



Volunteers in School Policy
Darrington CE Primary School

Shine, Share, Flourish.

We **shine** our light for each other.

We **share** peace, respect and friendship.

We **flourish** and grow together

‘Your word is a lamp to my feet, a light to my path.’ Psalm 119

Introduction

Visitors and volunteers at our school bring with them a wealth of skills and experience that can enhance the learning opportunities of the children. Darrington School welcomes and encourages them.

Visiting and Becoming a Volunteer

We have many requests from a variety of people who wish to visit or volunteer. These may be parents of children at Darrington School, members of the local community or individuals interested in pursuing a career with children. It is important that we keep track of who is working in our school, where they are placed and for how long they will be with us. For this reason all requests from visitors and volunteers should be directed to the head teacher who has responsibility for the organisation and/or placement of such individuals. ***We will ask you to complete a volunteer application form Appendix 3.***

Aims

All adults who work in our school, whether a paid member of staff or volunteer, are expected to work and behave in such a way as to actively support our school aims and values listed below.

- We aim to safeguard and promote the welfare of all children in our care by providing an environment in which they are safe and secure and can be supported in their physical and emotional needs.
- We aim to provide a happy and healthy school environment where children and adults respect each other and take responsibility for their own actions.
- We support a policy of inclusion, where there are equal opportunities for all.
- We will provide a curriculum that is broad and balanced, that will help children prepare for the opportunities and responsibilities that are needed for now and later in life.
- We expect everyone to achieve high standards of work and behaviour both inside and outside school.
- We will encourage the children to develop spiritually, morally, culturally, mentally and physically.
- We strongly believe that communication is crucial between all staff, parents and children and we will foster an ethos of openness whilst maintaining appropriate confidentiality.
- As a Church school, the Christian values permeate through everything we do

Objectives

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that visitors and volunteers may have about the children they come into contact with should only be discussed with the class teacher. Visitors and volunteers concerned about what another adult in the schools says or does, should raise the matter directly with the head or deputy head teacher.

Supervision

All visitors and volunteers are under the supervision of a class teacher. Teachers retain responsibility for the children at all times. Visitors and volunteers should have clear guidance from the teacher as to how an

activity involving children may be carried out and what the expected outcomes of any activity are. Visitors and volunteers are encouraged to speak to the teacher if they have a query about any aspect of a child's understanding or behaviour.

Health & Safety

The school has a Health and Safety Policy available on request from our school office. Class teachers ensure that visitors and volunteers are made aware of any emergency procedures (e.g. what to do in the case of a fire alarm) and about any safety issues associated with a particular task (e.g. during a practical task). Visitors and volunteers are asked to exercise due care and attention and report any obvious hazards or concerns to the class teacher. Visitors and volunteers **must not** deal with any situation regarding a child's personal hygiene, administer medicine or give first aid.

Safeguarding Children

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

- All visitors and volunteers are given a copy of this policy.
- Visitors and volunteers must wear an identification badge whilst on the premises.
- All volunteers must sign a Visitors and Volunteers Agreement (appendix 1)
- If you are supporting on a school trip you will be asked to read and sign (appendix 2)
- The school reserves the right to ask for a character reference if necessary.
- We encourage *all* visitors and volunteers who work with children to have a Disclosure Barring Service (DBS).
- Anyone visiting or volunteering on a regular basis and who has substantial access to children *must* have a full, up to date DBS check.
- Under NO circumstances must you work alone with a child without DBS.

How to respond to a disclosure

- Use open non leading questions.
- Record exact wording.
- Report to Designated Safeguarding Lead/ Deputy Designated Safeguarding Leads.
- It is imperative that everything remains confidential.

Complaints Procedure

Any complaints about a visitor or volunteer will be referred to the head or deputy head teacher. Any complaints made by a visitor or volunteer will also be referred to the head or deputy head teacher.

The head reserves the right to take the following actions:

- To speak with the individual about a breach of our agreement and seek reassurance this will not happen again
- Offer an alternative placement in another class
- Inform the visitor or volunteer that the school no longer supports their attendance at school.

Appendix 1



Darrington Church of England Primary School
Visitors and Volunteer Agreement



Thank you for visiting or offering your services as a volunteer at Darrington CE Primary School. Your help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this agreement and hand it in to the school office. You will receive a copy of it for your records.

- I have received and read the Visitors and Volunteer Policy
- I agree to support the school's Aims and Values
- I agree to treat information I learn from being in the school as confidential

DBS Check – circle as appropriate Yes No Applied for

If you already have a DBS certificate, please hand it to the school office and a copy will be made for the school records.

Signed.....

Name.....

Date.....



Darrington Church of England Primary School

Off-Site Visits: Volunteer Agreement



Thank you for volunteering. School visits are an integral part of learning at school and you will have an important role to play in ensuring the success and safety of this trip. The class teacher has overall responsibility for the children at all times, but designates responsibility to voluntary helpers who may have charge of a small group.

Please read this agreement, sign and return it to the office. This forms part of our school's risk assessment planning.

The Role of a Volunteer Helper

- To be responsible for and look after, in equal measure, all of the children in your group.
- To stay with your allocated group and ensure their well-being and safety for the duration of the trip.
- To promote polite, respectful and courteous behaviour amongst the group and towards members of the public.
- To ensure that your group keeps up with the rest of the school visit party.
- To contact your class teacher if there are issues with first aid, safety or behaviour.
- To show a commitment to the group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and by helping to explain areas of interest.
- To follow guidance from school staff.

