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| **BILBROUGH COUNTRY CLASSROOM****POLICY: VOLUNTEERS** |

Volunteers at Bilbrough Country Classroom bring with them a range of skills and experience that can enhance the learning opportunities of students. We welcome and encourage volunteers from the local community.

Our Volunteers may include:

* Police officers / PCSO’s
* Parents/carers
* Students on work experience
* Local residents
* Friends of the school

The types of activities that volunteers may be engaged in could include:

* Working with small groups of children
* Accompanying school visits

**Confidentiality**

Volunteers in the provision are bound by a strict code of confidentiality. Any concerns that volunteers have about the children they work with/come into contact with should be voiced with the head teacher and NOT with the parents/carers of the child, any persons outside the provision or the child themselves.

Comments regarding children’s behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents/carers of a child if they hear about such issues through a third party rather than directly from the provision. Volunteers who are concerned about anything another adult in the provision does or says should raise the matter with the head Teacher.

**Supervision**

All volunteers work under the supervision of another member of staff. Teachers retain responsibility for children at all times, including the children’s behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the teacher as to how an activity is carried out including its expected outcome.

**Health and Safety**

The Health and Safety Policy is made available on request to volunteers working in the provision. Volunteers are requested to familiarise themselves with emergency procedures (e.g. fire alarm evacuation) and safety aspects associated with a particular task.

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to a member of staff.

**Child Protection**

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

* All volunteers are given a copy of the Volunteer Policy
* To ensure the safety of our children at all times, all of our volunteers must have completed a Disclosure and Barring Service application (DBS).

**Complaints Procedure**

Any complaints made about a volunteer will be referred to the head teacher for investigation. Any complaints made by a volunteer will be referred to the head teacher.

Signed: R Davison

R Davison, Proprietor

Dated: 1st September 2023

Review Date: September 2024