Blaenavon Heritage Voluntary Controlled Primary School



STUDENT & VOLUNTEER POLICY

Author: Mrs Jane Howells

Written: November 2018

Review: May 2020

Ratified: 26th November 2020

CoG:

We actively welcome students and volunteers at our school, as we know they bring with them a range of skills and experience that can enhance the learning opportunities of our children.

Our volunteers include:

- Members of the governing body;
- Parents of pupils;
- Ex-pupils;
- Students on work experience;
- University students;
- Local residents;
- Friends of the school.

The types of activities in which students and volunteers may be engaged include:

- Hearing children read;
- Working with small groups of children;
- Working alongside individual children;
- Accompanying school visits;
- Sharing their skills/knowledge by talking to the class.

If you would like to become a volunteer – either for a one-off event, or on a more regular basis – please contact your child's class teacher, the Head Teacher or Deputy Head Teacher. School visits will be dealt with directly, via the office.

Safeguarding our children is a priority and visitors and volunteers must follow our clear procedures. We also make sure that any volunteer or visitor to school signs in and reads the School's Safeguarding Policy.

Students, volunteers and visitors are not to be left unsupervised with any children, at any time, and must have completed a DBS check. University students on teaching practice may, on times, be unsupervised with a group/class.

Students/Volunteers should complete the Student/Volunteer Information Sheet (Appendix 1) with their contact details, type of activity they would like to help with and the times they are available to help.

Before starting to help in school, volunteers should complete the Volunteer Agreement (Appendix 2) which sets out the school's expectations of volunteers and asks volunteers to confirm that they have received a copy of this policy.

SCHOOL AIMS
At Blaenavon Heritage VC Primary & Nursery School we all aim to:

1 Provide the best from the beginning
2 Learn and achieve, laying the foundations for the future
3 Develop healthy minds in healthy bodies
4 Live, learn, play and pray every single day
5 Listen and treat each other with respect
6 Provide a safe place to live and learn
7 Be happy and included in all we do

CONFIDENTIALITY
Students and volunteers in school are bound by a Code of Confidentiality. Any concerns that students or volunteers have about the children they work with/come into contact with should be voiced with the class teacher or Designated Safeguarding Officer, which is Mrs Jane Howells, or her Deputy, Mrs A Coombs. In their absence, Mrs C Crew should be contacted. It **must not** be voiced with the parents of the child or with persons outside school.

If it is a comment that a child makes which gives rise to concerns, then the Head Teacher or Deputy Head Teacher should be informed directly. Comments regarding children's behaviour or learning can be highly sensitive and, if taken out of context, can cause distress to the parents of the child if they hear about such issues through a third party, rather than directly from the school.

Students and volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Head Teacher or Deputy Head Teacher. If the concern is about the Head Teacher, you should contact the Chair of Governors, Ann Morgan (see Complaints Policy).

SUPERVISION
All students and volunteers in class work under the supervision of the class teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activities 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.

Students and 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 AND SAFETY
The school has a Health and Safety Policy which is made available, upon request, to volunteers working in the school.

Class teachers ensure that students/volunteers are clear about emergency procedures (eg fire alarm evacuation) and about any safety aspects associated with a particular task (eg using equipment or accompanying children on visits). Students/volunteers need to exercise due care and attention and report any obvious hazards or concerns the class teacher/Head Teacher.

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

- All students/volunteers are given a copy of this policy and asked to sign a volunteer agreement;
- They will also be made aware of our Safeguarding and Child Protection Policy;
- They will be made aware of our Designated Safeguarding Officers – Mrs J Howells, Mrs A Coombs and Mrs C Crew;
- To ensure the safety of our pupils at all times, all of our volunteers must have a DBS. Where a volunteer is engaged in a one-off activity, no DBS is needed. These volunteers will be under constant supervision of school staff and, at no point, will be left unsupervised or alone with children.

COMPLAINTS
Any complaints made about a volunteer will be referred to the Head Teacher for investigation.

Any complaints made by a volunteer will be referred to the Head Teacher/ Deputy Head Teacher.

The Head Teacher reserves the right to take the following action:

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

MONITORING AND REVIEW
This policy will be reviewed annually by the Governing Body.

SESSION TIMES
This is the 'normal' daily routine which is now subject to change, due to Covid.

