







IDE HILL CHURCH OF ENGLAND
PRIMARY SCHOOL

VOLUNTEER POLICY AND GUIDANCE

REVIEWED -December 2018

REVIEW DATE - December 2021

This policy is subject to review and evaluation by
the Headteacher and Governing Body.

 Signed: Headteacher, Mrs Louisa Hillman	 Date:
 Signed: Anne Fletcher, Chair of Governors	 Date:

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We thank you for your support and would like to welcome you to our school.

This policy has been designed to support volunteers and supply teachers whilst at Ide Hill School. We hope that the following information will enable you to:

- Support the children in their learning and contribute to the ethos of the school.
- Be aware of key school policies and procedure

At Ide Hill CE School our ethos is underpinned by our school values: Respect, Love and Responsibility. These values are reflected in our actions and interactions between all school members and volunteers are expected to uphold these views.

We are a 'Rights Respecting School'. We endeavour to demonstrate that everyone has rights and support children to understand that with certain rights comes a level of responsibility.

"Growth Mindset" is a powerful tool in the children's learning toolkit. We celebrate mistakes as a great opportunity to learn something new. We challenge children's thinking and encourage perseverance and determination. The power of 'yet' is an important strategy that helps to develop resilience. Children learn that although 'they can't do it yet', with resilience they can achieve their goal.

Volunteers must be aware of the importance of confidentiality. When working closely with children volunteers will become acutely aware of children's personalities, their social, emotional, spiritual or cultural differences and their talents or targets. Please ensure that you never discuss any of your observations, or conversations you may have heard, with your own child or any person outside the 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 Headteacher.

We expect children to be courteous and to demonstrate our school values. The school has a behaviour policy which sets out the rewards and sanctions for behaviour. This can be found on the school's website. Please inform the class teacher if a child has worked hard, persevered, shown resilience etc. so that they can be rewarded appropriately. If a child's behaviour is inappropriate, please speak to the class teacher / teaching assistant or the nearest member of school staff.

The behaviour of children at Ide Hill School is usually very good. In the unlikely event that a child becomes difficult or is rude, please react calmly and, in a calm and quiet voice, inform the child that their behaviour is not appropriate. If the behaviour continues, please refer to the class teacher or nearest member of school staff. It is never acceptable for a volunteer to use physical force.

The welfare of our children is paramount. All those who come into contact with children at school have a duty to safeguard and promote the welfare of children. To ensure the safety of our pupils at all times, all of our Volunteers must have been cleared by the Disclosure and Barring Service (DBS). This is to help prevent unsuitable people working with the children. A certificate is issued to the individual to produce in school.

Please sign yourself into school at the office when you arrive and sign out after your visit. Please wear your visitor's badge at all times as this informs other adults and children that you are a guest in our school and enables us to know who is on the premises in case of fire or other emergency.

The designated Safeguarding Leads at Ide Hill are Mrs Hillman (Headteacher) Mrs Hardy, Mrs Daniels and Mrs Reeves. Designated Safeguarding Lead information is available at the school office entrance, the main entrance to the school building and the Saplings class entrance, together with Kent Central Duty Team emergency contact information.

Any concerns regarding children's safety and welfare should be reported to a designated safeguarding Lead immediately. You will be asked to record this report using a 'Green Form', available in all classrooms, the staff room, Headteacher's office and school office. If you are concerned that the behaviour of a member of school staff, please treat this as equally serious and report any allegation to the Headteacher immediately.

Children's learning will often be enhanced by the use of ICT, which may include photographs or videos. All members of Ide Hill Staff annually sign an Acceptable use of ICT policy, which stipulates that any such material should be viewed by staff to evaluate appropriateness before this is shown to the children. It is expected that all supply teachers apply this safety rule when planning their own lessons.

Children are taught to use 'Hector' the whale if they are aware of any digital content that makes them feel uncomfortable. If this occurs, please report the situation to the Designated Safeguarding Lead.

Please keep yourself safe. All adults are role models for children and as such, should act in an appropriate manner. Mobile phones or personal devices are not permitted in school. Volunteers are not permitted to take photographs of children, exchange personal details, social media details or telephone numbers.

All volunteers (not supply teachers) work under the supervision of the Class Teacher of the class to which they are assigned. For this reason, may volunteers will be asked to work in the classroom so that school staff can supervise effectively and keep you safe. Volunteers instructed to work outside of the classroom should work with children in public areas only e.g corridors or the library area - please keep doors open and ensure that you are both clearly visible to other members of the school.

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 to be 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.

Fire	The fire alarm is one continuous bell. If a fire alarm sounds, please escort the children in your care out of the nearest safe exit. The assembly point is on the Glebe Field.
First Aid	<p>Occasionally, children may require first aid. This can often be given on the playground using the first aid bum bags. More serious injuries should be looked at by a first aider.</p> <p>All office staff have completed paediatric first aid training. Class teachers and teaching assistants have completed first aid at work training. Mrs Harris has completed Forest School first aid training. All treatment will be recorded by a first aider as per the school's medical policy, which can be found on the school website.</p> <p>Medical information for children can be found in all classrooms, including allergies. If you cannot find this, please ask another member of staff. Please inform the school office if you have any medical needs so that we are able to help you should you become unwell or in an emergency.</p>
Health and Safety	<p>The school has a Health & Safety Policy and this available on the school website. Volunteers are expected to support the school in keeping children safe by encouraging safe behaviour, for example by asking children to tuck in their chairs, hold the door for others. Adults should check the area that they are working in to ensure that it is safe to do so or take action to remedy the situation e.g turn off electrical equipment, remove trailing wires. Please report any obvious hazards or concerns to the Class Teacher / Headteacher.</p>

Complaints Procedure

A copy of the complaints procedure can be found of the school website. Any complaints made about a Volunteer will be referred to the Headteacher for investigation. Any complaints made by a Volunteer will be referred to the Headteacher for investigation. The Headteacher reserves the right to take the following action:

- Offer an alternative placement for a Volunteer, e.g. helping with another activity or in another Class;
- Remove the volunteer from the school site and request that their voluntary role ceases with immediate effect.



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VOLUNTEER AGREEMENT

Thank you for taking the time to read our policy. We are asking you to sign this sheet to show that you understand the information contained within the document, that you agree to follow school procedures and policies and that you understand where to find more information on school policies. Please read the statements carefully and sign at the bottom of the sheet.

I confirm that I have read the Volunteer policy and guidance and understand my responsibilities towards children.

I understand the school values and expectations and will support these whilst I volunteer at Ide Hill School.

I understand that all school policies are available on request / on the school website.

https://idehill.eschools.co.uk/website/school_policies/345307

I confirm that I will support the school with all safeguarding procedures and will report any welfare or health and safety concerns directly to the Designated Safeguarding Leads.

Full Name	Signature	Date
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