



VOLUNTEER POLICY Whole school and EYFS

Introduction

Volunteers at Parsons Green Prep School bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers from the local community. Our volunteers work closely with the school in support of our mission statement and aims.

Mission

Parsons Green Prep School's mission is to be recognised as a leading day prep school that offers both a challenging and rich curriculum and a broad range of opportunity experienced within the context of a happy childhood.

Statement of Aims and Core Values

PGP recognises that: *'How a child learns is as important as what a child learns'* and is therefore committed to offering all its pupils an excellent education, inspiring them to achieve their best within a rich, happy, safe and fulfilling school experience upon which will be built future success.

Our Aims and Values

- Promote high standards of academic achievement and give support and challenge to pupils appropriate to their abilities
- Ensure a breadth of educational opportunity, nurturing both enthusiasm and talent
- Prepare and give children the skills (academic, social, creative and technological) that will enable them to make a positive contribution to society and engage in life-long learning
- Promote values of kindness, respect, tolerance and diversity, developing a sense of service to the community as well as promoting a sense of social responsibility.
- Foster healthy physical and emotional well-being in an atmosphere that allows children to be children
- Enable the pupils to acquire and develop the skills according to their ability that they will need to be self-confident and successful
- A positive whole school community

Types of volunteers include:

- parents of pupils
- ex-pupils
- pupils on work experience
- university students
- ex-members of staff
- local residents
- friends of the school.

The types of activities that volunteers are engaged in include:

- hearing children read
- working with small groups of children
- working alongside individual children
- undertaking art and craft activities with children
- running after-school clubs
- working with children on the computers
- accompanying school visits
- working in the library



Becoming a volunteer

Anyone wishing to become a volunteer, either for a one-off event such as a school visit or on a more regular basis, e.g. hearing children read, usually approaches the Headmaster, class teacher or members of the school administration directly.

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

Parent volunteers should read the Guidance for Parent Volunteers for School Trips (Appendix 2).

Risk Assessment

Once arrangements have been agreed regarding the type and frequency of volunteer activities a risk assessment (Appendix 4) will be carried out by the school to establish which safer recruitment checks are necessary. A record of this risk assessment will be kept on file and the volunteer will be asked to sign an acceptance sheet (Appendix 2).

All regular volunteers will be required to have:

- an enhanced disclosure if they are carrying out unsupervised activities
- an informal interview
- a note that no concerns have been raised by others in the school community.

One-off volunteers who are supervised by a member of staff will not require these vetting checks. Students on work experience have a separate policy and agreement to complete.

Confidentiality

Volunteers must sign to say they have read and understood the school Data Protection Policy, the school Safeguarding Policy and the Volunteer Policy. Volunteers are requested to maintain confidentiality at all times relating to information disclosed to them relating to staff, children and parents whilst they are volunteering. Any concerns that volunteers have about the children they work with and come into contact with should be voiced with the Class Teacher or Headmaster and NOT with the parents of the child/persons outside school.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headmaster.

Supervision

Volunteers work under the direction 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 activity 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. 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 and Fire and Evacuation Policy which are compulsory for any volunteers working in the school to adhere to. Class teachers ensure that volunteers are clear about all emergency procedures (e.g. fire alarm evacuation). Equally volunteers are provided with any risk assessments about any safety aspects associated with a particular task (e.g. using DT equipment/accompanying children on visits). Volunteers need to

exercise due care and attention and report any obvious hazards or concerns to the class teacher or Headmaster. Volunteers must not deal with any first aid, accident or medication situations.

Safeguarding children

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

- All Volunteers must sign to say that they have read and understood the Safeguarding Policy, Emergency procedure and Volunteer Policies and relevant risk assessments.
- All volunteers receive part 1 of the latest Keeping Children Safe in Education (KCSIE) and must sign to say they have read and understood the document.
- To ensure the safety of our children at all times, any volunteers that are unsupervised must have been cleared by the Disclosure and Barring Service.
- We seek references for our volunteers, except parent volunteers.

Complaints procedure

Any complaints made about a volunteer will be referred to the Headmaster for investigation. Any complaints made by a volunteer will be referred to the Headmaster. Any complaint against a volunteer will adhere to the Complaints Policy for further investigation.

