



# Volunteering Within HPP

Version	Date	Review date	Comments
1	May 17	May 19	
2	May 19	May 20	Updated following new guidance
3	November 22	November 24	Updated process for end of year celebrations
4	September 24	September 26	Updated process for volunteering
5	March 25	September 26	Updated names of staff, HPPA and link to application form

**‘Be the best you can be!’**

## **Policy for Volunteering within Hampton Primary Partnership**

### **Introduction**

Both schools see the benefit of parents, carers and other volunteers being involved. We recognise that they have skills and attributes that are valuable for learning and can support the school in raising standards and enhancing the learning experience for the pupils. However, both schools are mindful of the needs of the cohorts of children and only invite in volunteers if this will enhance the learning of the children.

### **Our Volunteers may include:**

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- Local residents
- Friends of the school

### **The types of activities that Volunteers are engaged include:**

- Hearing pupils read
- Working with small groups of pupils
- Working alongside individual pupils
- Working with groups of pupils in the food technology room.
- Undertaking art and craft activities with pupils
- Running after-school clubs e.g. hockey
- Working with pupils on the computers
- Speaking in assemblies
- Accompanying school visits

The following information explains the school procedure so that volunteers are able to support learning in a way that is consistent with school policy and practice.

### **Becoming a Volunteer**

If you wish to become a volunteer at HPP, you must attend one of our volunteer training sessions. These are delivered at both schools, the sessions are the same training and therefore either school can be attended. These sessions focus on safeguarding and therefore must be attended on an annual basis.

You will then be invited to bring in your current DBS if you already hold one.

When we require volunteers, we will always use those who already hold an acceptable DBS first. If you do not have an appropriate DBS we will only be able to support your application if we have a need for your particular skills.

Volunteers should read this policy and complete the [Application to be a HPP Parent Volunteer](#). Class teachers must ensure that all volunteers have completed the Volunteer Agreement. All records are maintained by the school office.

### **Disclosure and Barring Service (DBS)**

To ensure the safety of our pupils at all times, all of our regular volunteers must have been cleared by the Disclosure and Barring Service (DBS). A certificate is issued to

the individual to produce in school and the number of the disclosure certificate is recorded on the school register. HPP can only accept DBS certificates which have been issued by Richmond or Kingston local authority, they do not expire but it is good practice to redo them every 3-5 years.

### **Supervision**

All volunteers work under the supervision of the teacher of the class to which they are assigned. In some cases, volunteers work under the supervision of a teacher who is a subject/area coordinator or senior member of staff. Teachers retain responsibility for pupils at all times, including the pupils behaviour and the activity they are undertaking. Volunteers should have clear guidance from the teacher as to how an activity is to be carried out and what the expected outcome of an activity is. Volunteers are encouraged to seek further advice or guidance from the teacher in the event of any query or problem regarding pupils' understanding of a task or behaviour.

### **Health & Safety**

The school has a Health & Safety Policy and this is made available on request. Class teachers ensure that volunteers are clear about any safety aspects associated with a particular task (e.g. using DT equipment /accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher.

#### **If you discover a fire:**

- Raise the alarm
- Leave by the nearest door
- Close all doors on route
- Assemble in the front playground

**If you hear an alarm, please follow the guidance of the class teacher as it may be a fire, chlorine or a safer inside alert :**

### **Child Protection**

The welfare of our pupils is paramount. To ensure the safety of our pupils, we ask all volunteers to read the policy on Child Protection which is available on the schools website. In signing the Volunteer Agreement volunteers are agreeing to abide by this policy.

### **Behaviour**

The pupils address all members of staff by their surname. Volunteers are expected to be friendly and approachable but not over-familiar.

The schools have a Behaviour Policy which provides guidance about the school code of conduct and ways of rewarding and managing behaviour. It is available on the HPP website or from the school office.

### **Dress Code**

Students on work experience and those on training programmes must abide by the staff dress code which does not permit casual clothes such as jeans at school. Volunteers are asked to dress appropriately for their time in school. All of the pupils wear school uniform. It is important that staff and volunteers provide a role model and

come smartly dressed. Neat sports gear is encouraged on days when the class do P.E. Plimsolls or trainers are obligatory for teaching or supporting a PE lesson for health and safety reasons. The dress code is more relaxed on non-uniform days.

### **Confidentiality**

Volunteers in school should regard any information that they acquire in working with pupils, whether personal information or information about progress and attainment, to be confidential and not to be discussed with anyone except the class teacher and teaching assistant.

Volunteers should not undertake to pass on information about progress and attainment to a pupil's parents; if they have concerns or relevant information this should only be passed on to a member of staff.

