



**MANOR JUNIOR SCHOOL**  
*Motivation, Joy, Success!*

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Acting Headteacher: Mrs C. D'Netto

# Volunteer Policy

10<sup>th</sup> January 2018

Ratified and agreed: \_\_\_\_\_

Signed: \_\_\_\_\_

Mrs C. D'Netto  
(Headteacher)

Date: \_\_\_\_\_

10.01.2018

Spring Term 2021

Policy to be next reviewed: \_\_\_\_\_

## Volunteer policy

Manor Junior School is a 7-11 community school in Barking in the London Borough of Barking and Dagenham. The school was built in 1930 and has been serving the families of the Leftley Estate and the surrounding areas for over eighty years. We are proud of our heritage and beautiful 1930s building, however we are a forward thinking school, and live up to our community values in all we do.

We are committed to our values of **Enthusiasm, Respect, Inclusion and Challenge (ERIC)** and are interested in volunteers willing and able to embrace these values. We have a mission statement that uses the initial letters of **Manor Junior School: Motivation Joy and Success!**

We have a dedicated team of professionals who inspire and motivate all children to be the best that they can be.

### **Aims and objectives of a Volunteer Policy**

1. To welcome volunteers into the school as part of the community.
2. To recruit volunteers to support the children's learning.
3. To develop the skills required to help children within the classroom context.
4. To screen all volunteers.
5. To provide information about the school for volunteers.
6. To provide guidance to school staff and volunteers about the nature of their role in school.

### **Procedures**

Prospective regular volunteers will be interviewed by a member of the Senior Leadership team and asked to complete a form so that safeguarding checks can be made.

While the school welcomes the contribution volunteers make to the school community, we have agreed that there will be no more than 16 regular volunteers working in the school at any time. This includes those on placements as part of their training.

Additional volunteers may be called upon from time-time e.g. to help on trips, with focus weeks etc.

Volunteers must inform the school if they will not be in on their usual day.

When any helper arrives in the school they must sign in at the school office and collect a visitor/parent helper badge which must be worn at all times in school.

Volunteers are expected to read relevant policies which are kept in a file in the School Office.

In the case of a problem or complaint, the SLT should initially be informed and a senior member of staff will make the decision over what action to take to seek to resolve the problem. In some cases this may involve the Headteacher.

### **The role of the volunteer**

It is important for all to remember that volunteers are not members of staff and are not Teaching Assistants. Volunteers in school provide for the enrichment of the pupils' learning experiences, but must not encroach on or restrict professional teaching duties.

Volunteers in school will be deployed appropriately and will not be asked to replace paid staff or be given responsibility within the school that would normally be associated with paid employees. It is noted that the Class Teacher remains responsible for the organisation of the class and methods of work.

It is the policy of the school to ask parents not to support in their own child's classroom.

#### Volunteers will be expected to

- Be enthusiastic, respectful, inclusive and challenge as appropriate.
- Follow the direction of the class teacher
- Act as role models for children

#### Volunteers may be asked to

- Support individual pupils within classrooms
- Hear pupils read
- Help with classroom organisation e.g photocopying, displays
- Help with supervision of children on school visits
- Help with group work
- Help with art or other practical subjects (cooking etc)

#### Volunteers are not expected to:

- Have unsupervised access to children.
- Plan activities or parts of lessons for pupils (with the exception of specific activities in focus weeks)
- Provide cover for paid members of staff
- Take responsibility for all or some of the class
- Change very young children or supervise them changing
- Supervise children engaged in PE or other specialist activities in the absence of a member of staff.
- Take the children off the school site without a teacher in charge

#### **Confidentiality**

When you are in school you may hear people talking about individual children or members of staff. You may observe individual children's achievements or lack of them. This is confidential information which may only be discussed with the class teacher. It may not be discussed outside school. Questions from parents should always be referred to the class teacher or head teacher. No comment should be made by a volunteer about individual children (e.g. "Johnny was naughty today"), this is not acceptable.

