

Micklefield Church of England Primary Academy



Learning and Growing Together, With Faith, Hope and Love

Volunteer Policy 2024-2026

Introduction

Volunteers at Micklefield CE Primary Academy bring with them a range of skills and experience that can enhance the learning opportunities of the children at our school. Where appropriate, we welcome and encourage volunteers from the local community.

Our volunteers include:

- Members of the Governing Body
- Parents/carers of pupils
- Ex-pupils
- Students on work experience
- Student teachers
- University students
- Friends of the school

The types of activities that volunteers are engaged in under supervision include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children in the classroom
- Accompanying school visits
- Observing teachers and children

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 or a fixed term placement, usually approaches the Head Teacher.

Volunteers will be required to complete the Volunteer Application Form (Appendix 1) which includes their contact details, type of activities they would like to help with, and the times they are available to help. An enhanced DBS application MUST be completed, or evidenced if placement is through a college or university.

As part of the application process, we will require the names and addresses of two referees. A referee may not be a family member and will preferably be a previous employer or representative of an organisation where the volunteer has previously been established. If this is not possible, a character witness from a reliable source will be sought. Prior to placement volunteers/students will be required to attend a short informal interview with the Head Teacher.

Volunteers will also complete the Volunteer Confidentiality Contract (Appendix 2), which sets out the schools expectations of volunteers and asks volunteers to confirm they have received a copy of this policy. Where our volunteer is engaged in a "one-off" activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out on these volunteers. HOWEVER these volunteers, who are under constant supervision of school staff, will not be allowed to carry out such duties as escorting children to the toilet or leading a small group of children without a member of the school's staff, and must read and sign our Off-site Visit agreement (Appendix 3).

Induction Training

Volunteers who are in school regularly and Students are required to attend an induction session with the Deputy Head Teacher. This induction will be an opportunity for volunteers to raise any questions they may have and will also provide a further opportunity for the Assistant Head Teacher or Head Teacher to confirm the clear guidelines set out in this policy and the schools expectations.

Supervision

All volunteers 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 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 question/problem regarding children's understanding of a task or behaviour.

Confidentiality

Volunteers in school are bound by a confidentiality contract (See Appendix 2). 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 of the child/persons outside school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Head Teacher or Assistant Head Teacher.

Health & Safety

The school has a Health & safety Policy and this is made available on request to volunteers working in the school. Class teachers ensure that volunteers are clear about emergency procedures (e.g fire alarm evacuation – displayed in each classroom) and about any safety aspects associated with a particular task (e.g. using DT equipment/PE lessons/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class teacher.

Child Protection/Safeguarding

To ensure the safety of our children, we adopt the following procedures:

- At all times, all of our volunteers must have been cleared by the Disclosure and Barring Service (DBS). A certificate is issued to the individual, and, if applied for through the school, clearance will be advised through the school's business manager. If the DBS has been applied for through the College/University, the school will need to receive evidence of recent clearance.
- All volunteers are given a copy of the Volunteers Policy, Keeping Children Safe in Education (Part 1) and asked to sign a Confidentiality Contract.

School Aims

All adults who work in our school, whether as a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our school aims. Our school aims are:

- To provide a safe, secure, well-disciplined and stimulating learning environment.
- To help pupils develop lively, enquiring minds, the ability to question and argue rationally, and apply themselves to tasks and physical skills with increasing independence.
- To achieve the highest possible standards in Reading, Writing, Mathematics and Science.
- To help pupils to acquire understanding, knowledge and skills relevant to life.
- To encourage and develop moral qualities such as honesty, trust and respect for others.
- To help pupils develop an understanding and respect of a wide range of religious values and cultural traditions.
- To provide equal opportunities for everybody within our school community.
- To provide a broad and balanced range of activities as set out in the National Curriculum.
- To help pupils understand the world in which they live.
- To help pupils to appreciate human achievements and aspirations.

Complaints Procedure

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. If the complaint made is about the Head Teacher, it will be referred to the Chair of Governors.

