



## **Policy for Volunteering in Hampton Primary Partnership**

### **Introduction**

Both schools actively encourage parents, carers and other volunteers to be involved. We recognise that they have skills and attributes that are valuable for learning and can support the school in raising standards and enhancing the learning experience for the pupils.

Volunteers will need to be able to make a regular commitment, this will usually be weekly.

### **Our Volunteers include:**

- Members of the Governing Body
- Parents and Grandparents of pupils
- Students on work experience
- Local residents
- Friends of the school

### **The types of activities that Volunteers are engaged include:**

- Hearing pupils read
- Working with small groups of pupils
- Working with groups of pupils in the food technology room.
- Undertaking art and craft activities with pupils
- Running after-school clubs e.g. Netball
- Supporting special projects e.g. Art week or Library work
- Accompanying school visits

The following information explains the school procedure so that volunteers are able to support learning in a way that is consistent with school policy and practice.

### **Becoming a Volunteer**

Anyone wishing to become a volunteer should attend a Volunteer Information and Safeguarding Meeting in September. These can be attended at either school.

Volunteers should complete the Volunteer Application eform and read the policy. If they already have a DBS (and can provide it), the class teachers will be made aware that they can begin to help immediately. If they need to apply for a DBS they will be contacted by the admin team.

The need for volunteers in class varies hugely and changes as the children become older. Depending on the requirements of the children and class teachers, some volunteers may not be needed in school.



### **Disclosure and Barring Service (DBS)**

To ensure the safety of our pupils at all times, all of our regular volunteers must have been cleared by the Disclosure and Barring Service (DBS). A certificate is issued to the individual to produce in school and the number of the disclosure certificate is recorded on the school register. HPP can only accept DBS certificates which have been issued by Richmond or Kingston local authority. They do not expire but it is good practice to redo them every 3-5 years.

### **Supervision**

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. In some cases, volunteers work under the supervision of a teacher who is a subject/area co-ordinator or senior member of staff.

Teachers retain responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking. Volunteers should have clear guidance from the Teacher as to how an activity is to be carried out and what the expected outcome of an activity is. Volunteers are encouraged to seek further advice or guidance from the Teacher in the event of any query or problem regarding pupils understanding of a task or behaviour.

### **Health & Safety**

The school has a Health & Safety Policy and this can be made available on request. Class Teachers ensure that volunteers are clear about any safety aspects associated with a particular task (e.g. using DT equipment /accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher.

#### **If you discover a fire:**

- Raise the alarm
- Leave by the nearest door
- Close all doors on route
- Assemble in the front playground

#### **If you hear the alarm:**

- Leave by the nearest exit
- Assemble in the front playground
- Do not re-enter the building until given the all-clear by the member of staff in charge or the Fire Brigade

### **Child Protection**

The welfare of our pupils is paramount. To ensure the safety of our pupils, we ask all volunteers to read the policy on Child Protection which is available on



the schools website. In completing the eform, volunteers are agreeing to abide by this policy.

### **Behaviour**

The pupils address all members of staff by their surname. Volunteers are expected to be friendly and approachable but not over-familiar.

The schools have a Behaviour Policy which provides guidance about the school Code of Conduct and ways of rewarding and managing behaviour. It is available on the HPP website or from the school office.

Mobile Phones should not be used by volunteers when in school. If an urgent call needs to be made or taken, please move to the office area.

### **Dress Code**

Students on work experience and those on training programmes must abide by the staff dress code which does not permit casual clothes such as jeans at school. Volunteers are asked to dress appropriately for their time in school. All of the pupils wear school uniform. It is important that staff and volunteers provide a role model and come smartly dressed. Neat sports gear is encouraged on days when the class do P.E. Plimsolls or trainers are obligatory for teaching or supporting a PE lesson for health and safety reasons. The dress code is more relaxed on MUFTI days.

