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Osmani Primary School

Reach For The Stars

Volunteer Policy

Our Motto

Reach For The Stars

Our Vision Statement

Our vision is to develop an inclusive school, which promotes and achieves excellence, and continues to nurture the values, confidence and skills of pupils, staff and the community, in order to meet the emerging opportunities of the 21st century.

Our vision and values support **Articles 2, 12, 15, 19, 24, 27, 28, 29, 31** of the United Nations Convention on the Rights of a Child.

Our Rights

- ★ **Article 19:** We have the right to be safe.
- ★ **Article 28:**We have the right to quality education.
- ★ **Article 12:**We have the right to give our opinion and listen to others.
- ★ **Article 15/31:**We have the right to join in and be part of a team.
- ★ **Article 29:**We have the right to develop our personalities, talents and abilities.
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Our Values

★ **Striving Teamwork All Included Responsibility Success** ★

★ Striving

Our aim is that we are a school that:

- **uses our Growth Mind-set (learning from mistakes and always willing to have a go)**
- **never gives up and always find ways of improving**
- **enjoys challenges and aims high**

★ Teamwork

Our aim is that we are a school that:

- **encourages and supports each other to be the best we can be**
- **learns from each other**
- **listens to and respects each other's ideas**

★ All Included

Our aim is that we are a school that:

- **has high expectations of everyone**
- **encourages everyone to take an active part in learning and life of our school**
- **nurtures and celebrates what makes each and every one of us unique**

★ Responsibility

Our aim is that we are a school that:

- **takes ownership of the choices we make**

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- **takes ownership/charge of our own learning**
- **looks after each other and our school**
-

★ Success

Our aim is that we are a school that:

- **provides an education that encompasses academic, creative, social, emotional, physical and cultural development.**
- **celebrates our efforts and achievements**

Equal Opportunities and the Single Equality Scheme

We believe that all those who work in Osmani - children and adults - have the right to be treated fairly and with respect by everyone connected with the school.

We aim for Osmani to be a safe, supportive place, where all children and adults feel valued as individuals, whatever their ability, age, disability, gender identity, marriage or civil partnership, pregnancy & maternity, race, religion or belief, sex and sexual orientation.

The school aims to foster the social and personal skills of co-operation, sharing and mutual respect.

This policy supports the school in addressing article/s 3, 12, 15, 18, 28, 29 and 31 of the UN Convention on the Rights of the Child.

The Role of the Volunteer

The role of the voluntary helper is both rewarding and challenging. It gives the helper an insight into the workings of the school and the many and varied roles within it.

Voluntary Helpers may support the teacher and the class as well as the Midday Meal Supervisors by:

- assisting small groups of pupils in activities set by teachers
- assisting at lunchtime - KS1 and KS2 Playground and the lunch hall
- ensuring all children are included in activities thus improving children's social skills
- implementing the schools Behaviour Policy
- modelling good practice to children in terms of behaviour, manners and providing a model of good spoken and written English
- providing feedback to teachers on how children worked during an activity
- preparing classroom materials
- partners- supporting children with reading or maths

Line Management

Voluntary helpers are inducted and monitored by the Assistant Headteacher (AHT) responsible for Volunteers. Osmani Parent volunteers are inducted and monitored by the School business Manager (SBM)

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Voluntary Helpers will be managed day to day by the teacher or other Line Managers - e.g. Assistant Headteacher (AHT), SBM or MMS Leader, who they work alongside, whose responsibility it is to give direction on a day to day basis.

Recruitment

Work Experience students

Work Experience students, from secondary schools, will be recruited through the Education Business Partnership Project. Each year (July), the Education Business Partnership Booking form is completed, for the following academic year, with details of the number of students the school can accommodate and the available dates of placement.

Parent Volunteers

Parents must attend the 'Volunteer Recruitment' **(see Appendix A)** and 'Induction' sessions which are led by the School Business Manager.'

At the Recruitment session, volunteers complete a, 'Parent Volunteer Application and Writing Task,' form as well as an, 'Eligibility Check,' document **(see Appendix B)**.

Following the Recruitment session, applications are checked by the School Business Manager (SBM). Successful applicants are contacted, by letter, and invited to the 'Induction' session.

E1 parent volunteers who show an interest in volunteering at Osmani School are contacted to find out their availability. They are asked to come into school for an enhanced DBS check to be completed by our SBM. Once they receive the outcome of their enhanced DBS, an induction date is arranged. The AHT is responsible for inducting and monitoring them.

Induction

At the Induction, volunteer roles and expectations are shared and volunteers asked to bring in their documents to complete their DBS (if one has not already been completed) with the SBM.

The Induction will consist of:

- Safeguarding/Child Protection/PREVENT.
- E-Safety Policy
- Health and Safety of Pupils
- Health and Safety- Fire Evacuation and First Aid Procedures.
- Code of Conduct (incl. dress code, hygiene, smoking)
- Mobile phones
- Confidentiality
- Attendance and Punctuality
- TAG/Our Rights
- Learning Behaviours - silent Signal
- An introduction to the school and the line manager with an outline of the school day (incl. School Vision/Ethos).
- Discussion about the roles of the different people in the class (.e.g CT, TAs, LSAs, LM, NN), who to ask for help and the importance of following instructions from the teacher.
- Strategies and methods used - how children learn at Osmani.

Confirmation of volunteer placement

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Volunteers sign the 'Volunteer Agreement' document **(see Appendix C)** before their allocated start date.

SBM sends a letter to volunteers which confirms their allocated class, day and time **(see Appendix D)**.

Volunteer helpers **only** start when they have received a clear DBS which must be shown to the SBM. Once a clear DBS is evident, the induction date and time is agreed. Volunteering can begin once the Induction is complete.