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

- To speak with the volunteer about a breach of the Volunteer Confidentiality Contract and seek reassurance that this will not happen again;
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class; or
- Inform the volunteer that the school no longer requires their service

Monitoring and Review

This policy will be reviewed every three years and updated in the light of new guidance from either the Department for Education or Local Authority.

Appendix 1

Micklefield CE Primary Academy

Please complete in black ink or typescript

VOLUNTEER APPLICATION



PERSONAL DETAILS

Name and Title:

Tel No (home):

Home Address:

Email:

Date of Birth:

Postcode:

Gender: M/F

REFERENCES

It is expected that one referee should be your current or last employer. The other referee should be a character reference.

1.

Name:

Position:

Address:

Town:

Postcode:

Phone:

Email:

Capacity in which known:

2.

Name:

Position:

Address:

Town:

Postcode:

Phone:

Email:

Capacity in which known:

SECONDARY, FURTHER AND HIGHER EDUCATION

Date (MMM/YYYY)

School, College University or
Establishment

Examinations taken or being
taken or any other
qualifications obtained

Exam result, grade and date

EXPERIENCE OF WORKING WITH CHILDREN

Please state any relevant experience here.

WHY DO YOU WANT TO VOLUNTEER AT MICKLEFIELD CE PRIMARY SCHOOL?

HOW MUCH TIME CAN YOU VOLUNTEER EACH WEEK?

WHEN CAN YOU VOLUNTEER?

	Monday	Tuesday	Wednesday	Thursday	Friday
am					
pm					

DO YOU HAVE ANY DISABILITY OR SPECIFIC NEED OF WHICH YOU WOULD LIKE US TO TAKE ACCOUNT? IF YES, PLEASE SPECIFY.

To help decide whether a reasonable adjustment will be required, please answer as fully as you can below.

CONSENT

Please note that your consent will be required for a DBS police check (your signature below confirms this consent). I confirm that the information I have given above is correct. I give permission for my referees to be contacted and understand that Micklefield CE Primary school reserves the right to reject a volunteer’s application at any stage of the recruitment process and remove a volunteer from the programme without providing a reason.

Signed:.....

Date:.....

Thank you for filling out this application form. Please return this form to:

Clare Fell
Office Manager
Micklefield CE Primary School
Great North Road
Leeds
LS25 4AQ
0113 2869232

Or email to: office@micklefieldceprimary.co.uk

Appendix 2

CONFIDENTIALITY CONTRACT

As a volunteer at Micklefield CE Primary Academy, I understand that class, pupil and parent details, staff room conversations, or school matters are confidential and not to be shared or discussed with parents or members of the general public. If I have any concerns, I will initially raise them with the Head Teacher or the class teacher, then the Head teacher if necessary. I understand that the class teacher is in charge of all activities and the discipline in the class. If I am asked to work with a group of children outside the classroom, I can speak to a child about their behaviour in accordance with the school's behaviour policy.

I understand that, before I start working in school, the school will initiate an enhanced DBS check on me in the interest of the safety of the children in the school in accordance of the Children's Act 2004 (section 11). Should a situation arise that indicates that I have divulged any confidential information to a parent or members of the public, the matter will be investigated and my placement may be withdrawn. I understand that my personal details and details of the DBS check will be held on the school's single central record for inspection by authorised personnel only.

Name: Date:.....

Signed:

Head Teacher:

Appendix 3

OFF –SITE VISITS VOLUNTEER / PARENT AGREEMENT

Role of the volunteer helper

- To be responsible and look after, in equal measure in conjunction with school staff, all of the children in your group.
- To stay with your allocated staff member / group of children, ensuring that their wellbeing and safety is maintained for the total duration of the school trip.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public.
- To contact a school member of staff if there are issues with first aid, safety and/or behaviour.
- Show commitment to their 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.
- Follow guidance from the school staff.

Emergencies

You are expected to inform a member of staff as soon as possible if you become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school directly on 0113 2869232.

- I have read the Volunteer Policy
- I agree to the terms and conditions as stated in the policy
- I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

Volunteer: _____

Signed: _____ Date: _____