

## **Policy for Volunteers working in St Thomas' School**

We at St Thomas CE school appreciate greatly the contribution that volunteers can make to a child's education. Such voluntary help can include listening to readers, helping with art and craft, cooking, gardening and other such activities. Volunteers will have a connection with the school and will be known to staff. This policy has been created to safeguard volunteers when they are helping at St Thomas CE School.

### **Entering the school**

All volunteers must always enter the school by the front entrance and sign the visitors book. Volunteers must, on their first visit be introduced formally to the Headteacher who will discuss **this policy** and the school's **safeguarding policy** with them and answer any questions they may have. They must sign the policy to say they have understood it and are happy to adhere to it.

### **Within the teaching area of the school.**

All volunteers must be accompanied at all times by a member of staff that is DBS checked and works on the premises as a member of the DESC. Generally, volunteers are in the school in the capacity of "an extra pair of hands". Confidentiality is paramount and individual or groups of children's behaviour, personal life or academic progress must not be discussed outside the building even with family members AND not on any forms of social media.

Volunteers are not allowed to give rewards as in sweets, stickers, gifts to the children. If a child deserves a reward for behaviour or good work then the class teacher in line with their behaviour policy within their classroom will reward appropriately.

Volunteers are bound by the same need to adhere to health and safety guidelines and as such must not climb on chairs or tables to put up or take down displays. There are ladders in school and at all times supervision by another person must be had.

Volunteers must avoid physical contact with the children and must treat them with respect at all times- talking to them gently and using appropriate language. Inappropriate language or swearing in school is strictly prohibited and volunteers will be asked to leave and not invited back. Volunteers are not allowed to enter the children's toilets. If needed, they may use the staff toilets. Volunteers that come into school under the influence of alcohol or drugs will be asked to leave the premises immediately. If they are seen driving away the Police will be called. If they refuse to leave the Police will be called.

Regular volunteers should be DBS checked. If they are not checked they will need to have constant supervision by a member of staff.

### **School trips**

All volunteers must adhere to the trip and visit policy/ Health and Safety Policy/ Safeguarding policies of the school.

Hi Vis jackets must be worn if walking along a road or if in a built up area.

The volunteer must, at all times, take direction from the teacher and follow instructions.

The volunteer must be aware of the children who have additional needs or may need medication. Volunteers are not to have children with behavioural difficulties in their groups or with serious medical issues unless it is their own child and have requested to supervise their child. Any volunteer that is accompanying a school group on an off island or overnight trip must be DBS checked.

### **Transporting children**

If volunteers are carrying children to venues in cars then they must have filled in the appropriate forms and provided proof of insurance. Car seats, if needed, must be used. Guidelines can be sought from the school office. At all times children should be strapped in to the seats and no child unless it is their own child can be allowed to sit in the front seat of a car.

### **Leaving the school**

Volunteers must sign out and use the front entrance to leave the school ensuring they have told a member of staff.

I ..... have read and understood the Volunteers policy and that I have a duty to adhere to the safeguarding policy..

I have asked any questions and they have been answered to the best of my understanding.

I understand that I have to keep in confidence anything pertaining to the academic performance, behaviour and personal life of the children I am asked to work with.

Signed ..... Date..... January 2022.

Review January 2025. Mr C Kirk, Head Teacher