



## **1. Introduction**

At Garstang Community Primary School, we recognise and value the effort taken by parents and other volunteers who contribute towards school activities. We acknowledge that many school activities would be at risk if it weren't for your help. GCPS believes that volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all pupils. Volunteers bring with them a range of skills and experiences which can enhance the learning of children.

## **2. Aims and Objectives**

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

## **3. Categories of Volunteer**

Volunteers could include the following (the list is not exhaustive):

- Parents, grandparents or carers of pupils (past and present)
- Members of the Governing Body
- Ex-members of staff
- Students on work experience
- University students undertaking placements
- Local residents
- Members of the local community
- Staff family members

## **4. Types of Activities**

Activities volunteers may be engaged in could include any of the following:

- Hearing children read
- Working with individual/small groups of children
- Undertaking art and craft activities with small groups of children
- Assisting Right Start Pedestrian Training sessions
- Working with children on computers/tablets
- Preparing resources, including photocopying and laminating
- Accompanying school visits
- Escorting children on local walks

## **5. Safeguarding**

At GCPS the safeguarding of our children is our priority. As such, all volunteers will be asked to undertake a Disclosure and Barring Service check, which includes a List 99 check.

Character references will also be sought, and an interview will be held. If the volunteer's role is a one-off, such as accompanying a school trip, these measures will not be required, as long as the volunteer is not left alone with the children at any point.

Where the volunteering is part of a college or university placement, the DBS check will be performed by the college/university.

An entry will be made on to the school's Single Central Record.

All volunteers are expected to have read and understood the DfE document 'Keeping Children Safe in Education part 1'

All volunteers must ensure that they sign in and out of the building and wear their visitors badge at all times. Mobile phones should be turned off whilst volunteers are in the building.

Your main contacts in the school are:

- The Assistant Headteacher, Alison Ayers
- The Bursar, Julie Orchard
- The classteacher in the class in which you are working

## **6. Health and Safety**

Volunteers are required to comply with the school's Health and Safety Policy. They should be made aware of the emergency procedures (e.g. evacuation) and safety aspects of being involved in a particular class (e.g. cookery).

Any potential hazard which you feel might put people at risk of injury or harm must be reported straightaway to the class teacher or bursar.

## **7. Confidentiality**

Volunteers are reminded that all information on individual pupils and members of staff is confidential and that sharing of this data is protected under the Data Protection Act 1998. Volunteers are not permitted to discuss children's or staff members' issues with other professionals in school.

Any concerns that volunteers have about the children they work with/come into contact with should be voiced with the class teacher and not with the parents/cares, any persons outside school or the child themselves.

## **8. Internet Use and Social Networking**

Volunteers are expected to behave in an ethical and lawful manner with regard to the use of the internet and emails. Care and attention should be taken while using social networking sites. Use of these sites should not involve communication regarding your employment at GCPS or any activities which may bring the school into disrepute and may cause us to question your suitability to work with children.

Volunteers must not attempt to contact pupils via social media or email, or make arrangements to meet outside of school.

## **9. Policies and Procedures**

Please be aware of the following policies and procedures:

- GCPS Safeguarding Policy
- GCPS Behaviour Policy
- GCPS Anti-Bullying Policy
- GCPS Health and Safety Policy
- Fire Evacuation and Lock Down Procedures

## **10. Code of Conduct for Volunteers**

Volunteers are expected to maintain high standards of behaviour and conduct whilst involved in activities at school. The following is a guide to appropriate conduct whilst working in or on behalf of a school (including school trips, residential visits and out of school activities):

### **You should:**

- Be approachable, pleasant and be a positive role model for pupils
- Adhere to all school policies in Section 9
- Maintain confidentiality of personal information at all times, unless there is a need to report something to named staff
- Report all incidents of bad behaviour to the class teacher immediately
- Dress and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from your supervising staff member and seek guidance through clarification where you might be uncertain of tasks or requirements
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report to the supervising staff member any potential hazard in the workplace

**You should never:**

- Discipline or tell a child off. As a volunteer you are not expected to discipline children. If there are problems, tell the class teacher straight away and they will deal with the situation
- Take photographs in the school without the prior permission of the Headteacher
- Work with children when you are not in a proper physical or emotional state to do so. For e.g. under medication which makes you drowsy, or under extreme stress which may impair your judgement.
- Share your personal contact details with the pupils or make personal arrangements to meet pupils outside of school. This includes all social media
- Discriminate favourably or unfavourably against a child
- Behave in a manner which may bring the school into disrepute
- Give or receive (other than token) gifts, unless arranged through the Headteacher.

**What you can expect from the school:**

Volunteers in school should expect:

- To be recognised for their valuable contribution to the learning experience for the children they support
- To be assigned worthwhile tasks
- Access to any school policies or procedures that are relevant to their role
- Access to any training that is necessary for the success of their activities

**Garstang Community Primary School  
Volunteer Agreement Form**

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

I have read and understood the following documents:

- GCPS Safeguarding Policy
- Keeping Children Safe in Education Part 1
- GCPS Behaviour Policy
- GCPS Anti-bullying policy
- GCPS Health and Safety Policy
- Fire Evacuation Procedures

I have received a copy of the school's Volunteer Policy

I agree to support the School's Aims and Mission Statement

I agree to treat information I learn from being a volunteer in school as confidential

I understand that I will need to undertake a DBS check to advise the school of my suitability as a volunteer.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_