This policy will be reviewed annually		
Reviewed: September 2010	By: Janie Richards	DfE name update
Reviewed: September 2011	By: Janie Richards	None
Reviewed: September 2012	By: Janie Richards	Changes
Interim review: November 2012	By: M McLachlan	Insertion of DBS changes addendum at beginning of policy and insertion of DBS check number in Appendix 1 Additions of policies and risk assessments for volunteers to be made aware Rewriting of the mission statement and ethos Addition of appendix 2 signature that volunteer had received and understood Safeguarding, Emergency procedure and Health and Safety policies
Reviewed: February 2013	By: M McLachlan	Signature that volunteer had received and understood Safeguarding, Emergency procedure and Health and Safety policies
Reviewed 5 March 2014	By: Pippa Hogg- Andrews	Reference to separate student policy New school aims added Induction training added to appendix 3



Reviewed 13 May 2015	By: Neil Christey	School name change. Added note about behaviour to the guidance notes for school trips.
Reviewed: 1 August 2015	By: Neil Christey	Volunteers to receive the latest version of KCSIE part 1 Parent guidance to not take pictures of children on school trips
Reviewed 1 August 2016	By: Neil Christey Checked by Lucinda Waring	Volunteers not to mention details on social media and volunteer activities will be subject to risk assessment and may follow in extra checks. All volunteers must obtain DBS clearance.
Reviewed: August 2017	By Neil Christey	No Changes
Reviewed: 30 August 2018	By Neil Christey	Added volunteer risk assessment as appendix 4 and referred to it in the body of the policy. Added unsupervised to the DBS clause - All unsupervised volunteers must obtain DBS clearance.
Reviewed: 30 August 2019	By Neil Christey	No changes
Reviewed: 30 August 2020	By Neil Christey	No Changes
Next review: 30 August 2021	By Neil Christey	

Appendix 1

VOLUNTEER INFORMATION SHEET FOR NEW VOLUNTEERS

Name of Volunteer: _____ Date _____

of birth: _____

Other names known by (including maiden names): _____ Address: _____

Phone: _____

Mobile: _____ Email: _____

DBS Check Number: _____

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

Are there any particular age 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 Headmaster. Your offer of help is appreciated and we will be in touch shortly.



Appendix 2

Guidance for parent volunteers for school trips

Thank you very much for volunteering to help our children on this trip.

These notes have been written to offer some guidance to parent helpers and reflect the school policy on educational visits.

- Please sign in at the school office and receive a parent helper badge.
- If you have any questions about a school trip, please see the class teacher.
- Dress appropriately for the destination and wear comfortable shoes.
- Parents may not always have their own child in their group.
- The teacher will give parent helpers a list of children for whom they are responsible.
- Take frequent head counts, particularly when moving to a new location. All children are told that they must stay with their group and the group adult at all times.
- If the trip involves a coach journey, please help the children in your group fasten and fit their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher has vomit bags, if needed.
- The class teacher leads the rules, routines and expectations for the day.
- Volunteers must not be involved with any personal care with children including going to the toilet and changing clothes unless they have an enhanced DBS certificate.
- Please help the teacher by ensuring that your group follows all instructions, e.g. when to eat and drink.
- Keep the children as engaged as you can, participate in the activities, and support the teacher and/or guides' decisions.
- Do not buy sweets, ice-creams or souvenirs for some children as others could feel they have missed out.
- The class teacher is responsible for **all** first aid and medication.
- Parents must not administer any first aid.
- If you need to leave your group for any reason, please inform the class teacher.
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school and the child's parents in emergency situations.
- If parents are concerned about the behaviour of any child, please do not react and inform a member of staff straight away.
- Volunteers are asked to keep the same degree of confidentiality as in school. If you have any queries or problems concerning the trip, please talk to the class teacher or the Headmaster on return from the trip.
- Volunteers must not compromise the safety of the children by disclosing information about the school trip on social media sites or to anyone outside of the PGP community.
- Volunteers must not take pictures of pupils when they are on school trips for safety reasons.

Appendix 3

VOLUNTEER ACCEPTANCE SHEET

I, _____, hereby sign that I have received, read and understood the Parsons



Green Prep Safeguarding Policy and the Volunteer Policy and any relevant risk assessments (if applicable).

I confirm that I have received induction training in child protection and fire evacuation.

