



Taleem Volunteers Policy

Introduction

Taleem Institute's Volunteer Policy is an essential component of the school's safeguarding systems, and it must be read alongside our Child Protection, Health and Safety, and Safeguarding policies to ensure a comprehensive understanding of our duty of care. Volunteers bring a diverse range of skills and experiences that enrich the learning environment, benefiting both students and the school community. We actively encourage volunteers from the local community, as their involvement can enhance educational opportunities, support extracurricular activities, and provide valuable mentorship. However, to maintain a safe environment, all volunteers must undergo proper vetting procedures, including background checks and safeguarding training, ensuring that they are fully aware of their responsibilities and the importance of child protection. Volunteers are expected to adhere to the school's policies, including confidentiality and professional conduct, while collaborating with staff to support the students' well-being and academic development.

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

Anyone wishing to become a volunteer at Taleem Institute, whether for a one-off event or on a more regular basis (such as helping children with reading), should first contact the Class Teacher, Headteacher, or Deputy Headteacher to discuss the opportunity. Volunteers are encouraged to complete the Volunteer Application Form (Appendix 1), providing relevant details such as their contact information, educational background, work experience, and the specific times they are available to offer their assistance.



Before beginning their volunteer role, all volunteers will undergo a Volunteer Induction. This session outlines the school's expectations, policies, and procedures, ensuring that all volunteers understand their role and responsibilities within the school environment. As part of the safeguarding process, the school will seek DBS (Disclosure and Barring Service) clearance for any volunteers who will be working regularly with children. This ensures that appropriate checks are in place to protect both the staff and students. Volunteers who have not undergone DBS clearance will not be left unsupervised with children and will always be accompanied by a member of staff during their time in school. This procedure ensures that our school maintains a safe and supportive environment for everyone involved.

Confidentiality

Volunteers in the school are required to adhere to a strict code of confidentiality. This means that any concerns or observations regarding the children they work with or come into contact with must be shared only with the appropriate school staff, such as the Class Teacher or a designated Safeguarding and Child Protection member of staff. Volunteers must not discuss these concerns with the child's parents or anyone outside the school. If a volunteer is made aware of a comment or situation from a child that raises concerns, it is essential that this information is reported directly to the Headteacher or Deputy Headteacher, rather than being shared with others.

It is important to understand that comments about a child's behavior or learning are often sensitive matters. If these comments are taken out of context, they can lead to distress or confusion, particularly if parents hear about these concerns from a third party rather than directly from the school. To ensure that sensitive issues are handled appropriately, volunteers should always refrain from discussing children's personal matters outside the designated school channels. Additionally, if a volunteer has concerns about the actions or words of another adult within the school, they should address this matter directly with the Headteacher or Deputy Head. This ensures that any issues are managed in a professional and confidential manner, supporting the wellbeing of both children and staff within the school community.

Supervision

All volunteers working in the classroom are under the direct supervision of the Class Teacher to whom they are assigned. While volunteers play an important supporting role in the classroom, the Class Teacher retains overall responsibility for the children at all times, including their safety, behavior, and the activities they are engaged in. Teachers are responsible for ensuring that the learning environment remains organized, safe, and conducive to the students' development, while volunteers assist in facilitating and supporting these efforts.



Volunteers should receive clear guidance and instructions from the Class Teacher regarding how to carry out specific activities and what the expected outcomes are for each task. This ensures that the volunteer's contributions are aligned with the educational objectives and the overall lesson plan. If at any point a volunteer has a question or is unsure about a child's understanding of a task or any behavioral issues that arise, they are encouraged to seek further advice or guidance from the Class Teacher. Open communication between the teacher and volunteer is key to resolving any issues and ensuring that both the child's learning and behavior are appropriately managed. Volunteers should feel comfortable asking for clarification or support if they encounter any challenges, as it helps maintain a positive and productive learning environment for all students.

Health and Safety

The school maintains a comprehensive Health and Safety Policy, which is made available to all volunteers upon request. This policy outlines the procedures and precautions necessary to ensure a safe and secure environment for both students and volunteers. As part of the Volunteer Induction process, all volunteers will be informed about the school's emergency procedures, including how to respond in the event of a fire alarm and evacuation. This ensures that volunteers are fully prepared to act swiftly and safely if an emergency arises.

In addition to the general safety procedures, Class Teachers are responsible for ensuring that volunteers are made aware of any specific safety considerations related to the activities they are assisting with. For example, if a volunteer is involved in using classroom equipment or accompanying children on a school trip or visit, the Class Teacher will provide clear instructions regarding any associated risks and how to mitigate them. It is important that volunteers pay close attention to these safety guidelines to ensure they carry out tasks properly and safely.

Volunteers must exercise due care and attention at all times to maintain a safe environment. If they notice any potential hazards or safety concerns—whether in the classroom, on school grounds, or during off-site activities—they are required to report these immediately to the Class Teacher or Headteacher. By doing so, volunteers help contribute to a culture of safety within the school and ensure that any risks are addressed promptly, protecting the well-being of both students and staff.



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.



Ta-Leem
INSTITUTE

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:/...../.....