

Volunteer Policy

The Howard Partnership Trust (THPT) values the support of Volunteers in many aspects of school life. We have devised this policy to help to ensure that it is a positive experience for all concerned.

If you are visiting one of our schools regularly and your work involves contact with children, you will be asked to complete an Enhanced Disclosure and Barring Service (DBS) check. This normally takes a few weeks and you would not be able to volunteer unaccompanied within THPT until this has been completed. The Head will advise you further on this when you meet to discuss the nature of your voluntary work.

Volunteers support the work of our schools in several ways including:

- In the classroom supporting children with their learning
- In the classroom helping the teacher with resources and the classroom environment
- Making and repairing resources
- Accompanying classes to swimming lessons
- Accompanying classes on local visits
- Accompanying classes on visits involving travel on coaches or public transport

Health and Safety

All members of the school community are responsible for health and safety. If you have any concerns about the welfare of a child, it is your responsibility to bring it to the attention of a member of staff.

Concerns

If you have any concerns about anything you see or hear whilst helping in school, please speak immediately to the Class Teacher or to a senior member of staff.

Confidentiality

You may form opinions about aspects of THPT. Please remember that any information, especially information about children, is confidential (including information about progress, attitudes, behaviour, etc). You must not discuss it with anyone – even the parents of that child. If you are questioned, please refer them to the school staff (usually the Class Teacher).

Phones

The use of mobile phones is not permitted. Please ensure that your mobile phone is off or silent and put away with your valuables.

Dress Code

Our children wear uniform and the staff have a dress code. Please ensure that the clothes you wear are appropriate for working in school.

Smoking

THPT has a no smoking policy that covers all parts of the school buildings and grounds.

Siblings and other children

We are not usually able to accommodate other children, babies or toddlers on site while you are volunteering.

In the classroom

The teacher or teaching assistant will talk to volunteers about what the children are learning and how you can support them. Remember, you are there to help the children to learn NOT to do their work for them!

Visits

- Adult places on out of school visits are sometimes limited. This may be for a number of reasons e.g. space on the coach, requirements set down by the venue, cost, and appropriateness of the group size.
- If a visit is oversubscribed teachers will try to give you as much notice as possible about whether you are needed.
- Sometimes preference will be given to adults who already help in school or with swimming trips as they will know the class rules, children's names, etc and may be better prepared to support the children and the teacher effectively.
- The role of the volunteer on school visits is to support the staff to ensure the health and safety of all the children and to help to maximise the learning experience.
- We cannot accommodate younger siblings on school visits as they compromise the volunteer's ability to support the children.
- As a volunteer, it is not appropriate for you to provide or buy additional treats, gifts or food for your own child or children in your group.
- Smoking is forbidden on school visits.
- Mobile phones should only be used in the case of emergency and must be agreed with the lead teacher.

Legal Considerations

- 1.1 THPT recognises the importance of ensuring volunteers are involved in appropriate activities with suitable checks and safeguarding measures put in place.
- 1.2 THPT also recognises its duty of care to volunteers and the importance of ensuring that appropriate health and safety measures are implemented.
- 1.3 Volunteers are not employees of THPT and therefore do not benefit from any of the terms and conditions of employment, such as payment for work, paid holidays or paid sick leave.
- 1.4 Volunteers may receive reimbursement for expenses where appropriate by way of advance agreement and by using the correct processes and authorisation.
- 1.5 Volunteers will not be used to replace staff or do work that should be undertaken by paid staff.
- 1.6 Volunteers are included in THPT's current insurance arrangements for public liability and personal accident.

Acceptance

This agreement shall be governed and interpreted by English law and the parties submit to the jurisdiction of the courts of England and Wales. If you have any questions about the meaning of any clause, please do not hesitate to ask.

If you agree to a document using the 'agree' button provided, your action will be date and time stamped in the system and will serve as an electronic signature of your acceptance in lieu of a traditional handwritten signature.