Parent volunteers who are completing observation periods for training are assigned to classes different from those of their own pupils

If volunteers are concerned about anything another adult in school says or does they should raise the matter with:

#### Hampton Infant School

Mrs Anna Gale, Designated Safeguarding Lead or Ms Helen Lockey, Liz Stanley-Davies, Mrs Lisa Maxted and Karen Finnegan (Deputy Safeguarding Leads);  
or

#### Hampton Junior School

Mr Jon James, Designated Safeguarding Lead or Ms Helen Lockey, Mrs Lisa Maxted, Miss Miah or Mrs Karen Finnegan (Deputy Safeguarding Leads).

Usually, during morning break, class teachers or teaching assistants will make tea or coffee for volunteers. This arrangement ensures that the staffroom remains an environment where staff can talk freely and frankly about educational practice and challenges and to seek advice from colleagues about individual pupils.

### **Helping on School Visits**

Our pupils' education is enriched through provision of a variety of visits which give the pupils access to expertise and resources not normally available in school. We are fortunate to have many facilities in the local area and in London. School visits and journeys have clear links to the curriculum. They also include sporting fixtures, adventurous activities and recreational activities.

School visits are coordinated by the School Visit Administrator in the school office and overseen by the Executive Head Teacher/ Head of School. They ensure that all visits and journeys are well-planned, with regard to the equal opportunities for inclusion of all pupils and health and safety requirements. Teachers complete risk assessments for all visits and journeys.

The Governing Body has adopted the LBRuT School Journey and Visit Guidance 2003 and the subsequent updates. A member of the teaching staff is named as party leader. Supervision and staffing ratios follow the minimum recommended ratio and are set according to a variety of factors. The setting of supervision and staffing ratios is set by the party leader. The availability of additional volunteers is not always an

advantage as it increases the size of the group and the teachers' overall responsibilities.

### **Recommended Minimum Ratio**

The recommended minimum ratio in EYFS is 1:4

The recommended minimum ratio in Y1, 2, 3 is 1:6

The recommended minimum ratio in Y4,5,6 is 1:15

During a school visit we prefer all volunteers to be DBS checked. Without a DBS check volunteers cannot be left in charge of a group and it is usually, therefore, impractical for parents without DBS checks to fulfil the responsibilities of a parent helper on visits.

### **The Role and Responsibilities of Parent/Volunteer Helpers of Visits and Journeys**

The class teachers, in liaison with the School Visit Administrator, make most of the arrangements for visits, class teachers are responsible for the selection of parent volunteers.

Parents are selected from a list of volunteers. The school retains the right not to invite a parent again.

### **The main duties of parent/volunteer helpers on school trips and visits are:-**

- To ensure the safety and security of the pupils
- To engage with the pupils in order to enhance their learning experience
- To help ensure that all pupils participate fully and independently in all activities

### **Further guidelines**

- Parents/volunteers are asked to read any briefing information which relates to the trip.
- Parents/volunteers should not leave their group/class at any time without notifying the teacher.
- Parents should not interfere with their own child's social interaction with their group and friends or their child's independence.
- Parents/volunteers who experience any difficulties with a pupil in their group should inform the class teacher as soon as possible.
- Parents/volunteers who are not DBS checked cannot take pupils to the toilets or take charge of a group.
- Parents who have not been invited as designated volunteers on a trip cannot join the group without the prior agreement of the group leader. This would contravene the risk assessment which has been agreed for the visit.
- When walking in public places parents should encourage pupils to walk in twos rather than a group.

## **End of Year Events.**

### **Year 2**

A group of Year 2 parents will work with HPPA to provide an end of year celebration for year 2 pupils. This event will be held on site and will be organised by a team of parents and funded by HPPA.

### **Year 6**

A group of Year 6 parents will organise and run the end of year celebrations for year 6. These may include an event onsite following the year 6 final assembly and an evening party which will be held off site and these will be organised and managed entirely by a team of volunteers from the year 6 parent community.

### **Organisation for both year 2 and year 6 events**

Once the teams of volunteers has been identified in September, they will meet with ELT and guidance and information will be provided regarding:

- dates and times
- payments and pricing
- communication strategy with parents
- mobile phone policy adult supervision
- health and safety including first aid, insurance required and safeguarding
- Information and guidance regarding cohort of pupils and levels of adult supervision required.
- HPP staff involvement
- guidance on venue choice, activities and possible providers and requirements given.

Regular check in with the team will be held with additional meetings at key points to ensure all activities run smoothly and are enjoyed by the pupils.

Following the events, a debrief will be sought to ensure any learning is taken for the following year.

### **Complaints Procedure**

Any complaints made about a volunteer will be referred to the Executive Head teacher or Head of School for investigation.

The Executive Leadership Team 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
- Inform the volunteer that the school no longer wishes to use them. The full Complaints Procedure is set out on the website (or available from the School Office).

### **Monitoring and Review**

This Policy has been approved by the Governing Body and will be reviewed regularly and updated in the light of new guidance from either the DoE or LA.