Hutchinson Memorial First School

**Learning together for life.**

**‘Love one another.  As I have loved you.’  (John 13.34)**

At Hutchinson Memorial, our Christian foundations are at the heart of everything we do.  We strive for every child to be resilient, adaptable and to flourish in an ever-changing world through an inspiring, enriched curriculum.  Our vision is to provide a happy, loving, nurturing school where we can ignite a passion for learning and an ambition for everyone to fulfil their hopes and dreams.

Volunteers in School Policy

Reviewed Spring Term 2023

Approved by Full Governing Body 15.05.23

Next Review: Spring term 2024

# Introduction

Hutchinson Memorial CE First School is committed to seeking support and expertise from the wider community through the work of volunteers in school.

The value of well-deployed volunteers in school is widely recognised. They are a welcome resource in helping to raise children’s achievement whilst complementing the work of the staff in school. They can often provide expertise and experience that might otherwise be unavailable in school.

Volunteers will be placed sensitively and responsibly. They will not be asked to replace paid staff or be given responsibility within school that would normally be associated with paid employees.

# Volunteers include:

* Members of the Governing Body
* Parents and family members of pupils
* Ex-pupils
* Students on work experience
* University students referred to us by Student Volunteer Services
* Local residents
* Friends of the school

We benefit from volunteers through:

* Celebration of the diversity of skills, knowledge and expertise within our school and wider community
* Enrichment opportunities within the curriculum through volunteers who advise and support both the staff and pupils
* Providing regular support in the classroom in activities such as reading
* Providing first- hand experience to support specific topics curriculum areas such as in History or RE.

# How to volunteer

People interested in volunteering should contact the school office or Headteacher.

# Deployment of Volunteers

All volunteers will be made to feel welcome. Their role will be clearly defined through discussions with the Headteacher or relevant member of staff.

Volunteers will be given copies of:

1. Hutchinson Memorial School Guidelines for Volunteers in School
2. Part 1 of Keeping Children Safe in Education
3. The ULT’s Staff Code of Conduct in advance of the volunteering.

Documents 1 and 2 above should be signed by the volunteer and a signed copy kept on record by the school. Once received and agreed, all volunteers will need to undergo an enhanced DBS check prior to their start date.

The Headteacher retains responsibility for all volunteers in school. However, they will be supported by a named member of staff. Through use of an induction procedure, all volunteers will be made aware of the following:

* + Volunteers will be under the supervision of a member of staff
	+ School’s approach to managing children’s behaviour
	+ Expectations regarding confidentiality
	+ Policies relevant to their role
	+ Expected level of appropriate behaviour and an awareness of professional codes of conduct
	+ The school’s Complaints Procedure
	+ Safeguarding Procedures
	+ Health and Safety Procedures
	+ Fire Alarm Procedures.

# Child Protection

The law requires checks to be made on anyone with responsibilities in a school which gives them regular unsupervised access to pupils.

This includes people who regularly help:

* + In the classroom
	+ In extra curricular activities
	+ On residential visits

All Volunteers will be asked to complete a DBS Disclosure Application Form.

# Parent Volunteers

Parents make up the majority of volunteers. Hutchinson Memorial CE First School encourages the support of parents. We will ask parents to support classes which don’t contain their own children.

Health and Safety Safe Practice must be promoted at all times. The school has a Health and Safety Policy and maintains a record of Risk Assessments. All volunteers will have their attention drawn to identified risks. Action will be taken by the school to minimise any risk.

Volunteers will be covered under the school’s relevant insurance arrangements while undertaking the volunteer activity.

Agreed by Full Governing Body 15.05.23

Signed V Bennett chair of Governors

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# Volunteer Safeguarding Confirmation Form

Please sign below to confirm that you have read and will comply with the requirements. On arrival at school, please sign the visitors’ register. You will be given an ID badge to wear. We expect all adults in school, whether they are employed or work in a voluntary capacity, to respect the confidentiality of the work in school. Children can often be very open. Please treat anything you see or hear in confidence. If asked by parents for information, please ask them to directly contact the class teacher, or the Headteacher.

If you see or hear anything that concerns you, please report it directly to the class teacher, or to the Headteacher. The Headteacher is the Designated Safeguarding Lead (DSL) for the school. If a child discloses anything that gives you cause for concern, please report it to the DSL or the deputy DSL.

You should be provided with a copy of Part 1, Keeping Children Safe in Education which you are required to read and sign. You should be provided with a UlT Staff Code of Conduct prior to volunteering, please familiarise yourself with these guidelines and ask if you do not have access to a copy.

Fire regulations are on display in each designated area of the school. There is copy of the school’s Health and Safety Policy in the Office. Please familiarise yourself with the regulations.

The school operates a no smoking / vaping on site policy.

If you take part in a school visit or a residential course you are also requested not to smoke/vape.

Please adhere to our Mobile Phones Policy – mobile phones must be switched off during the school day and kept in a secure place away from children.

We appreciate all feedback regarding your experience as a volunteer, particularly any improvements we could make to your experience, or anything that works especially well.

The school also has a Complaints Procedure. Volunteering in School I have received and read;

* + - The ULT Staff Code of Conduct (please tick) [ ]
		- Keeping Children Safe in Education (please tick) [ ]
		- The Volunteers in School Policy (please tick) [ ]
		- The Safeguarding Policy (please tick) ( )
		- I have had a discussion with the headteacher or class teacher about my reasons for volunteering and have received an appropriate induction including safeguarding procedures and health and safety arrangements. (please tick) [ ]

Signed: Name: Date: