



# New Horizons Children's Academy

**PART OF THE THINKING SCHOOLS ACADEMY TRUST**



**Child first – Challenge – Aspire - Achieve**

## **VOLUNTEERS POLICY**

**Inception date: September 2020**

**Review Date: September 2022**

## **Volunteers in School Policy**

### **Vision**

We want our school to be open and welcoming to all who would like to support the children. We would like to encourage parents and other adults to help the school in a variety of ways. We believe that parents and carers can add enormous value to children's learning opportunities and experiences. Our overriding concern is for the safety and security of the children in our care. Our school policy is to ensure that the children benefit from as much help and support as necessary while being ensured of the best security possible.

### **Aims of Volunteer Policy**

- To provide parents/staff and volunteers with clear expectations, induction and guidelines for working in school.
- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.

Any parent helpers/volunteers in school are reminded that they are role models to the children and other parents. Therefore, parents are expected to uphold all policies of the school, including uniform, attendance and punctuality, Safeguarding as well as the TSAT dress code and code of conduct. Copies of these policies are found on the school's website and should be read by the applicant prior to deciding to apply to take up a role within the school.

Any volunteer is expected to follow confidentiality and GDPR guidelines at all times.

Any volunteer found in breach of school policy will have their placement within the school reviewed by a member of the Senior Leadership Team (SLT).

### **Volunteer helpers are:**

- Parents or other adults working alongside the teaching staff
- Students on work experience

### **Volunteers may be asked to:**

- Support pupils within classrooms as directed by the teacher
- Listen to pupils read
- Support with classroom organisation
- Support with supervision of children on school visits
- Support with group work
- Support with art or other practical subjects (cooking etc.)

### **Volunteers must not do the following activities**

- Take responsibility for all or some of the class

- Change very young children or supervise them changing for physical activities
- Supervise children engaged in PE or other specialist activities
- Take the children off the school site without a teacher in charge
- Take children or supervise them in the toilets

The responsibility for the health and welfare of the children remains with the class teacher at all times.

### **Signing in**

Volunteers must sign on arrival at the school office and collect a visitor/parent helper badge which must be worn at all times in school. Please indicate your arrival time and which class you will be visiting.

Volunteers must also sign out and state the time when they are leaving the school premises.

It is important that volunteers stick to the agreed days and times. In the event where the volunteer is unable to fulfil their commitment, it is expected they will contact Jola Studniarz (AHT) at the earliest convenience.

### **Safeguarding Checks**

It is TSAT policy that all staff and volunteers who:-

- work directly and regularly or intensively with children or vulnerable adults
- in roles which involve caring for, training, supervising or being in sole charge of pupils

are required to obtain a DBS disclosure at the appropriate level and must complete a Disqualification Declaration Form and a Social Networking Policy.

The Executive Headteacher (Jody Murphy), DHT (Juanita Bacon) or designated staff member has the authority not to accept the help of volunteers if they believe that it is not in the best interest of the children.

### **Volunteers who do not require Enhanced Disclosure**

- Volunteers or parents who accompany staff and children on one-off outings or trips that do not involve overnight stays. However, it is expected that this volunteer is accompanied by an employed member of staff at all times and wears a red lanyard.
- Those who help out at specific events e.g. school fete, mums in school days etc. who do not have unsupervised access to children.

## Confidentiality

We recognise that for staff and parents of other children to be confident about helpers in school, all volunteers will need to agree to a protocol about confidentiality and conduct. Volunteers are not permitted to discuss any pupils or working of the school with any member of the public. The school reserves the right to withdraw the offer of the placement if they believe a breach of confidentiality took place.

## Deployment of Parent Helpers

Jola Studniarz (AHT) is responsible for deployment of volunteers. Volunteers will be asked to support in classes where there is the most need for individual support.

It is the policy of the school to avoid placing parents in a classroom with either their child or a child that they are related to, as this can be distracting for the child and may place the class teacher in a difficult situation.

