



Isle of Man Department of Education St Johns School

Volunteers in School Policy

Introduction

St Johns School welcomes volunteers into our school community and acknowledges they bring with them a range of skills and experience that can enhance the learning opportunities of our children.

Our Volunteers could include:

1. Members of the Governing Body
2. Parents of pupils
3. Grandparents of pupils
4. Students on work experience from local schools
5. Local residents
6. Friends of the school

The types of activities that Volunteers are engaged can include:

1. Hearing children read
2. Working with small groups of children
3. Working alongside individual children
4. Undertaking art & craft activities with children
5. Helping at after-school clubs e.g. running
6. Working with children on the computers

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing children read, should approach the class teacher, the Deputy Head Teacher or the Headteacher

Volunteers are bound by a code of **Confidentiality**

Any concerns that volunteers have about the children they work with or come into contact with should be voiced with the Class Teacher and NOT with the parents of the child / persons outside school. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher or Deputy Headteacher.

General Guidelines for Volunteers

- 1) We treat pupils with courtesy and respect and expect them to treat everyone, both adults and children, in the same way. As one of the partners involved in the learning process, you will be viewed as a good role model of a caring, sensible adult. The pupils will be watching and copying you. Children model themselves on the adults they come into contact with. We expect from our pupils the highest standards and, therefore, as adults we must try to live by these same high ideals.
- 2) If you are ever unhappy about supervising an activity please say so to the class teacher.
- 3) If there are times when you are unable to come to school for one reason or another please make every effort to contact the school as soon as possible so that the class teacher can adjust the activities planned for your group of children.
- 4) If you offer to help transport children in your car please check you have adequate and appropriate insurance and that you do not offer to transport more children than you have seat belts for. School does have spare booster seats to loan for trips.
- 7) When in school please sign the visitor's book on arrival at school and before your departure. This is part of safety regulations. We also ask that you wear a 'visitors' badge while in school.
- 8) Together you and the school have made a commitment over time, for you to work as a member of a team in the best interest of the pupils. If for any reason either party wishes to discontinue the partnership, then this may happen as amicably and smoothly as when the process was started.

Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the Teacher as to how an activity is carried out / what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the Teacher in the event of any query / problem regarding children's understanding of a task or behaviour

Health & Safety

The school has a Health & Safety Policy and volunteers must sign in when they arrive. Class Teachers must ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment / accompanying children on visits).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Headteacher.

Safeguarding

Everybody has a responsibility to keep children under 18 years of age safe from harm and abuse.

Harm and/or abuse is identified in four ways:

Neglect means that a child is not being properly taken care of by their parents or carers. This could be about poor hygiene or poor diet, being left alone at home, not being taken to appointments or not being sent to school.

Physical Abuse is where someone deliberately hurts, hits or injures a child.

Emotional Abuse is where someone shouts at, uses threats or makes fun of a child to make the child feel frightened, worthless or unloved. A child seeing violence between parents or other people in their home can also be very harmful.

Sexual Abuse is where someone influences, involves or forces a child to look at or take part in sexual activities. This could include encouraging unwanted touching, involving a child in watching pornography or forcing a child or young person under the age of consent to have sex.

Talk to the Headteacher (the Designated Lead for Child Protection in school) if you are worried about a safeguarding or child protection concern.

The designated person in this school is Mrs Willoughby.

The deputy person is Mr Callister.

Please read the Parent Safeguarding Leaflet (outside the office) if you need more information.

Parents who help regularly and frequently in school will be asked to complete a DBS (Disclosure & Barring Service application Form.) Please ask the Headteacher for a copy.

In Conclusion

At St Johns we strive to provide a caring ethos where everyone in the school community feels safe, confident, valued and respected

Implementation Date: September 2017

Reviewed: September 2018

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