

MAYFIELD SCHOOL VOLUNTEERING POLICY

We welcome, encourage and value the contribution volunteers make to the school. They bring with them a range of skills and experience that enrich and enhance learning opportunities for the pupils at Mayfield School.

As a school, we are committed to safeguarding and promoting the welfare of the pupils in our care; we expect all staff and volunteers to uphold this commitment. We welcome volunteers from all walks of life, from our local and wider community as well as other counties and abroad. Volunteer placements will be open to individuals irrespective of race, gender, disability, sexuality, age or marital status.

Activities our volunteers can engage are unlimited and may include the following:

- Working with small groups of pupils
- Working alongside individual pupils
- Supporting Extra-Curricular clubs and sports
- Accompanying school visits
- Providing positive role models and 1:1 support
- Gaining work experience

Becoming a Volunteer

If you wish to become a volunteer, either for a one off event or on a more frequent basis, please complete the Volunteer Information Sheet attached and return this to HR@mayfield.portsmouth.sch.uk or pass to reception in an envelope marked HR. The Headteacher or the Heads of School will then make contact you to discuss the details of your volunteer commitment at Mayfield.

You may well be asked to undergo a DBS check (Disclosure and Barring Service, previously the Criminal Records Bureau check). You will also be invited to attend Safeguarding training offered by the school in addition to compulsory Safeguarding sessions as part of induction. Volunteers shall be assigned based on teacher requests and needs.

Code of Conduct for Volunteers

- Sign in. When arriving at school please report to the reception, sign in and wear a volunteer or visitor lanyard. It is important to know who is on the school premises at all times and to be known to others on site by seeing your name.
- Please sign out when you leave the school building.
- Confidentiality. All volunteers are bound by the Volunteer Agreement, which has a clear statement about confidentiality. Volunteers may have access to personal information about some individuals, or other information. Mayfield School needs to be able to trust their volunteers to protect the privacy of the pupils and staff.
- Any concerns you have about a child or another adult in school must be directed to the class teacher or the Leadership Team and NOT to any parent or person outside of school. You may not discuss behaviour or any aspect of a child's learning with anyone other than a member of staff. Any volunteer who breaks this confidentiality and trust will be asked to leave.
- Supervision. All volunteers work under the supervision of the class teacher and support staff to which they are assigned, whether in a school setting or on a trip. At all times the class teacher retains the responsibility for the pupils, their behaviour and the activities they are undertaking. Volunteers receive clear guidance from the teacher they are working with and you are encouraged to seek further advice in the event of a query or problem regarding the pupils.
- Safeguarding/Child Protection. If you have any concerns about a child, either comments they make, bruising or marks or changes in their behaviour please report these concerns to the class teacher as

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per Safeguarding in Induction. If a child should say anything to you about something that has happened to them or something someone has done to them, you need to be aware of the steps you need to take. Please do not ask any leading questions; simply listen to, make no promises of confidentiality or ask any questions, then write down what the child said and hand this to one of the following without delay.

- In the event of a child having an accident or injury whilst with a volunteer, the volunteer must report the incident immediately to the class teacher to ensure that necessary procedures take place with regard to treatment, communication with families and incident reporting.
- Volunteers must not administer first aid treatment.
- Volunteers must inform HR if they may be pregnant, or has any medical condition that imposes restriction, as we do not want to put anyone at risk.
- Health and Safety The school has a Health and Safety Policy. You will be made aware of the school evacuation procedure (e.g. fire alarm evacuation) and about any safety aspects associated with certain tasks.
- Volunteers must wear clothing that adheres to the staff dress code.
- Please provide a good example and be a positive role model by behaving in a respectful, mature, safe, fair and considered manner at all times.
- Avoid being tactile towards pupils, only touch children for professional reasons and where necessary and appropriate for the well-being or safety of the child. Whilst in school, this also applies to your own child and those you may know.
- Treat all pupils equally, never build a “special” relationship or confer favour on any particular pupil. If working with your own child or those you know well, please ensure you treat all pupils in the same professional manner.
- If working on a one to one basis with a child, stay in an open area of the school or work in a room where the door is open and you are visible to others.
- Avoid the use of a mobile phone or any electronic device at all times when in school. Do not make calls, exchange texts, emails, phone numbers or personal details or access social networking sites whilst in school. Do not use any form of communication to discuss or make statements about children, behaviour or activities in school.
- Do not take photographs of any pupil unless specifically requested to do so by the class teacher on a school approved equipment.

School Lanyards

- Visitors to the school wear red lanyards.
- Regular volunteers who have completed and signed the Volunteer Agreement should continue to wear a red lanyard until the school receives a clear DBS certificate.
- When the school receives a clear DBS certificate for a volunteer, a blue lanyard with name badge will be issued.
- Blue lanyards and name badges must be returned at the end of the placement.