

Approved: Summer 2023

Review Due: Autumn 2025

**THE GLEBE PRIMARY**  
**SCHOOL**

**Volunteer Policy**





## **Volunteer Policy**

### **The Glebe Primary School is a Rights Respecting School.**

The Glebe Primary School is an important part of the safeguarding system for all children associated with the school. This policy should be read alongside:

- Keeping Children Safe in Education, July 2023 or the most recent version.
- Working Together to Safeguard Children

Safeguarding and promoting the welfare of all children is everyone's responsibility. Everyone who comes into contact with a child has a responsibility to safeguarding.

The aim of this policy is to:

- To provide parents/staff and volunteers with clear expectations, induction and guidelines for working in school.
- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.
- To ensure the highest standards of safeguarding for our pupils by a shared knowledge of procedures.

### **1. Introduction**

Thank you for volunteering to help our support our school community.

Volunteers are parents or other adults working alongside the school staff and students on work experience. At The Glebe Primary School we welcome those wishing to help in the school and value the contribution they make to school life.

We believe that the involvement of parents, carers and volunteers in children's education is vital and we encourage active participation in many ways. Some volunteers come to school to help with a variety of tasks such as ICT, art, cooking, and especially reading, and usually work with individuals or small groups in specific classes.

In addition volunteers often help when the children are taken on educational visits outside school or get involved with the work of our Friends of the Glebe Association.

These guidelines have been written to ensure that for all concerned - volunteers, teachers and children - the experience is positive and rewarding.

### **2. Aims and Ethos**

The Glebe Primary is a good school with wonderful pupils and a great staff and governor team. Our vision is to develop a learning community in which everyone is supported in becoming a caring, collaborative, critical and creative thinker.

As an inclusive school we celebrate diversity and value the achievements of all children. We are committed to providing the greatest possible access for all children by providing a broad, balanced

and differentiated curriculum which is appropriate for meeting their needs. We particularly want to ensure that parents and pupils are fully participative in the process.

This mission statement and vision, agreed by all, is key to the way we work and we expect all staff, governors and volunteers to be committed to it, in total agreement with it, and to work hard to achieve it!

### 3. Safeguarding

As part of our commitment to safeguarding volunteers who are not already known to the school will be asked to attend an informal interview to ensure that the aims and intentions of the school and the volunteer are compatible.

The Head teacher 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.

We carry out a Disclosure and Barring Service (DBS) check for all volunteers who have regular contact with children. All schools need to hold a register of the checks undertaken. In order for you to work in school as a volunteer, you will need to complete a DBS online check. We will help you get the process started. Please be assured that all information will be treated in the strictest confidence and that these checks are done only in the best interests and safety of the children.

Those who help out at specific events e.g. school fair, relatives in school days etc who do not have unsupervised access to children do not need a DBS but must not have unsupervised access to children.

### 4. Becoming a Volunteer in School

All volunteers will be asked to attend an induction meeting which will cover the following topics:

- Confidentiality
- Safeguarding including the Prevent Duty
- Child Protection
- Health & Safety
- Fire

### 5. Deployment of Volunteers

Volunteers will be asked to support in classes/areas of the school where there is the most need for support. Parent volunteers should be aware that they will not always be able to work in their child's class as for some children this can be distracting for the child and perhaps can place the class teacher in a difficult situation. If this is the case, we may ask you to help in a different class or area of the school. This is entirely at the Head teacher's discretion.

It is helpful if you can explain to your child that you will be coming into school to help all of the children and that he/she will not always be able to work with you. We may from time to time ask you to support another class during a visit if extra adults are required for a specific activity (e.g. supporting practical science work).

### 6. Volunteer Roles in School

Many of the activities that we ask you to help with are the sorts of things that parents do with their own children at home. We might ask you to become involved in a variety of activities such as:

- Hearing children read (see appendix 2);
- Working on the computer;
- Playing games;
- Making things;

- Cooking;
- Gardening;
- Sewing;
- Topic related studies;
- Coming with us on visits (see appendix 2);

The teacher will give you:

- Clear guidelines about the activity;
- All the materials you need.

### 7. Procedures and Protocols

Health and Safety/Safeguarding - when a volunteer arrives in the school they must sign in at the school office. Please indicate your arrival time and which class/person you will be supporting.

Volunteers must also sign out and state the time when they are leaving the school premises. Signing in and out is important in the event of an emergency so that staff and emergency services know who needs to be accounted for.