Teachers are usually available after school to deal with any difficulties.

#### **Safeguarding and Child Protection**

We owe a duty of care to the children in our school and to each other. Safeguarding is ensuring that we all do our best to ensure that Manor Junior School is a safe and caring place for everyone in it. If you have any concerns about a child then in the first case discuss this with the classteacher.

If you observe or hear something which may indicate that a child is being badly treated or put in danger within school or outside school, it is your duty to report it immediately to the class teacher and to the safeguarding lead. You may be asked to record your concern in writing with the date/time and your name. We always put children first even if it means embarrassing other people. There are procedures which must be followed to protect children. You should listen and observe but not question children. It is the duty of Social Services to carry out an investigation not ours. The school Safeguarding Policy is found in the handbook at the office and all volunteers should read it.

**To safeguard yourself we would ask that you do not put yourself in a vulnerable position e.g. working 1:1 with a child out of the classroom where you are not observed.**

The golden rule is if something does not seem right report it.

## **Behaviour**

We have a Behaviour Policy and this can be found in the school's policies file at the School office.

We have a Positive Relationship Policy which includes the following points:

All complaints about bullying must be taken seriously and you should inform the classteacher. Not all aggressive behaviour is bullying.

## **Health and Safety**

Please report any Health & Safety hazards to the class teacher. Fire instructions are displayed in each room. It is your duty to make yourself aware of the nearest fire extinguishers and exits.

## **Safeguarding checks**

For the children's safety, **all** volunteer helpers who have regular contact with children must have a List 99 check (List 99 is the DCSF list of people who are banned from working with children) regardless of whether they have unsupervised access to children.

Volunteers with unsupervised access to children in addition to this will have an Enhanced Disclosure prior to taking up the role. (DBS)

If a parent has had any criminal allegations made against them, these must also be disclosed to the Headteacher prior to volunteering in the school. This will be dealt with in the strictest confidence.

The Headteacher has the authority not to accept the help of volunteers if they believe that it is not in the best interest of the children.

## **Volunteers not requiring an Enhanced Disclosure**

- Volunteers or parents who accompany staff and children on one-off outings or trips that do not involve overnight stays.
- Those who help out at specific events e.g. school fete, parent in school days etc who do not have unsupervised access to children.
- Students on short-term placements.

## **Use of Mobile Phone**

Volunteers are expected to have their mobile phones switched off and out of sight when volunteering at Manor Junior School.

## **Dress Code:**

Volunteers are expected to dress smartly to suit their profession/role. Sensible footwear and modest clothing should be worn at all times. Kindly refer to the School's Dress code policy.

## **Expenses**

Volunteers will receive reimbursement of reasonable out-of-pocket expenses, such as travel costs and, if volunteering for up to 4 hours on any given day, the volunteer will be offered a school lunch or, a sandwich lunch or equivalent. Payment of reasonable expenses must be authorised in advance and receipts or tickets will be required.

## **References**

Volunteers will be required to provide two suitable references at least one of which will be a character reference

## **Review**

This policy will be reviewed every three years and as changes in legislature demands.



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**Volunteer Helper:** .....

I have read and understand the Volunteer policy and guidelines.

I agree to:

- Model good behaviour and follow the school behaviour policy and inform the responsible staff if I see any inappropriate behaviour
- Inform the responsible staff if I observe anything that concerns me in school
- Treat any information with total confidentiality
- Inform the school if I am unable to come into school for any reason by 8.30am in the morning
- Follow the direction of the responsible staff
- Respect and listen to the guidance of the responsible staff at all times
- Complete the appropriate DBS/List 99 safeguarding checks
- Have my phone off while volunteering at Manor Junior

I agree not to:

- Look at or compare children's records or staff records
- Share any information about a child or member of staff with anyone outside the school staff team

I have read and understood the school volunteer helper policy.

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

**Volunteer**

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

**SLT member**

A copy of this will be kept on file in the SBM's office.