



Volunteers in Academy Policy

Introduction

Volunteers at our Academy should bring with them a range of skills and experience which can enhance the learning opportunities available for our pupils. Barnes Infant Academy welcomes and encourages volunteers from a range of backgrounds, including the local community.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students
- Ex-members of staff
- Local residents
- Friends of the Academy

Volunteers undertake a range of activities with the children, including accompanying staff and pupils on Academy visits, supporting classroom work and helping with Academy events.

Volunteers do not replace members of staff, or cover vacant positions within Academy.

Voluntary work cannot offer paid employment, or the promise of a permanent position, security or remuneration.

Becoming a Volunteer

Anyone wishing to become a volunteer at Barnes Infant Academy should outline in writing to the Headteacher their intention to volunteer within the Academy.

All volunteers must be subject to satisfactory CRB/ISB check before they may volunteer.

Volunteers must complete the Academy Volunteer Form found at Appendix 1.

All volunteers are expected to behave and work appropriately and in such a way as to actively promote the Academies aims and educational purpose.

Volunteering at Barnes Infant Academy

All volunteers will work under the supervision of the teacher of the class in which they are helping. Teachers retain responsibility for children at all times.

Volunteers must sign in and out of the building and wear a visitors badge at all times whilst carrying out their voluntary role.

Confidentiality

Volunteers in the Academy are bound by a strict code of confidentiality. Any concerns from a volunteer should be reported immediately to the Headteacher or Deputy Headteacher.

Health and Safety

All volunteers are expected to comply with the Academies policy and code of practice relating to health and safety. Please see the Health and Safety Policy for further information.

Safeguarding Children

Barnes Infant Academy is committed to safeguarding children and expects its volunteers to share that commitment. Any concerns should be reported immediately to the Designated Person or Nominated Deputy for Child Protection. Please see the Safeguarding Children Policy for further information.

Students

Please see Students in Academy Policy for further information.



Academy Volunteer Form

Name _____

Class volunteer will be working in _____

The volunteer's role is to assist the class teacher/s and carry out duties directed to him/her.

While in Academy the person responsible for volunteers is **Miss Longley** and she will be available to offer direction, advice and help during your time in Academy. Volunteers should always feel able to ask the teacher/support staff for help, advice or clarification about the task they have been asked to undertake.

If you have any problems which cannot be resolved by speaking to a class teacher or member of the support staff then you should speak to Miss Longley. Any further problems should be referred to Mrs Belshaw (Head Teacher) or Miss Longley (Family Liaison Officer).

If a child makes a disclosure to you inform Mrs Belshaw or Miss Longley immediately.

Information received in Academy must be regarded as **confidential** and any information which you think is important should be passed on to the class teacher/support staff straight away.

Under **no circumstances** will you be left unattended with any pupils. You **must not supervise** children using the toilet facilities or change a child.

Telephones and computers in Academy are for Academy purposes only and must not be used for personal use.

Mobile phones must not be used while in Academy and under **no circumstances** should you take a photograph of a pupil using your mobile phone.

The dress code in Academy is **smart/casual**—no jeans, tracksuits or combats please.

If you are assisting an outdoor trip then appropriate clothing should be worn.

When you accompany children we insist that certain codes of conduct are upheld e.g. no smoking or consumption of alcohol or other substances which could impair judgement.

I understand the information given and will ensure I follow the procedures and rules outlined whilst working with the children.

Signed: _____ Date: _____

The Academy reserves the right to accept or decline any offer of volunteering services.

Authorised by _____ Date _____