A visitor badge must be worn at all times in school. Volunteers with a DBS clearance will have been identified to staff members.

The Head teacher has the authority withdraw the help of volunteers if he or she believes that it is not in the best interest of the children.

### Confidentiality

It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality.

While in school you are likely to become aware of issues relating to individual children. You may see children struggling with work, be upset or misbehaving or hear/see other information concerning a child while you are with us in school.

**It is vital that you do not share anything about specific children with anyone outside of school, including friends or family or a child's parent if you know them.**

The teachers here have the responsibility of informing parents of any concerns about a child. Volunteers working in classrooms do so on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside the school.

If you ever have any concerns about a child, please speak to the class teacher as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.

Volunteers are asked to sign a 'Volunteer in School Protocol' (see appendix 3) a copy of which will be kept in school.

Safeguarding concerns including those regarding the Prevent Duty (see appendix 5) about a child must be shared immediately with one of the designated officers for child protection as soon as possible after the disclosure.

The designated lead for child protection is: Mrs. J Moralee, Head teacher and Mrs BJ Carnelly, Deputy Head teacher and Miss E Sawdon are the deputy designated leads.

#### Guidelines for Supporting Children in School

It is vital to encourage the children to talk about what they are doing in order to support them in using the correct vocabulary.

There is no rush. We give the children plenty of time to complete a task and they will often need to return to it over several occasions.

Always encourage the children to do things for themselves. It is important that they are independent and although some children may need help and supervision, the end result should always be their own work. Please don't be tempted to do the work for them! The learning that goes on while the children are doing an activity is often much more important than the end product! When playing games with the children, try and encourage the idea of taking turns, sharing and being a good loser.

It is important that all children in school are given equal time and attention.

**Please do not touch, lift, carry or move a child in any way.**

Please be guided and directed by the class teacher when working with children and if in any doubt about your role, speak to the classroom staff or the key stage leader.

#### Housekeeping

Mobile phones - mobile phones **must not** be used whilst helping in school and should be switched off or kept in a secure place during your visit (i.e. the school office).

Tea / Coffee arrangements - if you are in school over the break period, there are tea and coffee making facilities for visitors in the staffroom which you are welcome to use.

#### Photocopier

The photocopier is located in the school KS1 dining room. You may be asked to use this machine to support the class teacher in preparing resources. Please ask in the school office if you are unsure of how to use it.

#### First Aid

Please do not administer First Aid to children whilst you are volunteering in school. A number of staff hold certificates for paediatric first aid and first aid at work. Please talk to the class teacher or teacher on yard duty if you are approached by a child with an ailment or injury.

#### Fire alarm

If the fire alarm sounds, please make your way safely to the nearest exit, guiding the child you are working with if away from the main class area (e.g. hearing readers in the **hall**).

Should you discover a fire, you are expected to raise the alarm by activating one of the red 'push points' situated in every area around school.

### Attendance

If you find that you are not going to be able to come into school on a particular day, it is very helpful to know in advance, even if that's only a phone message on the morning in question. Please also ensure the school office have a contact number for you in the rare incidence that we have to contact you.

### References

Volunteers may ask the school to provide a written reference when they are seeking employment. We stipulate a minimum qualifying period of three months attendance of regular volunteering (e.g. once a week) before we feel able to provide a work-based reference. We believe that this is fair to both prospective employers and candidates.

### **Thank you!**

In case we forget to say so please be assured that we very much appreciate your help (we may sometimes forget to say so because we are busy, but we do!!).

If you have any worries or queries, or any good ideas on how we can improve something, please let us know - we are always willing to listen.

Appendix 1  
The Glebe Primary School  
School Volunteer Information Form

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

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

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

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

If a parent of a child/ren in the school please give names and classes: \_\_\_\_\_

\_\_\_\_\_

Have you read the School Volunteer Policy? \_\_\_\_\_

Do you have a current DBS Clearance? \_\_\_\_\_

An original copy will need to be shown to Mrs. **Carnelly**

OR

Are you willing to complete an online DBS check? \_\_\_\_\_

Which area/s of the school would you prefer to support? \_\_\_\_\_

Do you have any specific skills/strength that could be utilised? \_\_\_\_\_

\_\_\_\_\_

Are there any activities that you cannot support? Please give details. \_\_\_\_\_

\_\_\_\_\_

When are you available to support in school? Please give days and times. \_\_\_\_\_

\_\_\_\_\_

## Appendix 2

### The Glebe Primary School

#### How to hear children read at The Glebe Primary School

When you hear a child read, please concentrate on one skill. This follows the model we have in place for early reading in Reception and Year 1 (decoding, prosody/expression, comprehension). Other things may be covered but your assessment of that reading session and the comments you make in the child's reading record and in the class reading record must be in line with your focus. When writing in the reading records, please title it with the skill covered (decoding; prosody / expression; comprehension) followed by your comment. Please do not just write 'read confidently' 'lovely reading' etc.

