Granard Primary School

Volunteers Policy

January 2025

Review Due: January 2028

Background

Many adults have a wide range of expertise which they can offer to support and enhance our school. Granard Primary School welcomes the help of any member of the community who is willing to support the teaching staff and enhance the range of learning activities offered to the pupils. Many of the adults helping in school are related to pupils attending Granard Primary School (grandparents, fathers or mothers); others are friends of the school. All provide a wide range and variety of skills.

Many adults support the school through:

- Involvement in fundraising
- Responding to consultation meetings when a new school policy is being formulated
- Supporting children's learning through activities at home
- Providing support for children in school
- Support the School Administration or Premises Team

Adults support the teaching and learning in school by:

- Accompanying school trips
- Visiting a class and talking about their experiences
- Making costumes and scenery
- Making classroom resources
- Helping with displays
- DIY around the school
- Helping with swimming supervision
- Supporting the management of the home/school reading scheme
- Working with small groups of children under teacher supervision
- Literacy, Numeracy, craft and Design and Technology activities
- Playing games with children
- Carrying out clerical/secretarial work
- Maintaining the school gardens
- Working in the library

Adults who are interested in volunteering at Granard Primary School are asked to complete a Volunteer Registration Form (Appendix 1) indicating the type of skills/activities they are prepared to offer and when they are available to help. A 'help' file is placed in the staff room. Members of the teaching staff are able to consult this when necessary and contact the appropriate adult for help as required.

Adults who are able to commit to helping in school on a regular basis will be allocated to a class at a specific time on a rota basis.

Parents will not normally work on a specific activity with their own child. Although some pupils respond sensibly when their parent is working with a group, others, particularly young children, find the situation difficult because they are unable to separate the dual roles of 'mum' or 'dad' and 'the adult supervisor'.

Whilst helping in school, volunteers are not to be alone with a child and must be visible to other staff and children at all times.

Volunteers will be informed about their role, the necessary routines and the expectation of the teaching staff concerning pupil behaviour to help them feel welcome and at ease. The task and timetabling arrangements will be discussed prior to the visit if adults are working with a group of children. The following guidelines are

intended to be helpful, particularly if the adult is involved in supporting the school for the first time. These should be given to them on their initial visit.

Volunteer Guidance

Thank you for considering becoming a volunteer at Granard Primary School. We hope you will find the experience enjoyable and rewarding.

We will:
1. Ensure that DBS checks are carried out before volunteers start working in school
2. Retain confidentiality of volunteer's details
3. Carry out an induction meeting
4. Provide you with a copy of the Staff Handbook
5. Have policies and working procedures available for you to read/complete
6. Make clear our guidelines of working with children, and with children and their families
7. Ensure that Safeguarding is a key priority
8. Provide a safe and secure place to work
9. Explain our expectations of children's behaviour
10. Explain and discuss the activity to be undertaken

Below is a checklist that is meant to help you "feel at home", ensure school policy is met and that your support is used to a maximum.

1. Please dress appropriately for working within a school environment.
2. Be punctual and complete any signing in requirements. Please let us know if you are unable to attend.
3. Please be prepared to be involved in a range of activities and take part in any necessary training.
4. Please meet with the member of staff you will be working alongside. They will brief you on the activity you are to be involved in, show you where any necessary resources are, and outline the educational value and main teaching points of the activity. Do feel free to ask for any additional information or clarification of any points.
5. The school has a "Behaviour Policy" which all children and adults adhere to. Children are expected to be polite, work hard and appreciate the support given to them. Please ensure children are given positive reinforcement all the time, speak to them clearly and sensitively and give praise for their actions.
6. Please ensure children tidy up after the activity and that all resources are returned.
7. Please spend a couple of minutes feeding back to the teacher following the activity, returning any record sheets etc.
8. Please ensure that confidentiality is maintained.

Volunteers involved with groups of pupils in school have been invited in to school because of the expertise they can offer. They are, therefore, guests and should feel confident and at ease within the school environment. Any adult working with pupils does so within specific guidelines set by the teacher. It is, therefore, important that the individual is adequately informed regarding what is expected from both them and the pupils involved.

If in class, the class teacher will have overall responsibility for the volunteer but all staff will ensure that working arrangements are in place.

Playtimes

Should you be here over a play or lunch time, please use the staff room and help yourself to tea or coffee. Please do not wait in the classroom. Children are not allowed to stay in with you, and we do ask helpers not to go out on the playground at break times. Members of staff are on duty to ensure supervision and children can often get confused when additional adults are out of context.

If you are a parent, please remember that you are in school as a volunteer helper and not 'mum' or 'dad'. It is not always easy to take on this role and adults often find it harder than children! We also remind you to respect all aspects of confidentiality.

Your support is very much appreciated and enhances the life of the school. Please do not hesitate to contact us should you require any additional information or wish to make any comments regarding our procedures.

Reviewed: January 2025

Review Due: January 2028

Approved by: SBM: …….. ……..

Name: …….…….. Date: ……

Headteacher: ……

Name: …….. Date: ……

Appendix 1

Volunteer Registration Form

Please complete all sections of this form.

I am interested in:
- any volunteer role
- a specific role/area

Please give details:

Personal Details

Family name		First name	
Address for correspondence			
Phone		Mobile number	
Email Address			

Experience, interests and skills including current or most recent work/activity

Please tell us about your experience, skills, hobbies, interest and activities that you have been involved with – either paid or unpaid, and why you would like to volunteer in the school.

Do you speak other languages? Yes / No

If Yes, which languages do you speak?

Training – please tell us about your qualifications or courses attended.

Will you have other work in addition to the volunteering you have registered for? Yes / No

If yes, please give an average number of hours you could volunteer in school per week:
Please tick (✓) when you will usually be available to offer work as a volunteer.

	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
Morning					
Afternoon					

Relationships

Are you related to any child/ren within the school? Yes / No
If yes, please complete this section

Child's name:	
Class:	
Relationship:	

Are you related to, or do you have a friendship with or close personal/business association with any employee of the school? Yes / No
If yes, please complete this section.

Employee's name:	
Position:	
Relationship:	

Declaration

I declare that all of the above information is correct and I have completed it truthfully. I understand that any volunteer activities offered will be subject to satisfactory references and any other checks. I also understand that providing any false or misleading information to support my application may disqualify me from volunteering with the school.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

I agree that the information given on this form may be used for recording and application processing purposes under the Data Protection Act 1998. I have also understood and complied with the provisions concerning the disclosure of criminal convictions.

Signature		**Date**	