



## Volunteer Protocol

Thank you for volunteering to help at Abbot's Lea School. Please find below our expectations to keep yourself as well as our students and staff safe.

### Reasons for Volunteering

We welcome volunteers at Abbot's Lea School if we are confident that their intentions are to add value to the school and that their conduct and behaviours will be compatible with the school's vision and values.

Examples of activities may include:

- joining PTA (FAB!) activities and attending FAB! meetings
- raising funds for the school
- helping with craft activities
- supporting school trips
- listening to children read, etc

As a school for children with additional needs we consider carefully the benefits of having additional people helping in classes compared to the risks. No activity can go ahead if it could potentially cause disruption or distress to any students or a reputational risk to the school. This applies equally to activities which involve direct contact with the students and where the volunteer offers to benefit the students indirectly.

All volunteer activities must be pre-approved by the Headteacher who also reserves the right to suspend or permanently stop the volunteering arrangements at any point. The Headteacher's decision is final.

### Arriving at School

Volunteers are required to sign into school at Reception and wear, at all times, the identity badge given.

On arrival, volunteers are asked to:

- Inform the office of the key contact at school and await for the staff member to collect you
- Read in full the Safeguarding Leaflet
- The staff member responsible for your visit will show you the Fire Procedure for the area of the school you will be working in
- You will be with the named member of staff, for example teacher, throughout your visit and will not at any point be alone with or responsible for students.

### Confidentiality

Abbot's Lea School needs to be able to trust its volunteers to protect the privacy of its students, staff and the organisational integrity.

Whilst volunteering at Abbot's Lea School volunteers may, on occasions, have access to information or witness events which may be confidential and should not be discussed outside of the setting.

Any volunteer who breaks this confidentiality and trust will be asked to leave and is unlikely to be engaged in volunteering in the future.

Any concerns that volunteers have regarding the pupils they work with or come into contact with should be shared with the class teacher or the School Designated Safeguarding Team:

- Miss Alison Twomey (Head of Care and Safeguarding)
- Miss Maria O'Neill (Key Stage Leader – KS1)

- Miss Lorna Sell (Key Stage Leader – KS2)
- Mr Richard Hodgson (Key Stage Leader – KS3)
- Mr Matthew Lyons(Key Stage Leader – KS4)
- Mr Ryan Mason(Key Stage Leader – KS5)
- Miss Lisa Sharpe (Family Adviser)

Concerns should not be shared with any persons outside the school including with the parents of individual children.

**Safeguarding**

All volunteers have the responsibility to report any concern that they may have regarding Child Protection to the school’s Designated Safeguarding Team.

It is not the role of a volunteer to investigate concerns.

Abbot’s Lea School Safeguarding Leaflet explains the guidelines and procedures to follow regarding Safeguarding. A copy of this Leaflet is available at Reception.

Any concerns regarding the conduct of a member of staff or volunteer should be raised directly with the Mrs Ania Hildrey, our Headteacher.

**Dress Code**

Clothes must be smart casual and may not reveal any intimate parts of the body. Clothes and shoes need to be comfortable and suited to the task.

It is advised not to wear jewelry that can be pulled such as necklaces or hoop/ dangling earrings.

**Key Requirements**

Volunteers must ensure that:

- Mobile phones are not used whilst volunteering; they must be put away at all times
- Under no circumstances are photographs or recordings of children, staff or premises to be taken using personal devices or removed from the school building
- They do not administer First Aid or physical intervention (restraint)
- If they require First Aid themselves, they report to the main office where the appropriate help will be given and documentation completed
- They maintain confidentiality at all times – both when within the setting and after leaving
- Respect other volunteers, staff and pupils and make them feel welcomed and valued
- Be sensitive towards others
- Be approachable and well mannered
- They respect and, whilst on site, follow our Golden Rules ©
  - Be here, every day...
  - Work hard and be nice
  - Never give up on yourself or others
  - Stay positive and be happy!

**Date of the planned activity:** .....

I understand the above expectations and agree to abide by the rules specified.

**Name of the volunteer:** .....

**Approval of the Headteacher:** .....