When you hear a child read, you are not just 'listening to the child read' you are actually teaching them their own next steps. Please try to be aware of the level of the child that you are listening to and ask them questions / demonstrate skills that are appropriate to that child's level of reading as much as possible. If you are volunteering at The Glebe, please ensure the class teacher has shared the focus with you.

Hearing a child read should be an exciting experience for the child; we want children to be engaged with the books they are reading and feel well-supported if they are unsure. With this in mind, if you think a text is too difficult for the child and they are losing the fluency of the text or have little understanding, please consider if the text is at the right level for the child. Please stop reading with the child if you feel they are becoming frustrated and look at alternative texts - this may mean changing the banding level for the child. If you are volunteering in school, please make a note of this and ensure your concerns are shared with the class teacher who will then make the decision about the book banding.

Children in Reception and Year 1 should follow the Little Wandle progression for reading and related resources. You should have received specific training to read with these children.

### Appendix 3

#### The Glebe Primary School

##### Guidance for Volunteers for School Trips

These guidance notes have been written in conjunction with the school's policy on off-site visits. If you have any questions about a school trip, please see the class teacher. We do appreciate your help on school trips - it would be difficult to organise visits outside school without parent volunteers.

- Parents may not always have their own child in their group.
- The teacher will give parent helpers a list of children for whom they are responsible.
- All children are told that they must stay with their group and the group adult at all times.
- If the trip involves a coach journey, please help the children in your group put on their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher has sick bucket/bags, if needed.
- The class teacher is responsible for ALL first aid and medication.
- The class teacher sets and leads the rules, routines and expectations for the day.
- Please help the teacher by ensuring your group follows all instructions e.g. when to eat and drink.
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school and associated parents in emergency situations.
- If you need to leave your group for any reason, e.g. to take a child to the toilet, please inform another adult.
- Parent volunteers are asked to keep the same degree of confidentiality on visits as in school.

If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher, or if you would rather, the Head teacher on return from the trip.

Appendix 4  
The Glebe Primary School  
Volunteer In School Protocol

Please read and sign the document below to confirm your agreement with the following school Expectations as a volunteer:

**As a school we agree to:**

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children
- Share the school behaviour and ethos policy with you to help you understand how we manage behaviour
- Ensure that the children you work with behave and work well
- Treat you with the highest respect and care
- Share relevant information about the children you are working with
- Let you know in advance the overall plan for the day and let you know if this changes!
- Treat anything you tell us with confidentiality

**We agree not to ask you to:**

- Deal with difficult or challenging behaviour
- Carry out a task that you feel unprepared to complete

**As a volunteer helper I agree to:**

- Use the school behaviour and ethos policy and inform the teacher if I see any inappropriate behaviour
- Inform the teacher/Designated Teacher if I observe anything that concerns me in school
- Treat any information with **total confidentiality**
- Inform the school if I am unable to come into school for any reason by 8.30am in the morning
- Respect and listen to the guidance of the teacher at all times
- Complete the appropriate DBS safeguarding checks

• Disclose any criminal allegations to the Head teacher prior to starting as a volunteer helper

