



## Volunteer Protocol

Created

Review

**We believe that parents, carers and volunteers can add enormous value to children's learning opportunities.**

**Our policy is to ensure that our pupils benefit from as much help and support as possible while being ensured of the safety and security of the children in our care.**

### **Aims**

- To provide parents/staff and volunteers with clear expectations, induction and guidelines for working in school.
- To encourage the wider community to engage with pupils' learning, to raise standards of achievement and promote community cohesion.

### **Volunteer helpers are:**

Parents or other adults working alongside teachers and support staff.

### **Volunteer helpers support the school in a number of ways:**

- Supporting individual pupils within classrooms.
- Hearing children read.
- Helping with classroom organisation.
- Helping with supervision of pupils on school trips.
- Helping with group work.
- Helping with art or other practical subjects (i.e. cooking etc.).

### **Volunteer helpers are not allowed to do the following activities:**

- Take children to the toilet
- Take responsibility for all or some of the class.
- Supervise pupils changing.
- Supervise pupils engaged in PE or other specialist activities.
- Take pupils off the school site without a teacher in charge.
- The responsibility for the health and welfare of the student's remains with the teacher at all times.

### **Signing in**

When any helper arrives in the school they must sign in at the main reception and collect a visitor badge which must be worn at all times. The reception staff will note which class the parent/ helper will be visiting or which class trip they are accompanying. Volunteers must also remember to sign out.

### **Safeguarding checks**

For the children's safety, all volunteer helpers are required to have police clearance before they work in the school. All volunteers must have a valid, recent DBS before approaching the school, this DBS must be shown on the first day in school along with photo ID. The school will also require one recent reference before a volunteer starts. The volunteer reference form can be found at the end of this protocol.

### **Confidentiality**

We recognise that for staff and parents of other pupils to be confident about helpers in school all volunteers will need to agree to a protocol about confidentiality and conduct. Volunteer helpers will

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be asked to sign a copy of the 'Protocol for Volunteer/ Helpers in School,' (see attached) a copy of which will be kept in school.

### **Decisions on volunteers**

The head teacher will decide whether or not to accept a volunteer into the school. There may be occasions when an application for volunteering is denied. Acceptance of volunteers depends on the skills on offer and the needs of the school.

### **Monitoring and review**

The day to day monitoring of this policy is the responsibility for the Headteacher and the Senior Leadership Team.

## PROTOCOL FOR VOLUNTEER/ HELPERS IN SCHOOL

Please read and sign the document below to confirm your agreement to the School's expectations as a volunteer helper:

### As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the pupils.
- Share the school behaviour and ethos policy with you to help you understand how we manage behaviour.
- Ensure that the pupils you work with behave and work well
- Treat you with the highest respect and care.
- Share relevant information about the pupils you are working with.
- Let you know in advance the overall plan for the day and let you know if this changes.
- Treat anything you tell us with confidentiality.

### We agree not to ask you to:

- Deal with difficult or challenging behaviour.
- Carry out a task with which you feel uncomfortable.

Headteacher/ Class teacher: ..... (Print Name)

Signed: ..... Date: .....

### I agree to:

- Adhere to the school behaviour policy and respect the School's ethos and inform the teacher **first** if I see any inappropriate behaviour.
- Inform the teacher if I observe anything that concerns me in school.
- Treat any information with total confidentiality.
- Inform the school if I am unable to come in that day
- Respect and listen to the guidance of the teacher at all times.
- Complete the appropriate DBS safeguarding checks.
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer helper.
- Not look at or compare children's work, records or staff records.
- Not share any information about a child or member of staff with anyone outside the school.
- Not take any photographs unless I have permission

Volunteer Helper: ..... (Print Name)

Signed: .....

**Excelsior Multi Academy Trust**

**Volunteer Character Reference Request Form**

**PRIVATE AND CONFIDENTIAL**

Please answer every question fully. The reference should be accurate and not contain any material misstatement or omission. Relevant factual content of the reference may be discussed with the applicant.

<b>REFEREE DETAILS</b>	
Referee Name	
Contact Tel. No.	
Address:	

<b>REFERENCE FOR</b>	
Candidate's Name	
Candidate's Address	

**Reference Information:**

Are you aware of any allegations, concerns or disciplinary procedures involving the applicant which is related to the safety and welfare of children or young people?

Yes

No

If yes please provide details:

.....  
.....

How long have you known the applicant?

.....

How do you know the applicant?: *(for example: employer, neighbour, friend)*

.....

Please tell us about the applicants work history within the last 2 years to the best of your knowledge. If the applicant hasnt worked please state this and also the reason:

.....  
.....  
.....  
.....  
.....

Please check the most appropriate box regarding the applicant's abilities:

	Excellent	Very Good	Good	Poor	Don't know
<b>Communication skills</b>					
<b>Ability to work with others</b>					
<b>Attitude</b>					
<b>Reliability</b>					

Please provide any additional comments about the candidate that you think would be useful for us to know:

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.....

.....

Signature of referee: ..... Date: .....

Office Company Stamp:

Thank you for your time and assistance.

Please return the completed reference to: Mrs Nicola Harrold  
 Parkfield Community School, Parkfield Road, Saltley, Birmingham B8 3AX  
 Tel: 0121 464 1131, Fax: 0121 464 1130,  
 Email: [n.harrold@excelsiormat.co.uk](mailto:n.harrold@excelsiormat.co.uk)