**Volunteers in School Policy**

“*Everyone who works with children should do what is in the best interests of the child*.” Article 3 United Nations Rights of the Child

Introduction

Trinity School is committed to seeking support and expertise from the wider community through the work of volunteers in school.

We benefit from volunteers through:

* Celebration of the diversity of skills, knowledge and expertise within our school and wider community.
* Enrichment opportunities within the curriculum through volunteers who advise and support pupils.
* Providing regular support in the classroom in activities such as reading.
* Providing first- hand experience to support specific topics curriculum areas such as in History or RE.

Deployment of Volunteers

All volunteers will be made to feel welcome. Their role will be clearly defined through discussions with the Headteacher or relevant member of staff.

Volunteers will be given copies of:

* Trinity School Guidelines for Volunteers in School

In advance of the volunteering, the above should be signed by the volunteer and a signed copy kept on record by the school.

The Headteacher retains responsibility for all volunteers in school. However, they will be supported by a named member of staff. Through use of an induction procedure, all volunteers will be made aware of the following:

* Volunteers will be under the supervision of a member of staff.
* They must be directly supervised if they do not hold the appropriate DBS certificate.
* Behavioural expectations of children.
* Expectations regarding confidentiality.
* Child protection Procedures.
* Health and Safety Procedures.
* Fire Alarm Procedures.

Child Protection

The law requires checks to be made on anyone with responsibilities in a school which gives them regular unsupervised access to pupils. This includes people who regularly help:

* In the classroom
* In extra curricular activities
* On residential visits

Parents are welcomed into school for “one off” occasions and will not require a DBS check if they are supervised by the class teacher at all times and are not left alone with a pupil. If they are regularly coming into the classroom (more than once) even in a supervised capacity then a DBS check is required.

Inclusion

Trinity School is a fully inclusive school and, where possible, will encourage disabled volunteers to support the school. The school will take steps to ensure appropriate support is given to all volunteers.

Health and Safety

Safe practice must be promoted at all times. The school has a Health and Safety Policy and maintains a record of Risk Assessments. All volunteers will have their attention drawn to identified risks. Action will be taken by the school to minimise any risk.

Volunteers will be covered under the school’s relevant insurance arrangements while undertaking the volunteer activity.

Feedback

Volunteers will be encouraged to provide feedback to the school via the relevant staff member, or Headteacher, regarding their experience of volunteering. Feedback will be used to maximise the benefit of volunteering to both the school and future volunteers.

CF May 2019

To be reviewed annually.