



Cedars Manor School



Volunteers' Policy

Article 3 (best interests of the child) *The best interests of the child must be a top priority in all decisions and actions that affect children.*

Article 28 (right to education) *Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.*

Approved by:	Governors	Date: September 2022
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The Importance of Volunteers

Be Ready - Be Respectful - Be Safe - Be Responsible - Be Resilient - Be Courageous

Planting the Seeds for a Successful Future



Volunteers are a welcome resource in helping to raise children's achievement, complementing the work of teachers and teaching assistants. Cedars Manor School recognises that the school benefits from developing active parental and community links through voluntary work.

Our volunteers include:

- Parents of pupils
- Ex-pupils
- Students on work experience
- University students
- Local residents
- Friends of the school

Deployment of Volunteers

All volunteers at Cedars Manor School will be made to feel welcome. During visits each volunteer will be designated a particular member of staff to whom he/she will be directly responsible. The Assistant Head Teacher retains overall responsibility for volunteers in school and makes the necessary arrangements. It is expected that time is taken to ensure the volunteer is adequately inducted into the role.

The types of activities that volunteers are engaged in include:

- Listening to children read
- Working with small groups of children
- Working alongside individual children within the classroom
- Accompanying school visits

Becoming a Volunteer

The school regularly receives offers of voluntary support and requests for voluntary placements which we welcome; however, we are limited to the number of volunteers we can accommodate at one time. For this reason, the school operates a volunteer waiting list system.

Each term the school is able to offer a number of voluntary placements. This sits aside from work experience and volunteer enterprise project. Placements will be offered to the volunteers who have reached the top of the waiting list or where a particular skill that a volunteer offers is considered particularly beneficial to the work of the school or needs of the children.

Anyone wishing to become a volunteer should complete the *Volunteer Application Form* which is available from the school office or the school website. When a placement becomes available, volunteers will be contacted and invited to the school for an interview.

On commencing a placement, volunteers be given an induction to the school which will include a tour of the school and the completion of the induction checklist. Volunteers will also be asked to sign the volunteer agreement.

Child Protection

Cedars Manor School is committed to safeguarding pupils and staff. Volunteers must have undergone the required DBS check. Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a

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group of pupils as part of a class visit, no formal checks are required. However, such volunteers will be under the constant supervision of school staff.

Where volunteers have concerns about the safety of a child they must inform the class teacher or a member of the Safeguarding Team immediately. Our Designated Safeguarding Lead is Mrs Ozdemir. The Deputy Designated Safeguarding Leads are Mrs McClean and Mr Glazelle. Mrs Reily and Ms Bellis form part of the Safeguarding Team.

Health and Safety

Safe practice must be promoted at all times. The school has records of risk assessments. All volunteers will be informed of identified risks, the teacher will explain to the volunteer the risk and the control measures in place.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Head Teacher or appropriate senior member of staff for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Head Teacher or designated member of staff reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Agreement 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
- Based upon the facts identified in the investigation it may be necessary for the School to inform the volunteer that the school no longer wishes to use them

A copy of the school's complaints procedure is available on the school website.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and not with the parents of the child/persons. Volunteers who are concerned about anything in the school should raise the matter with the Head Teacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

Insurance

Volunteers are covered by the LA Insurance. Volunteers may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property.

Educational Visits

Volunteers may be required to take part in educational visits. Separate guidance is in the Education Visits Policy.

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