



Volunteer Registration & Policy

Date: Autumn 2016

Brierley Primary School



Little Bears @ Brierley

VOLUNTEER REGISTRATION & POLICY

Nurture, Aspire, Believe, Achieve

Introduction

At Brierley Primary School we recognise that there are many situations where volunteers can make an appropriate and significant contribution to the work and services of our school. This policy defines the term and sets out the principles, practices and procedures which will be followed in the management and supervision of volunteers. The contribution of volunteers to the work of the school is especially valued and respected. We recognise that they bring with them a range of skills and experience that can enhance the learning opportunities, achievement and enjoyment of children at our school.

Our Volunteers include:

- Parents and other relatives of pupils
- Members of the Governing Body
- Members of Friends of Brierley (FoB)
- Students on work experience
- Members of the local community (including those from charitable organisations)

Volunteering Opportunities

The types of activities that Volunteers support and assist with include:

- Hearing children read
- Working with small groups of children
- Undertaking art and craft activities with children
- Running or assisting with after-school clubs
- Working with children on the computers
- Accompanying school visits
- Helping FoB
- Community projects

The Benefits of Volunteering

- For the children: increases an understanding, achievement, self-confidence and self esteem
- For teaching staff: greater opportunity to work with other children, so enabling the class as a whole to learn more effectively and achieve more
- For the volunteer: a great sense of achievement and personal satisfaction, new knowledge and new skills, improved career prospects.

Becoming a Volunteer

We greatly value and appreciate the time and effort that each of our volunteers generously gives to our school, whether it is on a regular or more ad hoc basis. In order to try to make our volunteers feel welcomed, valued and well informed about our school we aim to provide active and positive support to our volunteers in several ways, including:

- A Welcome Pack, supporting a structured induction process
- Regular newsletters
- Appropriate references for those seeking to build on their volunteering experience in their career.

Before starting to help in school, volunteers will also be invited to complete the Volunteer Agreement which sets out the school's expectations of volunteers. Prospective volunteers who will be engaged in 'Regulated Activity*' will be required to complete a DBS (Disclosure and Barring Service) check and a Self-Disclosure regarding their suitability for working with children. This will be arranged through the school office before starting in school.

**Regulated activity is any activity that takes place in school or on a school trip that involves contact with children frequently, i.e. on 4 or more days in a 30 day period or overnight (in the case of school journeys)*

Anyone wishing to become a volunteer, either for a one off event, such as a school trip or on a more regular basis, such as hearing children read should speak to Miss Gadsby or Miss Campbell.

If it is to support the work of Friends of Brierley (FoB) then please contact the office who will put you in touch with them.

Safeguarding

Brierley Primary School is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

Volunteers will be required to sign in and out at the school office on each occasion; they should wear their identification badge at all times while working on the school premises or on accompanying children on a school trip.

All volunteers work under the guidance of the class teacher to which they are assigned. Although teachers retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

Confidentiality

Brierley Primary has a confidentiality policy. All volunteers will be asked to sign a confidentiality agreement and follow its principles.

Volunteers may have access to personal information about some individuals, or other information which may be confidential. Volunteers are expected to keep this information confidential. Any volunteers who break this confidentiality may be asked to leave. Any concerns that volunteers have about the children they work with/come into contact with should be shared with the Phase Leader or Designated Safeguarding Lead (Miss Gadsby) and not with any persons outside the school. Safeguarding procedures will be included in the volunteers induction pack.

Health and Safety

The school has a health and safety policy which is available on request, on induction the Phase Leader will ensure that individuals are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task. If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher, or phase leader.

Complaints

Any complaints about a volunteer or by a volunteer will be dealt with in line with the schools complaints procedure.

Review: Autumn 2018



Volunteer Registration Form

First Name:	Surname:
Home Address:	
Telephone No: (Day)	Telephone No: (Evening):
Email Address:	

What would you like to achieve through your voluntary work at Brierley Primary?
Do you have any support needs? Please specify
Previous experience (Paid or Unpaid):

Any other information relevant to the post:

Days/Hours Available: (please circle which days/hours you are available)

Monday AM/PM	Tuesday AM/PM	Wednesday AM/PM	Thursday AM/PM	Friday AM/PM
-----------------	------------------	--------------------	-------------------	-----------------

References

Please supply the names and addresses of two referees who know you well. This may be a previous or current employer, neighbour, Head teacher or a previous volunteering project. Please note that a referee cannot be a relative.

Name	Relationship to referee	Position	Address	Telephone number	Email

For Official Use Only:

Sent to CRBS: ___/___/___ Received: ___/___/___ Letter To volunteer: ___/___/___

Approve / Not Approved / Query

Notes: