



Taleem Volunteers Policy

Introduction

Taleem Institute's Volunteer policy is part of the school's safeguarding systems. It must be read in conjunction with our Child Protection policy, Health and Safety and Safeguarding policy.

Volunteers at our school 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 include:

- Members of the Governing body
- Parents of pupils
- Ex-pupils
- Students on work experience/placement
- Local residents

The types of activities that volunteers are engaged in include:

- Listening to children read
- Working with small groups of children
- Working alongside individual children
- Accompanying school visits
- Sharing their skills/knowledge by talking to the class

Introduction

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis, e.g. listening to children read, should contact the Class teacher, Headteacher or Deputy Headteacher.

Volunteers should complete the Volunteer Application Form (Appendix 1) with their contact details, education, work experience, and the times they are available to help.

Before starting to help in school, volunteers will undergo a Volunteer Induction which sets out the school's expectations of volunteers.

The school will seek DBS clearance for any regular volunteers before they come into school to protect the staff and children. Volunteers without prior DBS checks will not be left alone with children and will be supervised by a member of staff.



Confidentiality

Volunteers in school are bound by a 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 or designated Safeguarding and Child Protection member of staff. It must NOT be voiced with the parents of the child or persons outside school. If it is a comment which a child makes which gives rise to concerns then the Head teacher or the Deputy Head should be informed directly.

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 Head teacher or Deputy Head.

Supervision

All volunteers in class 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 and Safety

The school has a Health and Safety Policy and this is made available on request to volunteers working in the school. The Volunteer induction consists of the emergency procedures (e.g. fire alarm evacuation) and Class teachers ensure that volunteers are informed about any safety aspects associated with a particular task (e.g. using equipment/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class teacher/Head teacher.



Child Protection

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- All volunteers are given a copy of this Volunteer Policy.
- They undergo a Volunteer Induction which they sign.
- They will also be made aware of our Child Protection and Safeguarding policies
- They will be made aware of our designated Safeguarding members of staff
- To ensure the safety of our pupils at all times, all of our volunteers must have List 99 clearance. Where a volunteer is engaged in a 'one-off' activity e.g. sharing their skills/knowledge by talking to the class, no formal checks are carried out on these volunteers. These volunteers will be under constant supervision of school staff and at no point unsupervised or alone with children.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Head teacher for investigation. Any complaints made by a volunteer will be referred to the Headteacher / Deputy Headteacher.

The Headteacher reserves the right to take the following action:

- To speak with a volunteer about a breach and seek reassurance that this will not happen again
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class;
- Inform the volunteer that the school no longer wishes to use them.
- The full Complaints Procedure is available from the Head teacher.



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Appendix A

VOLUNTEER APPLICATION FORM

NAME: D.O.B:...../...../.....

ADDRESS:.....
..... POST CODE:.....

PHONE:.....EMAIL:.....

DBS: YES/NO DATE ABLE TO START FROM:

DAYS & HOURS AVAILABLE FOR WORK:.....
.....
.....

WORK EXPERIENCE:

EMPLOYER	DATE	POSITION

EDUCATION:

SCHOOL/COLLEGE	COURSE	DATE	GRADE

By signing this document, I understand that any activities I do as a volunteer will not be payable, entitle to me a salary or any monetary compensation, nor will any activities I carry out make me an employee of Taleem Institute. Finally, my status as a volunteer may be revoked at any time.

SIGN: DATE:/...../.....