

# Mrs Bland's Infant and Nursery School

## **Volunteer Policy**

**Date:**

November 2022

**Review Date:**

November 2023

**Staff Responsible:** Mrs C Rose

## **Introduction**

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

Our Volunteers include:

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

The types of activities that Volunteers are engaged in include:

Hearing children read  
Working with small groups of children  
Working alongside individual children  
Undertaking art & craft activities with children  
Working with children on the computers  
Accompanying school visits  
Helping with outdoor learning

## **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 must complete an application form (Appendix 1) in the first instance providing two referees. The Headteacher has set dates for induction interviews which are published on the school's website.

Before starting to help in school, all volunteers will complete the *Volunteer Agreement* (Appendix 2) at the induction meeting; this sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy. A DBS application form will be required for those who regularly volunteer.

The school runs safeguarding training on a regular basis.

## **Our School Vision Statement**

### **Community, Curiosity, Creativity and Challenge**

**Community**- As part of Mrs Bland's, children have a sense of belonging and can be themselves, fit in and feel safe in who they are and understand that respect and tolerance are essential to our diverse community.

**Curiosity** – That children develop a passion and desire to find out and know more about the world around them.

**Creativity** - Mrs Bland's is a stepping stone for our children to develop into independent, imaginative and innovative learners.

**Challenge** - The children will be empowered to embrace challenges, realise their strengths and celebrate their achievements and develop confidence and resilience in their learning.

#### **Mission Statement**

The school will provide a challenging, broad and creative curriculum which will actively encourage, motivate and develop the talents of everyone in the school through:

- Developing the children's oracy skills to ensure they are confident and articulate communicators
- Children knowing that they are all unique and special and this is celebrated and embraced
- Committing to the emotional, physical, mental health and well-being of the school community, everyone develops the knowledge and skills required to keep safe, healthy, happy and thrive in the future.
- Children having opportunities to express themselves through the creative arts
- Developing interest, knowledge, and skills of the outdoors
- Enhancing the quality of education through high quality adult interaction and specialist teaching
- Applying their learning through practical experiences such as: cookery, gardening, woodwork, performing arts and educational visits

## **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 with the parents 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 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 Headteacher – Mrs C Rose or Deputy Headteacher – Mrs S Williams.

## **Supervision**

All volunteers work under the supervision of the Class Teacher & staff team of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. Volunteers should have clear guidance from the Teacher as to how an activity is carried out / what the expected outcome of an activity is. 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.

## **Health & Safety**

The school has Guidance for Safe Working Practice for the Protection of Children and Staff in Educational Settings Policy which is part of the volunteer induction pack. Class Teachers ensure that Volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment / manual handling / positive physical intervention). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Headteacher. All volunteers undergo a short induction.

## **Child Protection**

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

- Copies of our Safeguarding and Child Protection Policy are available online.
- To ensure the safety of our pupils at all times regular volunteers will need to have a DBS certificate. This application can be made through the School Office.
- Volunteers are able to access and attend any relevant in-house training sessions in their own time.

## **Complaints Procedure**

Any complaints made about a Volunteer will be referred to the Headteacher / Deputy Headteacher for investigation. Any complaints made by a Volunteer will be referred to the Headteacher / Deputy Headteacher.

The Headteacher reserves the right to take the following action:

- To speak with a Volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;
- Offer an alternative placement for a Volunteer, 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.

## **Monitoring and Review**

This Policy will be reviewed annually and updated in the light of new guidance from either the DFE or LA.

## Volunteer Application Form

Please complete and return this Volunteer Application Form by email to [office@mrsblands.wberks.sch.uk](mailto:office@mrsblands.wberks.sch.uk). Please send your application in MS Word format or similar. Induction interviews will take place half termly with the Office Manager, dates are available from the office

**The school is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. All personnel are required to have an enhanced DBS check with barred list information.**

### Personal Details

Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Number: \_\_\_\_\_

Medical Conditions/Allergies including medication: \_\_\_\_\_  
\_\_\_\_\_

In the event of a medical emergency I give consent for emergency services to give treatment as required.

Signed \_\_\_\_\_

### Emergency Contact Details:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

**1. Which school area/activity are you interested in supporting (please tick as many as you like):**

Nursery  Reception  Year 1  Year 2

Forest School  Reading  Art/Craft  General/ no preference

**Availability:** Monday  Tuesday  Wednesday  Thursday  Friday

**Time between 9 and 3.30pm**.....

**2. Please can we ask why you would like to take on voluntary work at our school? (Max 200 words)**

**3. Work/Voluntary Experience (Last 3 years)**

Employer's name and dates of employment	Position held and main duties
---	-------------------------------

#### 4. Health

Do you have any health problems or disability of which we should be aware? No/Yes  
If Yes, please give details:

#### 5. References

Please supply the names and addresses of **two character referees**.

**i)Name:**  
**Address:**

**ii)Name:**  
**Address:**

**Contact Number:**

**Contact Number:**

#### Criminal Convictions:

Do you have any criminal convictions or any pending? **Yes / No (please delete as appropriate)**  
If yes please give details. A prior or pending criminal conviction may not prevent you from volunteering but **failure to disclose relevant information may result in an unsuccessful application**. Under the Rehabilitation of Offenders Act 1974 you do not need to disclose any convictions which are considered "spent" under the provision of the Act.

#### Personal Declaration:

**I hereby apply to become a volunteer with Mrs Bland's Infant & Nursery School. I also agree to abide by all school Health & Safety, Child Protection/Safeguarding policies together with guidelines and risk assessments and understand that I have a responsibility for my own and others Health and Safety while volunteering with the school.**

If accepted, I will abide by the principles of volunteering outlined at induction.

I agree that Mrs Bland's Infant & Nursery School may hold and use the data on this form for the purposes of administering and supervising my work with the school and that such data may be available to those who reasonably need to know within the same Local Authority.

#### You MUST tick the box below:

I understand that I am not applying for a paid position (please tick)

(Our Volunteer Policy can be viewed at [www.mrsblandsinfants.co.uk](http://www.mrsblandsinfants.co.uk). For a hard copy, please contact the school 0118 9832332)

\*Signed:.....

Date:.....

\*As you may be returning this form electronically, please type your name here and this will be considered confirmation of your acceptance of the above terms and conditions.

### VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Mrs Bland's Infant & Nursery School. Your offer of help is greatly appreciated and we hope that you will both gain from and enjoy your experience here.

Please read and sign this volunteer agreement sheet and hand it in at school. You will receive a copy for your records.

- I have read a copy of the school's Volunteer Policy
- I agree to support the school's Vision, Mission and Aims
- I agree to treat all information I learn from being a volunteer in school as confidential
- I agree to work only as directed by school staff
- I understand that I am required to undergo a DBS/Barred List check to advise the school as to my suitability as a volunteer
- I have been given access to the volunteer induction pack, which includes copies of Health & Safety and Child Protection Advice.

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (member of school staff)

Position: \_\_\_\_\_