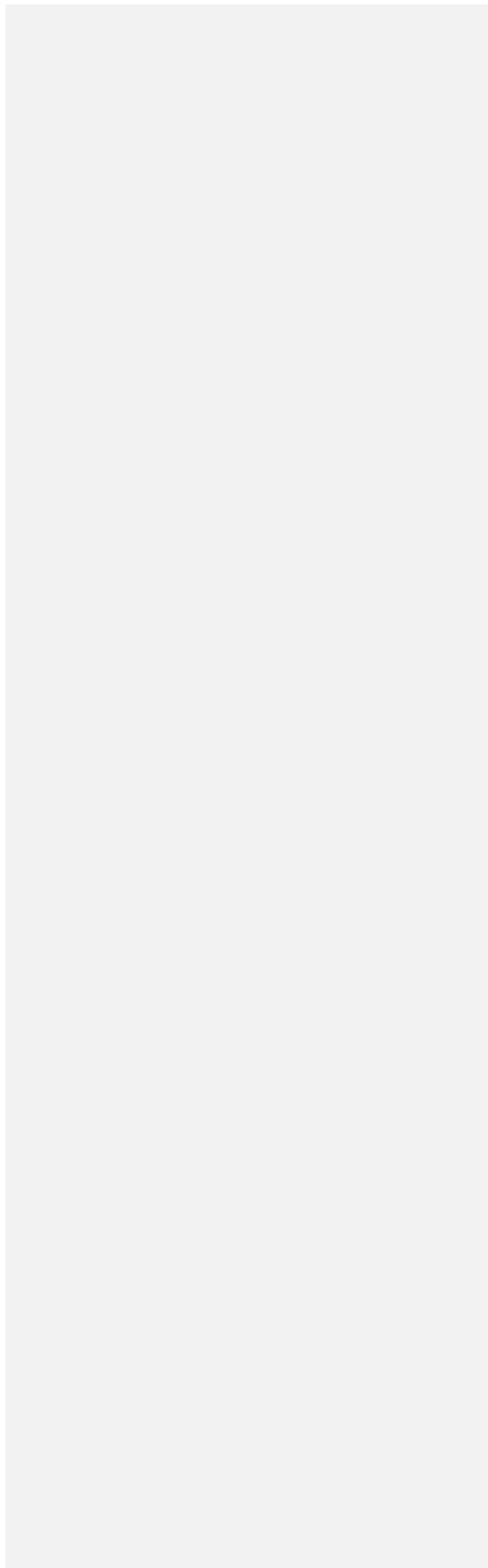
**I agree not to:**

• Look at or compare children's work, records or staff records

• Share any information about a child or member of staff with anyone outside the school staff team

Volunteer Name: .....

Signed:..... Date: .....



## Appendix 5

### The Glebe Primary School

#### Safeguarding including the prevent duty

Everyone has a duty to keep children safe. Children may disclose information or worries at any point during the school day. It is not unusual for children to disclose information to people they feel less affiliated to and anything could trigger this.

If a child says something that concerns you:

- DO NOT make promises of secrecy
- DO NOT ask questions of the child
- DO NOT appear shocked or terrified but instead remain calm and reassuring
- DO NOT delay in reporting the disclosure
  
- DO listen closely and carefully to everything the child says
- DO report it to one of the school's designated officers for child protection immediately
- DO complete a record of concern alongside the class teacher as soon as possible noting the date, time and as close to the exact wording as you can of the child's disclosure.

The school's designated officers for safeguarding are: Mrs BJ Carnelly (Deputy Head teacher) Mrs J Moralee (Head teacher) and Miss E Sawdone (Assistant Head teacher).

Commented [MJ1]:

#### The Prevent Duty

Schools also have a duty to provide a form of safeguarding to recognise children at risk of, or who may be vulnerable to, potential radicalisation. While Stockton remains a low risk area for this type of radicalisation we need to remain mindful of this risk to children and be aware of signs that could warrant early intervention.

This very much follows the same procedures as above in school and should be reported in the same manner.

Signs of radicalisation could include:

- Expressing extreme views regarding people of other ethnicities, cultures or faiths.
- Unusual or unsafe online activity.
- Disclosures regarding family members views or behaviours towards other ethnic groups.
- Signs of isolation, fear or rejection of peer groups
- Recent political or religious conversion
- Conflict with family over political or religious views

The Glebe Primary School

Induction and Volunteer Policy Declaration

**Induction**

Induction Date:	
Induction Carried Out By:	
Signature:	

**Volunteer Declaration**

- I have attended an induction meeting with a member of staff at The Glebe.
- I agree to fully adhere to this policy at all times when volunteering at the school.
- I understand that any breach of this policy may lead to my voluntary position at the School being terminated.

Volunteer Name:	
Volunteer Signature:	
Date:	

# THE GLEBE PRIMARY SCHOOL

## Volunteer Policy

This Policy has been approved at a meeting  
Of the Governing Body of the Glebe Primary School

On: .....July 2023.....

To be Reviewed : Autumn 2025

Chair of Governors: .....Gill Broome.....