### **Confidentiality**

Volunteers in school should regard any information that they acquire in working with pupils, whether personal information or information about progress and attainment, to be confidential and not to be discussed with anyone except the class teacher and teaching assistant.

Volunteers should not undertake to pass on information about progress and attainment to a pupil's parents; if they have concerns or relevant information this should only be passed on to a member of staff.

Parent volunteers who are completing observation periods for training are assigned to classes different from those of their own children.

If volunteers are concerned about anything another adult in school says or does they should raise the matter with Mr Jon James or Mrs Claire Cook the Designated Safeguarding Officers (DSO) or Ms Lockey (Deputy DSO)

Usually, during morning break, class teachers or teaching assistants will make tea or coffee for volunteers. This arrangement ensures that the staffroom remains an environment where staff can talk freely and frankly about educational practice and challenges and to seek advice from colleagues about individual pupils.



## **Helping on School Trips and Visits**

Our pupils' education is enriched through provision of a variety of visits which give the pupils access to expertise and resources not normally available in school. We are fortunate to have many facilities in the local area and in London. School visits and journeys have clear links to the curriculum. They also include sporting fixtures, adventurous activities and recreational activities.

School visits and journeys are co-ordinated by the School Visit Administrator in the school office and overseen by the Executive Headteacher/ Head of School. They ensure that all visits and journeys are well-planned, with regard to the equal opportunities for inclusion of all pupils and health and safety requirements. Teachers complete risk assessments for all visits and journeys.

The Governing Body has adopted the LBRuT School Journey and Visit Guidance 2003 and the subsequent updates. A member of the teaching staff is named as party leader. Supervision and staffing ratios follow the minimum recommended ratio and are set according to a variety of factors. The setting of supervision and staffing ratios is set by the party leader. The availability of additional volunteers is not always an advantage as it increases the size of the group and the teachers' overall responsibilities.

### **Recommended Minimum Ratio**

The recommended minimum ratio in EYFS is 1:4

The recommended minimum ratio in Y1 is 1:4

The recommended minimum ratio in Y2, 3 is 1:6

The recommended minimum ratio in Y4,5,6 is 1:15

During a school visit we prefer all volunteers to be DBS checked. Without a DBS check volunteers cannot be left in charge of a group and it is usually, therefore, impractical for parents without DBS checks to fulfil the responsibilities of a parent helper on visits.

### **The Role and Responsibilities of Parent/Volunteer Helpers of Visits and Journeys**

The class teachers, in liaison with the School Visit Administrator, make most of the arrangements for visits. Class teachers are responsible for the selection of parent volunteers.

Parents are selected from a list of volunteers. The school retains the right not to invite a parent again.



### **The main duties of parent/volunteer helpers on school trips and visits are:-**

- To ensure the safety and security of the pupils
- To engage with the pupils in order to enhance their learning experience
- To help ensure that all pupils participate fully and independently in all activities

### **Further guidelines**

- Parents/volunteers are asked to read any briefing information which relates to the visit.
- Parents/volunteers should not leave their group/class at any time without notifying the teacher.
- Parents should not interfere with their own child's social interaction with their group and friends or their child's independence.
- Parents/volunteers who experience any difficulties with a pupil in their group should inform the class teacher as soon as possible.
- Parent/volunteers who are not DBS checked cannot take pupils to the toilets or take charge of a group.
- Parents who have not been invited as designated volunteer on a visit cannot join the group. This would contravene the risk assessment which has been agreed for the visit.
- When walking in public places parents should encourage pupils to walk in twos rather than a group.

### **Complaints Procedure**

Any complaints made about a Volunteer will be referred to the Executive Head teacher or Head of School for investigation.

The Executive Leadership Team reserves the right to take the following action:

- To speak with a Volunteer about a breach of the Volunteer Policy 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 set out on the website (or available from the School Office).

### **Monitoring and Review**

This Policy has been approved by the Governing Body and will be reviewed regularly and updated in the light of new guidance from either the DfE or LA.