permitted to enter the building with a prior appointment. All visitors will be requested to complete a track and trace form and will have to wear a face covering at all times. Any visitors working directly with staff or children will be required to undertake a risk assessment ahead of their visit, outlining the precautions and safety measures in place for any resources being brought into the building. Visitors will be expected to safely maintain social distancing with adults and children during their visit, at a distance of 2m where this practical.

Child Protection

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- All volunteers are given a copy of the Volunteer Policy by the Principal or Executive Officer and asked to sign a volunteer agreement (Appendix 2)
- To ensure the safety of our children at all times, all of our volunteers must have completed an AccessNI check.
- Where a volunteer is engaged in a ‘one-off’ activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out. These volunteers, who are under constant supervision of school staff, must read and sign our off-site visits agreement (Appendix 3) and a Risk assessment may need to be completed.

The conduct and management of all such persons when volunteering or working in school are subject to the guidelines framed in our Staff Code of Conduct Policy.

We ask that volunteers and visitors ensure their mobile phones are switched to silent when in school. Where there may be a need to answer a call in school eg-expecting an important phone call (medical issues / the imminent birth of a child) this should be discussed with the Principal.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Principal for investigation. Any complaints made by a volunteer will be referred to the Principal. The Principal reserves the right to take the following action:

- Speak with a volunteer about a breach of the volunteer agreement and seek reassurance that this will not happen again
 - Offer an alternative placement e.g. helping with another activity or in another class
 - Inform the volunteer that the school no longer wishes to use them
- The full complaints procedure is available from the School Office.



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Appendix 1 Kirkistown Primary School

Volunteer Information Sheet

Name:

Address:

.....
Contact numbers

Which skills can you offer Kirkistown School?

What would you like to help with in school?

Are there any particular age groups/classes you would like to work with?

Do you have any disabilities/other needs we need to take into account when you are volunteering in our school? (Please give details)

Are there particular days/time you would like to work?

*Thank you for taking time to complete this Volunteer Information Sheet. Please hand it to the Office.
Your offer of help is appreciated and we will be in touch soon.*



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Appendix 2 Kirkistown Primary School

Volunteer Agreement

Thank you for offering your services as a Volunteer at Kirkistown Primary School.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience with us.

Please read and sign this Volunteer Agreement and hand it into the School Office.

You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy.
- I agree to treat information I learn from being a volunteer in school as confidential.
- I understand that I am required to complete an AccessNI application to advise the school of my suitability as a volunteer (if you already have an AccessNI Certificate, please hand it into the School Office).
- I will sign in and out at the Office each time I visit and ensure my mobile phone is on silent and in a safe and secure location.

Signed

Name

Date



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Appendix 3 Kirkistown Primary School

Off – Site Visits

School trips are an integral part of learning at our school, and afford many children opportunities which are outside their usual experiences. Thank you for coming forward as a volunteer helper; you will have an important role to play in the success and safety of this school trip. Please read and return this appendix, and sign and return the helper's slip. This is part of our school's risk assessment planning and safeguarding arrangements.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all of the children in your group;
- To stay with your allocated group of children, ensuring that their wellbeing and safety is maintained for the total duration of the school trip;
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers / guides for the trip;
- To contact your child's class teacher / member of staff if there are issues with first aid, safety and / or behaviour.

Working alongside school staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct line management of school staff;
- Show a commitment to their group and an interest in the focus of the visit;
- Assist children in their learning by helping them to read signs/labels/information;
- Ask questions that encourage children to think about the task;
- Help to explain areas of interest;
- Follow guidance from school staff.

What is not permitted

- Bringing additional siblings on the school trip without prior discussion with the class teacher;
- Re-organising school visit groups;
- Smoking, drinking alcohol, chewing gum or engaging in any illegal practices;
- Taking photographs of children;
- Using mobile phones, except in the case of an emergency;
- Giving/buying their groups treats e.g. ice-creams, biscuits, sweets, gifts, either before, during or after the school trip.

First Aid

You will be informed if any child in your group has medical needs. If medicine needs to be administered, this will be done by a member of staff unless it is a child of an appropriate age who can take responsibility for administering their own medication eg- a blue inhaler.

Emergencies

You are expected to inform a member of staff as soon as possible in the case of an emergency. If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

Kirkistown Primary School

Off – Site Visits Volunteer Agreement

REMEMBER:

- In an emergency your first concern must be the safety and security of all the children in your charge.
- NEVER leave your group unattended to see to an individual child.
- GET HELP immediately and do all you can to inform the Teacher in charge or Principal.
- If you have any concerns regarding a child in your care or any elements of the visit you must always address these to the person leading the visit or the Principal.
- It is never appropriate for parent helpers to speak to a parent of a child directly; this must always be dealt with by the school.

For the visit to on

I have read the volunteer policy.	
I agree to the terms and conditions as stated in the policy.	
I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.	
I will treat any information I may hear about children as confidential and will not discuss it inside or outside of school.	

Signed

Name

Date