

# **CONDOVER C.E. SCHOOL**

## **VOLUNTEER POLICY**

Condover School has a strong relationship with the wider community and we are grateful for all offers of volunteer help we receive. We believe strongly that governors, parents, grandparents, students, ex-pupils and staff, local residents and Friends of the School can all bring a wealth of experience and skills which support and enrich our children's learning.

If an adult expresses an interest in becoming a voluntary helper they will be given a copy of our Volunteer Policy and are requested to complete a Volunteer Application Form. If the headteacher supports the application the volunteer will be asked to complete a full Criminal Records Bureau (CRB) check and if cleared, to sign a Volunteer Agreement.

The welfare of our children is paramount. The school's Single Central Record (Safeguarding) will list CRB details for voluntary helpers along with the day each week they will help in school. As part of our safeguarding procedures, all volunteers are requested to sign the visitors' book at the school office where they will be issued with a visitor's badge.

Condover School reserves the right to terminate the Volunteer Agreement at any time.

All volunteers will receive clear guidance from a class teacher and will work under the supervision of that teacher. Teachers retain their responsibility for children at all times.

Volunteers must work by a code of confidentiality. Any concerns a volunteer may have about a child or another adult in school must be discussed with the Headteacher and not with the parent of a child or any person outside school. Volunteers may see or hear information about a child's progress, their family circumstances, medical needs or other sensitive information and this should be kept in the strictest confidence.

Condover School has a Health & Safety policy which is available upon request. Emergency procedures such as fire alarm evacuation will be

explained to new volunteers including any safety aspects of an activity they are undertaking. Volunteers are asked to report any hazards or safety concerns to the Headteacher.

Volunteer helpers on school trips and visits will be given clear guidelines of their role and responsibilities prior to the trip including any briefing information that relates to that trip.

Children will address volunteers by their title and surname and whilst being friendly, a volunteer should not be too familiar. We ask that all volunteers read our Safeguarding and Child Protection policy to ensure the safety of our children. In signing the Volunteer Agreement, volunteers are agreeing to abide by this policy.

The following policies are available from the school office upon request:

Behaviour management

Code of conduct

Confidentiality

E-safety

Equal opportunities and racism

Anti-bullying

Review Date: January 2015