Signed: _____

Print name: _____

Dated: _____



Appendix 4

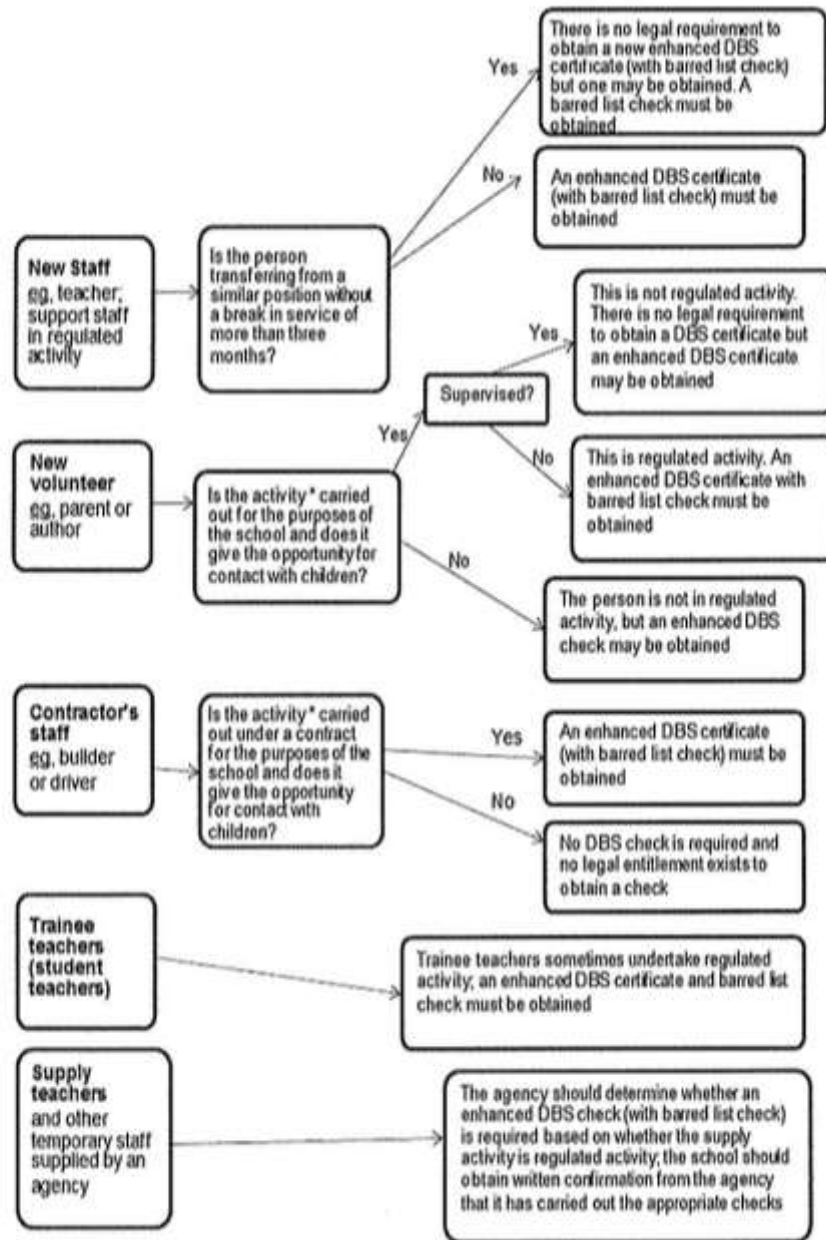
RISK ASSESSMENT FOR VOLUNTEERS

NAME OF VOLUNTEER: ACTIVITY: ASSESSMENT DATE AND SIGNATURE:
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<i>Activity/item or hazardous action</i>	<i>Hazard</i>	<i>Persons affected</i>	<i>Risk level</i>	<i>Action required</i>	<i>Date achieved</i>	<i>New risk level</i>
A classroom volunteer is left in the classroom with the children on her/his own.	Children not being safe with the volunteer	Children	High	Under no circumstances should any Classroom volunteer be alone unsupervised with a child unless they have undergone safer recruitment and vetting checks. Staff are to be notified of the risk assessment document that is carried out on all volunteers.	Ongoing	Med
Classroom volunteer left alone with a child in any area inside or out side school.	Children not being safe with the volunteer	Children	High	If a child asks to go to the toilet, Classroom volunteers are meant to take them to the class teacher rather than take themselves.	Ongoing	Med
Children being injured	Classroom volunteers not having any First Aid training and being unaware of a child's particular medical condition.	Children	Med	The volunteer should be made aware of the first aid procedures that apply to them.	Ongoing	Low



<p>Classrooms not respecting the privacy and confidentiality which children and staff are entitled to have. Vetting checks as necessary DBS Application date DBS number DBS Date Evidenced by Evidenced date Barred list Carried out date: Carried out by References Any further checks carried out:</p>	<p>Breach of Confidentiality</p>	<p>All</p>	<p>High</p>	<p>Classroom volunteer s should not talk to other classrooms about the ability or behaviour of children they have been in contact with. This is the role of school staff.</p>	<p>Ongoing</p>	<p>Med</p>
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* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'