Some parents, who are registered on a Course or need voluntary work as a prerequisite for a PGCE or other educational training course, may be given a placement. However, before a decision is made, parents will be expected to complete both a written and oral task and if successful will be interviewed. At the interview, the AHT goes through policies, expectations, management and overview of the day/week.

Length of Volunteering and allocated class

- Volunteers work initially for 6 months on an agreed day and time which is reviewed after 6 weeks by the Assistant Headteacher.
- If volunteers have completed 6 weeks successfully and attended 100% of the agreed time, they continue until the end of the school's academic year. However, the AHT/SBM continues to receive regular feedback from both teachers and volunteers.
- At the 6 week review meeting, the AHT/SBM and volunteer discuss the placement **(see Appendix E)**.
- The class, that volunteers work in, will be dependent on vacancies and school priorities.
- Volunteers do not work in their child's class at school.
- There are opportunities to come in for various amounts of time e.g. am or pm, 1 or 2 days a week but this will be dependent on the needs of the school.

10. Communication

The line manager will recruit voluntary helpers and will discuss with Phase Managers and class teachers possible classes that need volunteers.

The line manager will also communicate with course tutors where volunteers are on training placements.

Class teachers and other members of staff working in the classroom will be informed of the need to communicate with the volunteers. Where possible, volunteers arrive before lessons start to receive the instructions from the teachers.

Class teachers need time to;

- give clear instructions about what they want the volunteer to do during the session
- ensure the volunteers follow the health and safety and child protection guidelines during the day

11. Health and Safety

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It is the responsibility of all volunteers to follow the school's Health and Safety Policy. It is the responsibility of each individual to read the policy and follow it.

12. Review

The line manager will review the attendance and performance of the voluntary helpers and evaluate their effectiveness after the initial 6 weeks and with regular feedback afterwards from both teachers and volunteers.

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Appendix A

Volunteer Placements at Osmani primary school

Recruitment session

Dear Parents and Carers,

As you can see from our website, we offer pupils, parents, staff and our community a range of rich and valuable experiences.

We currently have many parents and carers contacting the school each week asking to volunteer. As a result, we will be having a Recruitment and Assessment Day on:

... from 2.30pm – 3.00pm in the Ground Floor Hall

At this time, we will require all parents and carers to complete a 'Volunteer Application' form. **However, this does not guarantee you a volunteering placement.** You will be notified if you have a volunteer placement and invited to an Induction session in ... (a time will be confirmed).

However, if you are successful, you will not be able to volunteer in any class that your own children attends.

If you are still interested in volunteering at Osmani, then we look forward to seeing you on **... at ...** in the Ground Floor Hall.

Yours faithfully,

Runa Begum

School Business Manager

Appendix B

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Osmani Primary School

Parent Volunteer Application and Writing Task

Name……

Address……

……

……Postcode……

Telephone No…… Mobile No ……...

DBS Check Yes/No **First Aid Trained** Yes/No

Name of child/ren……

Class/es: ……

Availability - please specify which days & am/pm you would be free to volunteer

……

Preferred Year Group

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Please write a few sentences about why you want to volunteer and what you hope to gain from it.

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Eligibility Check

ELIGIBILITY CHECK			
		YES	NO
1	I have a current DBS		
2	I am barred from any regulated activity relating to children		
3	I am disqualified from working with children or from registering for child-minding or providing day care		
4	I have been sentenced to three months or more in prison (without the option of a fine)		
5	I have received a prison sentence of two years or more		
6	I have at any time received a prison sentence of five years or more		
7	I have been fined for causing a nuisance or disturbance on school premises in the last five years		

Please outline your experience of working (paid or voluntary) with children…
Please list any Courses you are currently taking or about to undertake:

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Please list any qualifications e.g. Maths GSCE
Please list any skills relevant to this placement

Appendix C

VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at Osmani Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement form and hand it in at school. You will receive a copy of it for your records.

- ❏ I have received a full Induction for being a volunteer.
- ❏ I agree to maintain confidentiality at all times and uphold the school's aims and vision.
- ❏ I agree to abide and adhere to the school's teaching, learning, health, safety and security policies as well as the terms and conditions as stated during Induction.
- ❏ I understand that I am required to undergo a Disclosure & Barring Service check to advise the school of my suitability as a volunteer. If you already have a DBS Certificate, please bring it to the School Business Manager for school records.

Type of Volunteer:_____

Days I will be volunteering:_____

Time:_____

Duration:_____

Signed: _____

Name: _____

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Date: _____

Appendix D

Letter to confirm class, day and time

Dear ...,

Volunteer work at Osmani Primary School - (class)

Thank you for attending your Induction Training for volunteering at Osmani Primary School.

I would like to confirm that you will be working as a volunteer in **...** on the following day and time:

- **...**

It is essential that you attend on this day each week.

The class teachers' names are : **...**

Your volunteering period will be until ... when it will be reviewed. If there are not any issues, then you can volunteer until the end of the academic year in .... However, as I explained, if there are any issues with regards to you not following school policies and procedures then your placement will be ended immediately. I will also review your placement after 4 weeks with both yourself and the class teacher.

Your first day will be on **...** and you will need to be at the school for **... promptly.**

If you are unable to attend on any day, please phone the school office as soon as possible on 020 7247 8909.

I look forward to seeing you on **... at ....** Please come to the school office where you will be shown where to go.

Yours sincerely,

Amena Rahman

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Assistant Headteacher

Appendix E

Voluntary helpers – 6 week Review Meeting

To be completed during the meeting

What have your strengths been during the placement?
Which skills have you used during the placement?
What have you done in class which has been successful? What are you proud of?
When working with children what areas do you most enjoy?
What else would you like to gain from working here at Osmani?
Is there anything else you would like to discuss?

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