

Pass Move Grin

Education

Supervision of volunteers and visitors

Pass Move Grin Education believe that volunteers at our provision bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers from the local community. Our volunteers and visitors can include: Parents/carers, Students on work experience, University students, Ex-members of staff, Local residents and friends of the provision. The types of activities that volunteers and visitors may be engaged in include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Accompanying school visits
- Photocopying and laminating
- Preparing resources

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 register their interest at the provision office. Volunteers should complete the Volunteer Information Sheet with their contact details, type of activities they would like to help with, and the times they are available to help. Before starting to help in school, volunteers should read and sign the Volunteer policy and relevant policies which sets out the school's expectations of volunteers. It is necessary for all volunteers seeking to be involved regularly in school to complete an AccessNI check. All adults in our school, whether a paid member of staff, a visitor or a volunteer are expected to work and behave in such a way as to actively promote our school and our educational purpose as identified below:

Our educational purpose is:

To teach the curriculum in a manner which excites the interest and commitment of the children and meets their present and future needs and to develop attitudes, skills and knowledge which will be relevant to our learners as they prepare to meet the widening expectations of a changing society. We regard personal development as a lifelong learning process. To value all children equally whatever their stage of development and offer experiences which give them the maximum sense of success.

Confidentiality

Volunteers in school are bound by a strict code of confidentiality. Any concerns that volunteers have about the children they work with/come into contact with should be voiced with the class teacher and NOT with the parents/carers of the child or any persons outside school or to the child themselves. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents/carers 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 Principal.

Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. As part of the daily routine of any school, volunteers may be asked to help other members of staff supervise children at break and lunch time. At all times, teachers retain responsibility for children, including the children's behaviour and the activities they are undertaking. Volunteers should have clear guidance from the teacher as to how an activity is carried out including its expected outcome. 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. Expectations of behaviour and manners will be clearly explained to the volunteer by the class teacher.

Health and Safety

The school has a Health and Safety Policy and this is made available on request to volunteers working at the provision. Volunteers are requested to familiarise themselves with emergency procedures (e.g. fire alarm evacuation) and 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/Principal.

Child Protection

The welfare of our children is paramount. To ensure the safety of our children all volunteers are given a copy of the Volunteer Policy. To ensure the safety of our children at all times, all of our volunteers must have completed an AccessNI check. Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out. These volunteers, who are under constant supervision of school staff, must read and sign our relevant policies and risk assessments. The conduct and management of all such persons when volunteering or working in school are subject to the guidelines framed in our Staff Code of Conduct Policy. We ask that volunteers and visitors ensure their mobile phones are switched to silent when in school. Where there may be a need to answer a call in school eg-expecting an important phone call (medical issues / the imminent birth of a child) this should be discussed with the Principal.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Head for investigation. Any complaints made by a volunteer will be referred to the Head. The full complaints procedure is available in the Pass Move Grin Education complaints policy.

This policy was reviewed March 2023 and is due to be reviewed March 2024.