8.45 am – 9.00 am	Children arrive on site
8.50 am – 9.05 am	Nursery pupils arrive on site
9.00 am – 9.30 am	Registration period
9.30 am – 10.15 am	Session 1: Foundation Phase
10.30 am – 11.45 am	Session 2: Foundation Phase
9.30 am – 10.35 am	Session 1: Years 3 & 4
10.50 am – 12.15 pm	Session 2: Years 3 & 4
9.30 am – 10.40 am	Session 1: Years 5 & 6
10.55 am – 12.30 pm	Session 2: Years 5 & 6
11.20 am – 11.35 am	Nursery AM Pupils collected
11.45 am – 12.30 pm	Foundation Phase Lunch
12.25 pm – 12.35 pm	Nursery PM Pupils arrive
12.00 pm – 12.45 pm	Years 3 & 4 Lunch
12.15 pm – 1.00 pm	Years 5 & 6 Lunch
12.30 pm – 3.10 pm	Session 3: Foundation Phase
12.45 pm – 3.10 pm	Session 3: Years 3 & 4
1.00 pm – 3.10 pm	Session 3: Years 5 & 6
2.30 – 3.00 pm	Mondays: Whole School Worship (led by Head Teacher)
9.30 – 10.00 am 2.00 – 2.30 pm	Tuesdays: Singing Key Stage 2 (led by Mrs Smith) Foundation Phase (led by Mr Cornes)
2.30 – 3.00 pm	Wednesdays: Whole School Worship (led by Teachers – on a rota)
2.30 pm – 3.00 pm	Thursdays: Whole School Worship (led by Deputy Head Teacher)
9.30 – 10.00 am 2.30 – 3.00 pm	Fridays: Seren yr Wythnos (Celebration Worship) Foundation Phase (led by Miss Antony) Key Stage 2 (led by Miss Calder-Matthews)
2.50 pm	Nursery PM Pupils collected

- Each class participates in the Daily Mile at different times.
- Designated staff are on gate duty in the mornings between 8.45 am and 8.55 am.
- All LSAs are on duty at break times, apart from one in each Year Group, together with one Teacher from each Year Group.
- LSAs follow a duty rota for lunchtime supervision.
- If it is raining at break time, staff supervise children in their classrooms.
- At lunch time, supervision is undertaken by LSAs.
- All teachers must be available from 8.45 am to receive the class as they enter the school.

GENERAL ADVICE

Children's welfare is paramount, NO task is more important than being with the children and ensuring they are gaining the most from their experience in school by helping to:

I. Provide for their particular needs

II. Look after all aspects of their welfare.

III. Pay attention to their health & safety.

- Don't stand or sit around with nothing to do, ALWAYS BE BUSY.
- Always put children's safety first.
- Treat all children the same, giving equal amounts of attention to all – no favouritism.
- Always encourage children to be polite, saying please and thank you at all times.
- Always report inappropriate behaviour to a member of staff, who will deal with the child according to our policies.
- Always be involved with the children, speak to them and listen to what they have to say.
- Sit at the level of the child – do not tower above or sit on tables.
- Return equipment to the relevant place.
- Always refer parents or carers to a member of staff.
- Never let a parent take a child without telling a member of staff.
- Ask a member of staff for help if you are not sure about anything.
- Dress appropriately, no jeans, high heels or shorts; always have warm clothes in school for outdoor activities. It is advisable to tie long hair back.
- Remember you are a role model for children and they will copy your language and behaviour so ensure that your language and behaviour are appropriate.
- No mobile telephones to be used or carried.
- Wash your hands thoroughly if you have come into contact with blood or other body fluids. Wear gloves whenever necessary. Blood or vomit must be cleaned up using the relevant kit by a member of staff.
- The full Health and Safety Policy and all other policies are available for you to read on request.

APPENDIX 1

BLAENAVON HERITAGE VC PRIMARY SCHOOL VOLUNTEERING IN SCHOOL POLICY

STUDENT/VOLUNTEER INFORMATION SHEET (FOR NEW VOLUNTEERS)

Name of volunteer: _____

Other names known by (including maiden name): _____

Address: _____

_____

Telephone numbers: _____

Date of birth: _____

What skills/areas would you like to help with in school?

Are there any particular groups/classes you would like to work with?

Do you have any disabilities/other needs we need to take into account when working as a volunteer in school? (Please give details)

Thank you for taking time to complete this Volunteer Information Sheet. Please hand it to the Head Teacher. Your offer of help is appreciated and we will be in touch shortly.

APPENDIX 2

BLAENAVON HERITAGE VC PRIMARY SCHOOL VOLUNTEERING IN SCHOOL POLICY

STUDENT/VOLUNTEER AGREEMENT

Thank you for offering your services as a student/volunteer at Blaenavon Heritage VC Primary School. Your offer of help is greatly appreciated and we hope you will gain much from your experience here.

Please read and sign this Student/Volunteer Agreement and hand it in at school.

You will receive a copy of it for your record.

I confirm:

1	I have received a copy of the School's Student/Volunteer Policy	☐
2	I am aware of the School's Child Protection and Safeguarding Policies	☐
3	I know who the Designated Safeguarding members of staff are in school	☐
4	I agree to support the School's Aims	☐
5	I agree to treat information I learn from being a student/volunteer in school as confidential	☐
6	STUDENTS: I have a current DBS and will make this available to the school prior to starting my placement	☐
7	VOLUNTEERS: I understand that I am required to undergo a DBS check to advise the school of my suitability as a volunteer	☐

Signed: _____

Please print name: _____

Date: _____