



## BANCHORY-DEVENICK SCHOOL

### A Practice Statement for VOLUNTEERS WORKING IN SCHOOL

*'The heart of a volunteer is not measured in size, but by the depth of the commitment to make a difference on the lives of others,' DeAnn Hollis*

#### Rationale

At Banchory-Devenick School we actively welcome volunteers as we know they bring with them a range of skills and experience that can enhance the opportunities of our children. As part of their school journey, all children and young people in Scotland are entitled to experience a coherent curriculum from 3 to 18, in order that they have opportunities to develop the knowledge, skills and attributes they need to adapt, think critically and flourish in today's world, and we believe that volunteers have a key role in helping us achieve this. We value all children equally, whatever their stage of development and strive to offer experiences which will enable them to become confident individuals, successful learners, responsible citizens and effective contributors.



Volunteers could include the following:

- Parents, grandparents or carers of pupils (past and present)
- Ex-members of staff
- Students on work experience
- University students undertaking placements
- Local residents / members of the local community
- Staff family members

Some of the types of activities in which volunteers could be engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Playing games with children
- Sharing their skills/knowledge by talking to a class/year group/assembly
- Supporting special events/days, e.g. National European Languages Day, Maths Week, World Book Day etc.
- Supporting Outdoor Learning/Forest School activities
- Supporting/leading clubs
- Helping in the school library
- Admin work, e.g. photocopying, mounting work, filing etc.
- Supervising Bikeability training
- Accompanying school visits

## Guidelines

### 1. Checks

Prior to working with children in school, all volunteers must be vetted and go through an induction process led by the Head Teacher. This involves:

- Volunteers registering an interest in volunteering with the Head Teacher. At this point they will be asked to complete a volunteer application form.
- Volunteers will be asked to complete a PVG (Protecting Vulnerable Groups) form...information can be obtained from the school office.
- Volunteers will be asked to present two forms of identification to the school office, one of which should be photographic. The school office will check the forms and complete a Document Verification Form.
- If necessary, an Overseas Criminal Record check will need to be carried out.
- Once the checks have been deemed satisfactory, volunteers will be invited to an induction meeting with the Head Teacher.
- All paperwork relating to volunteers will be kept in individual confidential files.

### 2. Safeguarding and Child Protection

- At Banchory-Devenick School, the safeguarding of the children is a priority and volunteers should read the Safeguarding and Child Protection, and Anti-Bullying Policies which can be found on the school website.
- If a volunteer has any concerns regarding Child Protection, they should speak to a member of school staff immediately and they will take appropriate action. The Child Protection officer for the school is Karen Downie (Head Teacher).
- If a member of staff has any concern regarding a volunteer working in school, they should speak to the Head Teacher immediately and they will take appropriate action.
- No voluntary helper should ever be left in a vulnerable position, e.g. working in isolation with a child in a place/situation where they cannot be observed.

### 3. Confidentiality / Data Protection

- Volunteers are reminded that all information on individual pupils and members of staff is confidential and that sharing of this data is protected under the Data Protection Act 1998. 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, any persons outside school or the child themselves.

- Staff should be sensitive to the need for strict confidentiality in some matters and, if necessary, conversations should take place in the Head Teacher's Office.
- At no time, should personal mobile devices, e.g. mobile phones, iPads etc be used to take photos.

#### 4. Health and Safety

- Volunteers are required to comply with the school's Health and Safety practices. They should be made aware of the emergency procedures, such as fire evacuation, and should have an awareness of any risk assessments which are applicable to an activity they might be supporting, e.g. technologies.
- If a volunteer spots a potential hazard which they feel might put people at risk of injury or harm, they should report it immediately to a member of school staff.
- Volunteers should report First Aid concerns to a member of staff. It is the responsibility of school staff to carry out First Aid treatments.

#### 5. Role of the Staff

- Volunteers should be made welcome by school staff and know that their contribution is valued and appreciated. They should be treated with courtesy and respect at all times.
- Volunteers should not be asked to tackle tasks beyond their scope. If necessary, advice and support should be offered to enable the volunteer to feel comfortable with the tasks.
- Teachers should always explain the learning objectives and behavioural expectations so that volunteers feel confident about what they are doing. If appropriate, planning should be photocopied for the helper.
- Staff should take the time to find out what roles the volunteers have signed up to support. Volunteers should not be asked to do things they are not happy with.
- Staff should take a moment to check in with a volunteer at the end of a session for a quick debrief.

#### 6. Role of the Volunteer

- Volunteers should follow the lead of the teacher/PSA.
- Support the school ethos and uphold the aims and values.
- Seek help or clarification when required.
- Have high expectations.
- As a school, we are always looking for ways to improve our practice and welcome feedback. Volunteers are encouraged to make suggestions but should be encouraged to do so at appropriate times.

- Volunteers should inform the school office of any absences in a timely manner, so that teachers can make adapt plans or make alternative provision.
- Volunteers should sign in and out of school at the beginning and ends of sessions. Whilst in school they should wear a visitor badge at all times.

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### Appendices

- A Guide to Volunteering
- Volunteer Jobs
- Volunteers in Schools Flowchart
- Volunteers Application Form
- PVG Form
- Document Verification Form
- Overseas Criminal Record Check

