



Classroom and After School Activities Volunteers' Policy

Godinton Primary School

Approved by the Strategy Group 25/11/15

This Policy is due for renewal in Term 2 2017 - 2018

Godinton Academy Trust is a charitable company limited by guarantee and registered in England and Wales with company number 9404783. The registered office is at Lockholt Close, Ashford, TN23 3JR.

1. Parents and carers are encouraged to support the school by helping in classrooms during the school day or at after school clubs. Any offer of help from parents/other members of the community will be co-ordinated by a named member of staff with responsibility for such. Members of the school staff who are approached with offers of help in class rooms or in after school clubs should direct any volunteers to the named co-ordinator.
2. The co-ordinator will contact the volunteer and discuss what help they can give. The volunteer will need to complete an application form to work in the school. The application will ask the volunteer to state their reasons for wanting to help out in school and will ask for two references. The school can refuse the offer if it is felt that the volunteer's presence in school would not be advantageous to pupils' education or is concerned about an applicant's reasons for volunteering, and the school reserves the right to halt any volunteer help at any stage after it has begun, if it becomes apparent that the volunteer's presence in school is adversely affecting learning in any way.
3. The school policy is to not place volunteers in any class which contains a child to whom they are related, unless there are social, emotional or health reasons why it is advantageous to do so. The co-ordinator will discuss the possible placement with the SMT to identify a class in which the volunteer can help and will then liaise between the class teacher and the volunteer to organise this.
4. Before the volunteer begins to help within the school, the co-ordinator will ensure that every aspect of the school's safer recruitment procedures has been satisfied and that all necessary safety checks have been completed.
5. In addition, the coordinating member of staff will meet with the volunteer on the school site and complete the volunteer induction checklist, which includes making them aware of any risks to health and safety, and the procedure for evacuation of the building. They will also share certain policies with the volunteer, including:
 - Child Protection;
 - Confidentiality;
 - Health and Safety;
 - Behaviour and discipline
6. The co-ordinator will then formally introduce the volunteer to the class teacher or member of staff with whom they will work. The member of staff will then assume responsibility for details of the volunteers' work in class or at an after school activity.
7. All volunteers must sign in at the school office and collect a visitor's badge which they should wear for the duration of the visit. Initially, volunteers should be collected from the office area by a member of the class teaching team. Subsequently, they will be able to make their own way to their class.
8. Volunteers are welcome to enter the staff room during breaks and will be given complimentary tea and coffee provided by the school.