

Aspiring Foundations Federated Nursery Schools

Volunteer Policy

Introduction

Volunteers at our schools bring with them a range of skills and experience that can enhance the learning opportunities of our children. We welcome and encourage volunteers from the local community.

Our Volunteers include:

- Members of the Governing Body
- Parents of pupils
- Students on work experience
- University students
- Childcare students
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that Volunteers are engaged in include:

- Working with small groups of children e.g. playing games, reading stories, engaging in conversation, playing in the role play etc
- Working alongside / supporting individual children e.g. to access their coats, looking at books
- Undertaking art & craft activities with children
- Working with children on the computers
- Supporting staff in cleaning and tidying the nursery
- Accompanying school visits

Becoming a Volunteer

We welcome volunteers to support us during one off events e.g. on an educational visit. Any parent / helper who volunteers to do this, does so under the supervision of staff members and has a clear itinerary for the visit. See Supervision of Children on Educational Visits Policy.

Anyone wishing to become a volunteer on a more regular basis must complete A DBS form and undergo a check from the barred from working with children list. The head teacher / Office Manager will then meet the volunteer for an induction which includes: signing a code of conduct; awareness of the safeguarding policy and procedures; meeting all staff including the senior and deputy designated persons for child protection; whistle blowing; confidentiality; health and safety.

Our School Mission Statement

All adults who work in our school, whether a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our school mission statement and the aims which underpin this.

At Aspiring Foundations Federated Nursery Schools we aspire to serve our communities by providing happy, secure and caring environments where all are valued and respected. We believe in the uniqueness of the individual and recognise the diversity and range of contributions that each can make.

We endeavour to provide high quality care and education using a nurturing approach within a challenging, creative, stimulating and mutually supportive environment where children are offered extended opportunities for learning, and enabled to develop the skills they require for living.

We aim to:

- *Have confident, happy, independent learners who enjoy coming to school*
- *Unlock every child's potential via our child centred, key person approach*
- *Meet the needs of parents and children by building trusting relationships*
- *Encourage children to play and learn alongside their peers; to learn to care for themselves, and in time for others*
- *To be a place where children and adults learn together – finding out about the world through visits, visitors and new experiences*
- *To celebrate success*

We want our children...

- To develop further their social skills (collaborative working and playing)
- To develop a respect for each other and property
- To develop further their physical skills
- To develop further their emotional being... so they are happy, secure and confident
- To develop (further) their self-esteem
- To develop in them a 'joy of learning'
- To develop their self-motivation, concentration and application to tasks/activities
- To develop further their communication skills... (speaking and listening)
- To develop further their intellectual skills
- To develop further their numeracy and literacy skills
- To develop further their spiritual, moral and cultural awareness
- To develop further their self-discipline and a positive response to discipline

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with / come into contact with should be voiced with the child's key person and NOT with the parents of the child / persons outside school.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher –Amanda Brown or Assistant Headteacher – Maraide Hurst

Supervision

All volunteers work under the supervision of the teaching staff of the group to which they are assigned. Staff retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. Volunteers should have clear guidance from the key person as to how an activity is carried out / what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the key person in the event of any query / problem regarding children's understanding or behaviour.

Health & Safety

All volunteers undergo a short induction which includes knowledge of emergency procedures (e.g. fire alarm evacuation) Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the key person/ Headteacher.

Child Protection

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

A copy of the “Halton Practitioner Guide” produced by the Safeguarding Board is included in the induction pack.

Copies of:

- **All safeguarding policies**
- **Working Together to Safeguard Children**
- **What to do if you are worried a child is being abused**
- **Keeping Children Safe in Education 2018**

are available within the Safeguarding suite of documents stored in the main office (WR) / in the Nursery School (Ditton) / from Amanda Brown –Headteacher / on our website <http://warringtonroad.halton.sch.uk/Pages/AFFNS-Homepage.aspx>

To ensure the safety of our children at all times, all of our regular Volunteers must have been cleared by an enhanced Disclosure and Barring Service check which includes a check against the ‘barred from working with children’ list. A certificate is issued to the individual to produce in school who receive confirmation from the Local Authority when issued. Volunteers may start before the check has come through, but each is individually risk assessed, and they are limited to one session per week. Volunteers are able to access and attend any relevant in-house training sessions in their own time.

Complaints Procedure

Any complaints made about a Volunteer will be referred to the Headteacher / Assistant Headteacher for investigation.

The Headteacher reserves the right to take the following action:

- To speak with a Volunteer about a breach of the Code of Conduct 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 group
- Inform the Volunteer that the school no longer wishes to use them.

The full Complaints Procedure is available from the school / on the website