Not permitted

- Please do not bring additional siblings on the school trip.
- Please do not use your mobile phone unless the call or text is urgent.
- Volunteers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteers are not allowed to take photographs of the children unless requested to do so by the teacher in charge.
- Volunteers are not allowed to buy their group treats e.g. ice cream, sweets etc. before or after the school trip.

Emergencies

Please inform a member of school staff as soon as possible. If you become separated from the rest of the school party, please telephone one of the staff members or the school.

I understand and agree to the conditions outlined in this agreement.

Signed.....

Name.....

Date.....



INFORMATION FOR VISITORS

Welcome to Darrington CE Primary School. We hope you will enjoy your time at our school. Our main priority is to ensure that everyone who visits is aware of their responsibilities towards making sure all young people are safe.

If you are visiting the school, you will be required to show some ID to reception staff if you are not known to them as part of our Safeguarding/Child Protection policy. Please have this ready when you arrive. Visitors and contractors will be given a badge that they should wear and display at all times when on the school premises.

Be Safe

- Please ensure you are aware of the school's **Safeguarding Procedures** including safer working practices, confidentiality and emergency procedures.
- Before helping in school, all adults will have undertaken a DBS check appropriate to their role and will be asked to agree their acceptance of school policies at induction.
- Volunteers/adults are reminded that they may not support/help a child in isolation as a matter of safety for all. You must not have any physical contact with any student.
- You must never exchange personal contact details with a student or arrange to meet them outside of the school environment.
- The member of staff you are working with will be responsible for sharing other procedures and additional information specific to the context in which you will work.
- All matters relating to school should remain confidential. All contractors should check the school's asbestos plan and sign to say they have been provided with all recorded information.

DISCLOSURE BY A CHILD

If a student discloses information about significant harm you should:

- Listen
- Tell the student that you need to tell someone else —you cannot promise confidentiality.
- Make accurate notes of what has been said by the student and pass this immediately to the DSL.

It is not your responsibility to investigate but to report to the

Designated Safeguarding Lead:

Mr Chris Lunn (Headteacher)

Mrs Amy Egan (Assistant HT)

Mrs Rachel Gregson (EYFS Leader)

Emergencies

- If you hear the continuous sound of the fire alarm, please leave the building immediately by the nearest exit and assemble on the main playground. Do not re-enter unless you are told to do so by the Head/Designated Lead.
- Please familiarise yourself with the nearest fire exits and ensure that any furniture or equipment used does not obscure them.
- In the unlikely event of an accident to an adult or child, please inform a member of staff immediately. Some staff are first aid trained and all accidents or 'near misses' must be reported. You may be asked to complete an accident report form and we would appreciate your co-operation in doing so.
- If you see or hear something that concerns you, then please speak to a senior member of staff.
- **Any safeguarding or child protection concerns should be immediately reported to a member of staff.**

Parking at the School

The School has a car park which can be used if a space is available and would not obstruct staff members leaving school. There is ample parking available at The Spread Eagle Pub car park. Please let the school office know where you have parked.

School Facilities

- The adult toilets are near the staff room and are unisex.
- Visitors and helpers are invited to use the staffroom and help themselves to tea/coffee.
- Glass may **not** be taken out of the staffroom and hot drinks can only be taken if in a thermos mug with a lid. This must be kept out of harm's way.
- If you stay with us over lunchtime you can bring a packed lunch or on arrival you could order a school lunch. A village shop with sandwich making facilities is situated within a short walk.
- Darrington operates a **non-smoking policy** on any part of the school site.

E-Safety

Access to the Internet:

All users of the school systems and Wi-Fi must comply with the Acceptable Use of ICT policy.

Mobile Devices:

- The use of personal mobile phones is not permitted during the school day.
- Images must not be taken of any child or adult without the prior approval of a staff member and only then on a school device.

Data Storage Devices:

The use of data sticks, CDs etc. is not permitted. Visitors may use their own laptops with our projectors/e-screens by prior arrangement.

PLEASE REMEMBER

All adults in school are expected to be an excellent role model to the children at all times.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers, visitors and outside agencies to share this commitment.

If you would like to share any comments after your visit, please contact admin@darringtonschool.org.uk

What is abuse? Any form of neglect, physical, emotional or sexual mistreatment or lack of care that leads to harm or injury. It can happen to any child regardless of their age, gender, race or ability.

What is discrimination? When people receive less favourable treatment in and grounds which cannot be justified. This covers race, ethnic or national origin, language, religion or belief, gender, gender reassignment, sexual orientation, disability, social class, responsibility for other dependant or where the person lives.

What is bullying? A wilful, conscious attack on the self-esteem or the person of an individual student. It includes jibes, name-calling, silence/exclusion from the social circle, emphasising differences, threatening behaviour, racial/sexual harassment, extortion and physical attack. It may vary in severity, frequency and in the numbers of people involved.

People working in schools are uniquely placed to notice signs and symptoms of abuse and to support children who are subject to abuse or living in abusive situations.



Policy title	Volunteers in School Policy
Monitoring and review	Reviewed September 2024
Links	Safeguarding and Child Protection Policy Educational Visits Policy
Staff responsible	Headteacher/School Business Manager
Committee responsible	Pupils and Standards Committee
Date first approved	October 2024
Review date	September 2026