

HILTON PRIMARY SCHOOL

POLICY ON SUPERVISION OF VOLUNTEERS

1. INTRODUCTION

Volunteers at Hilton Primary School bring with them a range of skills and experiences that can enhance the learning opportunities of all the pupils. The school therefore welcomes and encourages volunteers and visitors from the local and wider community.

Volunteers could include any of the following (this list is not exhaustive):

- Members of the Governing Body
- Parents, carers, guardians, elder siblings, grandparents of pupils
- Student on Work Experience or Placement
- University Students
- Local residents
- Staff family members

Activities in which volunteers may be engaged in could include any of the following or similar activities:

- Hearing children read
- Swimming patrol
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Preparing resources
- Accompanying school visits
- Escorting children on local walks

2. BECOMING A VOLUNTEER

Anyone wishing to become a volunteer on a regular basis may either approach a teacher directly or send in a CV and covering letter explaining why they wish to volunteer in the school, what they can offer and when they are available. If a suitable volunteering opportunity can be identified, then the following process will be carried out:

1. If suitable, the volunteer will be asked to complete a "Registration Form for Voluntary Helpers at Hilton Primary School".
2. The person will be invited to attend school for an informal discussion with an appropriate member of staff to ensure they are suitable for the role. The school reserves the right to refuse an approach at any time and not give a reason for this.
3. An Enhanced DBS check will be requested for all volunteers who will be in school regularly.
4. The volunteer will be given appropriate school policies, procedures, health and safety information and safeguarding information to read. They must sign to say they have read and understood this information.
5. The volunteer will be linked to a designated teacher, whose responsibility it is to make them aware of the role and responsibilities they will be undertaking.
6. Volunteers records will be kept in the SLT office.
7. A specific member of staff will be allocated to oversee a volunteer.

Before starting to volunteer in school, the above steps must be completed. No volunteer may start regular volunteering without the appropriate checks, unless with the written permission of the Headteacher.

This is not required where a volunteer is engaged in a one-off activity, for example, helping on a school trip, or coming into class for a specific activity. However, these volunteers must be supervised at all times, and never alone with a child.

3. SCHOOL AIMS AND OBJECTIVES

All volunteers are expected to observe the aims and objectives of Hilton Primary School. Our school vision is:

“Our vision is to create a school community where all children participate, excel and are proud of their achievement.”

Happy, Proud, Successful

Hilton Primary School encourages everyone to participate by:

- Providing a welcoming, safe, happy school where everyone is respected and listened to; a school where we foster a strong sense of belonging that enables all children to become confident and successful learners.
- Being the hub of our local community.
- Working in partnership with our parents and wider community in the education of our pupils.

Hilton Primary School encourages everyone to excel by:

- Striving for the highest possible standards of achievement and behaviour in an environment that emphasises kindness and optimism.
- Valuing independence, developing a deeper level of learning and providing a creative and innovative curriculum which enables our pupils to become active citizens of the future.
- Aspiring to be a centre for truly excellent practitioners, where high quality leadership is extended to professionals in other schools and where the staff are committed to their own learning journey and the sharing of good practice.

Hilton Primary School enables everyone to be proud of their achievements by:

- Encouraging everyone to do their very best.
- Developing a love of learning inspired by high quality teaching.
- Building and developing upon individual strengths and talents.

4. CONFIDENTIALITY

Volunteers in school are bound by a 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 parents/carers of the child/persons outside school.

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 senior leaders in the school (a whistleblowing policy is part of the induction pack).

5. SUPERVISION

All volunteers work under the supervision of a member of staff, eg, teacher, swimming teacher, hlta, teaching assistant. Teachers retain ultimate responsibility for pupils at all times, including the pupils’ behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of a query/problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Teachers will be made aware of this policy and their responsibilities within it.

6. HEALTH AND SAFETY

The school has a Health and Safety Policy and this is made available to volunteers working in the school. The member of staff responsible for the volunteer will ensure that they are clear about emergency procedures (eg, Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (eg, safety in the swimming pool). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Headteacher. Volunteers are covered by DCC's Health and Safety Statement and indemnity and Public Liability Insurance.

7. CHILD PROTECTION

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

- All volunteers are given safeguarding information as part of their induction process
- All of our volunteers must have been cleared by an Enhanced DBS check is appropriate to role.
- Where a volunteer is engaged in a one-off activity, eg, supervision of group as part of class visit, no formal checks are required. However, such volunteers will be under constant supervision of school staff.
- Any concerns a volunteer has, about child safeguarding or protection issues, should be referred to the designated supervisor or Headteacher.
- The school reserves the right to request a volunteer leaves the school site at any given time.

8. COMPLAINTS PROCEDURE

Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher or designated member of staff reserves the right to take the following action:

- To speak with a volunteer about a breach of this policy and seek reassurance that this will not happen again;
- Offer an alternative placement for the volunteer, eg, helping with another activity or in another class;
- Based upon the facts identified in the investigation, it may be necessary for the school to inform the volunteer that the school no longer wishes to use them;
- Report the person to an appropriate authority, eg, police, social services, etc;
- Provide the volunteer with a copy of the school's full Complaint Procedure.

APPENDIX 1

Regulated Activity Relating to Children

The new definition of regulated activity relating to children comprises only:

1. Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children. This is only regulated activity if done regularly.
2. Work for a limited range of establishments with opportunity for contact: for example, schools, children's homes, childcare premises. Not work by supervised volunteers. This is only regulated activity if done regularly.
3. Relevant personal care, for example washing or dressing; or health care by or supervised by a professional.
4. Registered child minding and foster –carers.