



# Volunteer + Students Policy and Good Practice Guide

Our school is:

A safe, supportive stimulating learning environment;  
A team of respectful, tolerant ,open minded citizens;  
A community where everyone aspires to be the very best they can be;  
A community of resilient lifelong learners

## PURPOSE

This policy sets out the principles, practices and procedures, which Stoke Park Infant School will follow in the appointment, management and supervision of volunteers.

## **Introduction**

Thank you for volunteering your time and enthusiasm to Stoke Park Infant School and its staff and children. Volunteers have a very important role to play in bringing in a range of skills and experience that can enhance and promote the learning opportunities that we offer to our children.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Students on work placement
- University students
- Members of the church community for Open the Book
- SPIA (Stoke Park Infant Association)
- Friends and supporters of the school

The type of activities that volunteers engage in, include:

- Listening to children read
- Working with small groups of children to help them in their learning
- Working with individual children
- Supporting school visits
- Assisting with 'Welly Walks' and Forrest School
- Assisting with extra-curricular activities

## **Safeguarding**

Hampshire County Council and Stoke Park Infant School are committed to the safeguarding of children, young people and everyone who works here. We expect volunteers to share this commitment and follow policies and procedures in relation to this.

## Students and Volunteers

Anyone wishing to become a volunteer, either for a one off event such as a school trip or on a more regular basis (e.g. listening to children read) should contact the school.

### Expectations for Regular Voluntary Support or Student Placement

1. Attend a meeting at school for an informal discussion to ensure suitability for the role
2. An enhanced DBS is undertaken by the volunteer before beginning in school
3. Children's barred list is checked
4. Identity checks are completed
5. The volunteer will be made aware of their role and responsibilities within the school ( this is not required where a volunteer is participating in a one-off activity)
6. Induction – relevant school policies and documentation should be explained and issued
7. Volunteer records should be kept centrally within the school

### Upholding the School Ethos

All adults and young people who work within our school, whether as a paid member of staff or as a volunteer, are expected to work and behave in such a way as to promote Stoke Park Infant's aims and educational purpose.

*Our vision is to encourage all of our school community, to be the best they can be, by providing an irresistible curriculum that encourages children to be Inspired, Challenge themselves and others, to fully Engage and to Enjoy their learning.*

*To Grow and Learn Together to Be the Best You Can Be.*

- It is critically important for pupils to see all adults in school as role models
- You are not expected to make judgements about children's abilities or behaviour. Any personal views you may have about a child's ability should not be disclosed to anybody except a member of the school's teaching staff

- Your help will bring you into close contact with staff and children. Much of what you see in school is confidential, so please do not talk about things outside of school
- Please do not place anything about the school, staff or children on any social media site
- Do not place yourself in a vulnerable situation with children and ensure a member of staff knows where you are at all times and who with
- If a child talks to you about a matter that you find concerning or disturbs you please talk to a member of staff or the Headteacher/Deputy Headteacher
- Although it can be tempting, please do not seek to use your time in school as an opportunity to discuss personal issues such as your child's educational progress
- All personal belongings **must** be kept with you at all times or put in a secure place
- Mobile phones, personal cameras and recording devices **must** be locked away, out of reach of children during school hours and **must never** be used to take photographs of children, whether in or out in a school trip or other event
- If you are in doubt about anything, always ask the advice of a member of staff or the Headteacher/Deputy Headteacher
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