## Monitoring and Review

The day to day monitoring of this policy is the responsibility for the Headteacher and Leadership Team. The Headteacher will report to Governors annually on the number of parent volunteers in school and summarising their value and impact in support children's learning.

Life in school is very flexible and ever changing, therefore, the school reserves the right to cancel/ stop the support of a volunteer without notice

Please complete and return to Jola Studniarz, New Horizons Children's Academy, Park Crescent, Chatham, Kent

or by email to [office@newhorizonschildrensacademy.org.uk](mailto:office@newhorizonschildrensacademy.org.uk)

**Date:** \_\_\_\_\_

Name	Preferred Title Mr/Mrs/Miss/Ms
Landline No.	Mobile No.
Address:	
E-Mail:	
<b>Emergency contact information</b>	

Mobile number / landline:			
Who is the contact?			
How are you associated with this person?			
<b>Which roles are you interested in? (please tick)</b>			
Listening to readers		In class support	
Support sports activities		Library work	
Sorting/ tidying areas of the school		Early Years Foundation Stage	
Key Stage 1 (Year 1 and Year 2)		Lower Key Stage 2 (Year 3 and Year 4)	
Upper Key Stage 2 (Year 5 and Year 6)		Outside learning/ forest school	
Trips/ events		After school clubs	

What skills do you have that you would like to offer?					
Why would you like to volunteer at New Horizons?					
What relevant previous work history/ volunteering experience do you have?					
Do you have a DBS check or other relevant training?					
When could you volunteer?					
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Lunchtime					
Afternoon					
After School Clubs					
<input type="checkbox"/> I do have children/ relatives attending New Horizons Children's Academy - please state names and classes.					
<input type="checkbox"/> I do not have children/ relatives attending New Horizons Children's Academy					
<b>I agree to:</b>					
<input type="checkbox"/> Treat any information with total confidentiality					
<input type="checkbox"/> Inform the school if I am unable to come into school for any reason by 8.30am in the morning					
<input type="checkbox"/> Respect and listen to the guidance of the teacher at all times					
<input type="checkbox"/> Complete the appropriate DBS checks					
<input type="checkbox"/> Uphold the policies and core values of the school at all time					
<input type="checkbox"/> Disclose any criminal allegations to the Headteacher prior to starting as a volunteer at New Horizons Children's Academy					
<input type="checkbox"/> Refer to the Designated Safeguarding Lead any concerns I have about a child's well-being					
<input type="checkbox"/> Understand that it is my responsibility to follow school policies including Safeguarding					

	and discuss any concerns with relevant members of staff
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**I agree not to:**

	Look at or compare children's work, records or staff records
	Share any information about a child or member of staff with anyone outside the school staff team
	Share any information about the running of the school with anyone else outside of the school staff team
	Discuss any internal process of the school with anyone outside the school
	Use any school resources for personal gain

Thank you very much for your interest. Please note, we will try to find you a suitable role but cannot always guarantee it. Some volunteering jobs may also be subject to a satisfactory police check, e.g. working with children.

**DATA PROTECTION STATEMENT**

New Horizons Children's Academy will process and be in control of the data provided on this form.

The information which you provide in this form and any other information obtained or provided during the course of your volunteering with us ("the information") will be used for the purpose of assessing your suitability for roles, in emergency situations e.g. to protect life or in a medical situation, and in relation to legitimate interests of our business.

If you choose not to accept any offer of voluntary role that we make, the information will be retained for a further 6 months in the event of a more suitable opportunity arising, after which time it will be destroyed.

You have the right to data portability, request access to, rectification or erasure of your data collected as part of this process.

If your application is successful, the information will form part of your volunteer file and we will be entitled to process it for all purposes in connection with your voluntary role.

So that we may use the information for the above purposes and on the above terms, we are required to obtain your explicit consent. Accordingly, please sign the consent section below. You have the right to withdraw your consent at any time and the right to lodge a complaint with the Information Commissioner.

**I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.**

Full Name:

Signed:

Date:

Child Protection – What do to if you are concerned

