



Volunteers in Academy Policy

Rationale

At Barnes Infant Academy we believe strongly in the principle of working in partnership with parents and members of the school community to help promote a rich learning environment.

Aims

- To work closely and openly with parents/carers and the wider community to further children's development
- To continue to provide a rich, caring learning environment
- To provide opportunities for the school and the Community it serves and represents to meet together
- To enhance the quality of children's learning through quality provision

Becoming a Volunteer

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.

All volunteers must be subject to a satisfactory DBS check before they may volunteer.

All 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.

Considerations prior to volunteering

Where parents and other adults volunteer to help and support the work of the school there are a number of factors which need to be taken into consideration following this request, to enable the partnership to be managed well and be of mutual benefit.

- The nature of the voluntary work
 - Gathering experience towards the award of a qualification
 - Research work which is part of studies
 - Use of personal skills to help support learning in school
 - Strengthening connections which provide a link with the community

- The suitability of the candidate
 - Volunteers must be supportive of the school ethos, aims, values and principles
 - All volunteers who wish to work with children for shorter or more sustained periods must be CRB cleared. This is imperative if they are to be at all unsupervised
 - Confidentiality must be maintained with regard to all school matters e.g. events observed or discussions about learning, which should not be passed on outside of the school
 - Volunteers need to know about and comply with schools approach to the safeguarding and welfare of children, particularly with regard to child protection and routes of referral
 - Volunteers must show respect for school staff and children and demonstrate a calm, caring approach
 - Volunteers need to be emotionally stable, socially competent and able to manage their own feelings and those of others

- The role within school
 - Volunteers need to be clear about their line manager and the boundaries of the placement
 - Procedures need to be explained e.g. who to inform about sickness absence, who to pass on concerns to, the appropriate dress code and time keeping
 - The Guidance to Safer Working Practice and Code of Conduct should be outlined
 - School staff must guide volunteers and support them in meeting school expectations
 - Duties should be defined e.g. if volunteers accompany a school visit, will they have a small group to manage or is it their role to help supervise the whole class?
 - Volunteers need to comply with school procedures e.g. signing in and out each day
 - Volunteers should expect to be supervised and have their work in school scrutinised as part of the monitoring of provision

Requests

Anyone wishing to become a volunteer at Barnes Infant Academy should outline in writing to the Headteacher their request to volunteer at the Academy. Requests can be discussed prior to being submitted with the Family Liaison Officer or Headteacher.

- The request must be submitted in writing stating availability and intention so the purpose and timescales are outlined
- Relevant DBS clearance should be in place
- The nature of the volunteers work should be clearly defined during discussion
- Volunteer and school needs will be taken into account

If agreed, the Headteacher will authorise the volunteer to work in school, subject to satisfactory DBS and references where appropriate.

The Headteacher reserves the right to terminate the volunteers' work at any time, should there be cause for concern.

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 Family Liaison Officer.

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 Safeguarding Lead or Deputy Safeguarding Lead. Please see the Safeguarding Children Policy for further information.