



Volunteers in School Policy 2017

Introduction

Priory Infant School values volunteers and the role they play. Volunteers are a welcome and valuable resource for helping to raise our children's achievement as well as providing enriching learning experiences for them, complementing the work of teachers and support staff without ever encroaching on or restricting professional teaching duties. There is no doubt that our school benefits greatly from these active and positive parental and community links.

The role of the volunteer

Volunteers will only carry out duties that complement and support teachers and support staff. These duties might include hearing readers, small group and 1:1 activities, tidying, art work, school visits etc.

Volunteers **will not** be asked to carry out duties which:-

- fall normally within a Teacher's responsibility under *loco parentis*
- fall normally within the job description of a Teacher or member of support staff
- would normally be performed by a L.A. contractor or by the School
- require them to have unsupervised access to children

Induction

We aim to make all volunteers feel welcome. When potential volunteers approach the school to offer their help, they are invited in for an informal interview (if spaces are available). They are then asked to book three supervised trial visits to the school before making a firm commitment to volunteering at Priory. After a successful initial trial period, prospective volunteers will apply for a DBS (Disclosure & Barring Service) check through the school and will make a voluntary contribution towards the cost of this. Once the DBS check is complete and acceptable, an induction will be organised and the volunteer will then be able to start helping out at school. Volunteers are given an Induction Pack and will be made aware of the following:

- the school's Safeguarding, Behaviour and Health & Safety policies
- the key 'dos' and 'don'ts' for children and adults
- procedures designed to avoid hazards or risks including a copy of the Volunteers in School Risk Assessment
- first aid and emergency arrangements such as fire procedures
- basic information e.g. school layout, staffroom, toilets etc.
- expectations with regard to confidentiality
- expected level of behaviour and an awareness of Professional Codes of Conduct
- School's Equal Opportunities Policy –especially focussing on issues relating to discrimination and the use of appropriate language
- the temporary nature of their role

Volunteers will also be asked to fill in a simple form so that the school has contact details and an emergency contact number. They will also be asked to sign a confidentiality form. This is a quick and easy process.

Each volunteer will be designated to a specific member of staff or year group.

Insurance

Whilst volunteering for the school, volunteers are covered by the school's public liability insurance cover.

Allowances

Although there is no obligation to make financial reimbursement to volunteers, it may be appropriate to consider paying out-of-pocket expenses connected with the tasks they undertake for the school.

State benefits claimed by volunteers can be affected by voluntary work and the school strongly advises such volunteers to read the leaflet from the DWP "**A Guide to Volunteering whilst on Benefits**"

<http://www.volunteering.org.uk/NR/rdonlyres/D1C7064B-561C-4057-84ED-77AF8CEEDA93/0/VG12006.pdf>-

It is wise to discuss any voluntary work with your Personal Advisor to see how this may affect any possible benefits.

Policy written by Vivienne Botting

September 2017

To be reviewed in 2020

