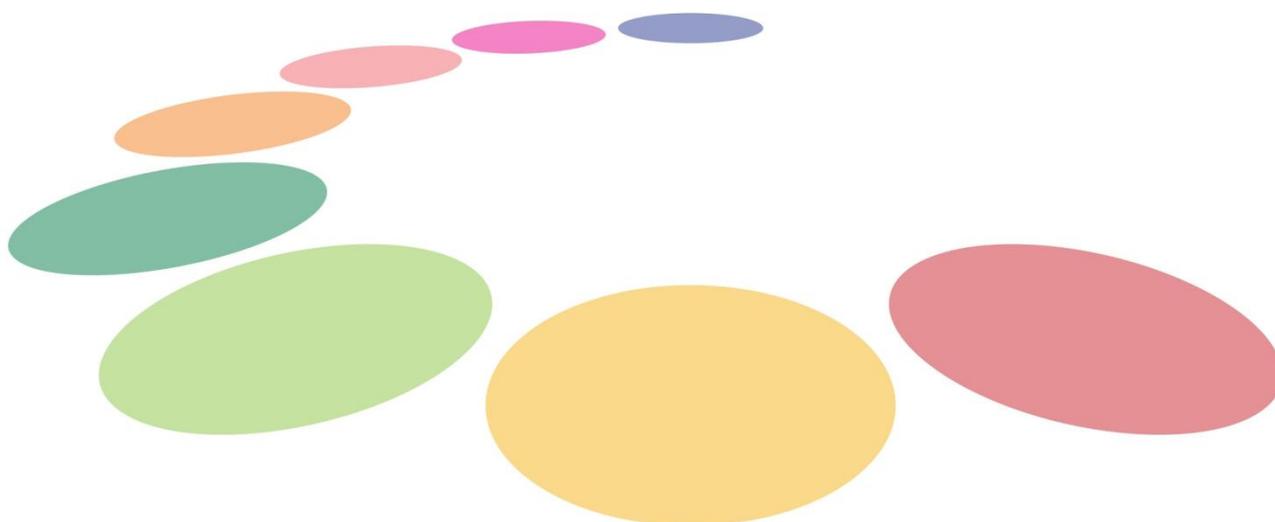


Claremont Primary School

Placement/Volunteer Policy



April 2016

Review Date: April 2017

1. Introduction

It is widely recognised that volunteers provide invaluable services to organisations including schools where volunteers can help to enhance learning opportunities, raise achievements of pupils and complement the work of paid staff. Volunteers are also considered as being great assets for supporting classes whilst working towards their own goals of becoming accredited in teaching and learning.

Claremont Primary School views volunteering as an enriching and value added resource which brings mutual benefits to pupils, staff, parents, volunteers and the local community.

Volunteers may include:

- School governors
- Parents
- Ex-pupils
- Ex- members of staff
- University Students
- Students on work placements

2. The aims of the policy:

- To demonstrate our commitment to working with and supporting volunteers.
- To recognise the value added contributions that volunteers make.
- To ensure good quality work experience and safe working practices for volunteers.
- To provide a clear framework for working with volunteers that is recognised by all stakeholders of Claremont Primary School

3. Volunteer placements

Examples of ways in which volunteers may support Claremont Primary School includes:

- Classroom support
- Support for individual pupils
- Listening to pupils whilst they read
- Additional language support
- Help with supervision at lunchtimes
- Help with supervision in playgrounds
- Arts and crafts activities
- Supporting staff on school trips
- Supporting after breakfast club and after school clubs
- Stay and play shop and library/play club bags in EY

4. Diversity

Claremont Primary School welcomes volunteers from all community backgrounds and cultural heritage who reflect the diversity of our society. Each school has an agreed Equal Opportunity Policy.

5. Deployment of volunteers - general

Work of volunteers should not replace the duties undertaken by paid staff nor cover absences of paid staff. Volunteers should be assigned to and supervised by a named member of staff.

6. Supervision

Volunteers should be supervised by a member of staff whom they are assigned to work with. Volunteers should be given clear guidelines on how they are expected to help, and encouraged to ask for help and support from staff if queries or problems occur. Prior to starting their volunteering role, they should be given an induction which includes an introduction to their volunteering role and responsibilities and ensures that volunteers are aware of their agreed responsibilities and are provided with regular support.

7. Safeguarding

The law requires schools to abide by safeguarding legislation. Therefore, it is required by the law that enhanced DBS disclosure checks are made on anyone with responsibilities which could give them regular unsupervised access to pupils under the age of 19. Under the education (Teachers) (Amendment) regulation 1998 this now includes volunteers who regularly:-

- Assist in the classroom;
- Assist in extra curricular activities;
- Supervise pupils on school organised holidays or residential visits;
- Have ongoing, substantial and unsupervised access to pupils

Claremont Primary School will undertake current DBS and DBA checks

8. Child Protection

The welfare of our children is paramount. To ensure the safety of our children all volunteers will be given a copy of the school's safeguarding policy and will be asked to sign a volunteer agreement (appendix 1). If a volunteer has a concern they must report it immediately to the class teacher.

9. Health & Safety

Claremont Primary School has a duty to ensure as far as reasonably practicable, that volunteers are not exposed to unnecessary risks to their health and act safely whilst undertaking their role in school.

Claremont Primary School demonstrates the same responsibility for volunteers as that of paid employees. However, in the light of this, volunteers have a duty of care towards themselves and to

others. Volunteers must abide by the Health and Safety policies of the Schools they are volunteering in and failure to adhere to the Health and Safety policies could be construed as negligence.

10. Confidentiality

Volunteers must abide by the same requirements for confidentiality as paid staff. All information pertaining to volunteers should be treated with confidentiality. Volunteers should maintain the confidentiality of all information which they are exposed to whilst volunteering at Claremont Primary School.

11. Induction

Claremont Primary School will provide volunteers with induction including:

- An introduction to the classroom you're placed in;
- Tour around the school you are placed in, showing emergency and evacuation procedures;
- An introduction to your volunteer role and expectations and the Volunteer Agreement (To be signed by both the Volunteer and School)
- An introduction to the school policies which volunteers need to be aware of such as:
 - Volunteer Policy
 - Safeguarding Policy
 - Behaviour Policy

The induction programme will be agreed by the volunteer coordinator and the head teacher or designated member of staff in each school.

12. Conduct and Complaints

If issues arise, in the first instance, volunteers will be given the opportunity to discuss them or raise any concerns they have with their appointed supervisor or the volunteer coordinator;

In the case that a complaint is made regarding the volunteer's conduct, it will automatically be referred to the school head teacher or designated member of staff who will reserve the right to:

- Make the volunteer aware of their breach of the Volunteer Agreement;
- Terminate the volunteer activity.

13. Domestic arrangements

Personal Belongings:

You will be responsible for ensuring the safety of your personal belongings while you are on the premises, a suitable place will be assigned for you in the classroom to keep your belongings.

14. Things to remember:

- Always sign in and out of the building at reception
- Wear your visitor/ name badge provided to you
- For the purpose of Health and Safety the member of staff you are working with will be required to know your whereabouts at all times.
- Please inform school by 8 am if you are going to be absent on the day you volunteer.
- Confidentiality at all times.
- Ask your volunteer lead if you are unsure about anything

Thank you for volunteering your time and energy to help the children at Claremont Primary School, we appreciate your support.