

Hillside School and Nursery Volunteer and Confidentiality Policy

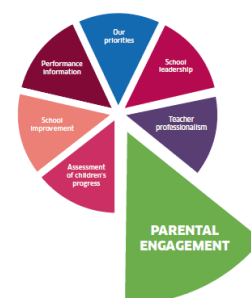
HSCS - 3.9, 3.29

UNCRC- Article 29 (goals of education) Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Aberdeenshire schools actively encourage the involvement of parents and other members of the community in enhancing experiences and young people within its schools. It is recognised that:

'When parents and schools work together children do better.'
(Guidance on the Scottish Schools (Parental Involvement) Act 2006)

The 2024 National Improvement Framework also supports international evidence confirming that parental involvement and engagement in children's learning supports improved attainment and achievement.



The staff at Hillside School work positively to promote an ethos of Partnership within our school and nursery. Such involvement by parents and other members of our community, appropriately directed will benefit the whole school community, both enriching the curriculum and encouraging a wider understanding of schools and the education system in general.

To ensure health, safety and enjoyment of everyone involved we have drawn up the following procedures

- Adult Volunteer Policy
- Volunteer Procedures for Staff
- Classroom Volunteer Guidelines

1. Adult Volunteer Policy

Disclosure Scotland (Protecting Vulnerable Group PVG Scheme)

When working with children it is imperative that the strictest standards of health and safety are maintained. Where there is to be regular contact with children and in a supervisory capacity Enhanced Disclosure checks must be done e.g. trips, assisting in the classroom, library, play zones etc.

Guidelines for Using outside Agencies and Visitors in Schools

Where a volunteer does not require a disclosure check, then arrangements should be made to treat the volunteer as an infrequent visitor to the school, and the schools service guidelines for visitors to schools should be used.

Information relating to volunteer disclosure checks is kept by the office staff.

Responsibilities and Discipline

The role of the volunteer is to support the class teacher/nursery practitioners or school in some way (e.g. Library). However, the teacher/nursery practitioners remain responsible for all pupils/children. While the teacher/practitioners may delegate some authority to the helper, for example within a group work situation, ultimate responsibility for discipline always lies with the teacher/practitioners. However, we also expect children to behave with the same respect and politeness to any visitors/helpers in the school, as they would for any school staff member.

Confidentiality

It is essential that all volunteers appreciate and support the necessity for confidentiality. Discussion on the guidelines surrounding conduct and confidentiality must take place prior to volunteers spending time in school. In addition to this, helpers must sign a 'helpers in school' agreement, detailing that they have read and understood the guidelines.

Involvement of all volunteers is an optional arrangement and, as such, will be undertaken only if the teacher/nursery practitioner feels comfortable about doing so. As this arrangement is by mutual agreement, both staff and helpers should be aware that it can be terminated at any point should this be felt necessary.

We are keen to ensure that time spent in nursery/school by volunteers is as enjoyable and beneficial as possible. We endeavour to involve volunteers as fully as possible in school life while ensuring safe boundaries for all involved.

Safeguarding and Child Protection Information

If you are at all concerned for the safety or welfare of any pupil/child please notify a member of staff or speak directly with a member of the Senior Management Team. A copy of the school and nursery Safeguarding and Child Protection Policy and the school and nursery handbook will be issued to volunteers prior to the signing of this document.

The Child Protection Coordinator for Hillside School is the *Headteacher*, and the *Early Years Senior Practitioner* is the Designated Child Protection Officer for Nursery.

(THE FULL CONTACT GRID CAN BE FOUND IN THE SAFEGUARDING AND CHILD PROTECTION POLICY AND DISPLAYED AT ALL MAIN INFORMATION POINTS AROUND THE SCHOOL)

2. Volunteer Procedures for staff

In accordance with our policy, we welcome involvement in school and nursery life by parents and other interested members of the community. The following procedure for staff should ensure that there is clarity as regards to roles and responsibilities of all involved, being mindful of Child Protection Procedures.

Prior to a volunteer starting they will meet with a member of staff (this could be SLT/EYSP or office staff) and will be given a copy of our guidelines, discussing, and answering any queries. The volunteer will be asked to sign an agreement acknowledging that they have read and agree to work with in the given guidelines, particularly regarding confidentiality.

A volunteer will be shown round the school/nursery, the staffroom toilets, and break/lunch times etc will be explained.

A volunteer may be assigned a task with or without children within the school/nursery. If with children, the teacher/nursery practitioners will ensure that the group is of a manageable size. The teacher/nursery practitioner will explain any given task, be clear as to what is expected of the volunteer, e.g. supervising craft activity, tidying up activity.

Children will be expected to behave with courtesy and politeness and the teacher/nursery practitioner retains responsibility for discipline. The teacher/nursery practitioner will explain to the volunteer what the expectations of children's behaviours is.

A volunteer may be asked to do admin tasks out with the learning area. Such activities would usually be undertaken alone, and the teacher/nursery practitioner would explain where the best place to carry out the task is.

A volunteer should always be thanked and made to feel welcome (in keeping with our school values).

A volunteer may only be left alone with a 'group' of children if they have completed a disclosure/PVG check - staff should carefully consider the age and support needs of children working with volunteers. A common-sense approach should be applied.

A volunteer should not be left alone with a single child.

A volunteer should not take children to the bathroom or help them change.

3. Procedures for Volunteers

We welcome parents and partners to become involved in school life, particularly to share interests, experiences or skills with the children. To ensure the health, safety and enjoyment of everyone involved we have drawn up the following guidelines:

DO:

- Sign in when you arrive in school/nursery - wearing visitors badge at all times
- Ensure you are clear regarding your role and have discussed the activities to be carried out with teachers/nursery practitioners (where appropriate)
- Work at the children's level - in conversation and physical size
- Discuss the task in hand with children (where appropriate)
- Encourage children to adhere to school values - discipline is the job of teachers/nursery practitioners only
- Direct a child to teacher/nursery practitioner if unsure about anything
- Encourage independence in our children
- Encourage children to work quietly using indoor voices
- Encourage children to move quietly and calmly through the school/nursery where appropriate
- Join staff in the staff room at break time and help yourself to tea and coffee!

DON'T:

- Take individual children out of the room and never accompany them to the toilet
- Help a child change their clothes
- Reprimand a child
- Volunteers are welcome in most parts of the school/nursery (as arranged). However, for data protection, we do ask that volunteers do not enter the staff work base as this is often where class teachers evaluate assessment, complete forms etc, or the school office. If information is required from the school office, please knock and staff will indicate if it is suitable to enter.
- Where possible we ask our volunteers to have lunch at home (if in across lunch time) but where this is not possible (e.g. Volunteer lives out of Hillside) just inform the teacher/nursery practitioners and have lunch in the staff room.
- If at any time you are in any way uncertain as to what is expected of you or how to deal with a child or a situation, do not hesitate to approach teacher/nursery practitioners or any member of schools staff.

CONFIDENTIALITY

It is of extreme importance that everyone working within the school adheres to strict standards of confidentiality - what you see or hear in school should remain within the confines of the building. However, if you hear or see anything of a sensitive nature (from or about any child) which causes you concern, please discuss with a member of staff, Head Teacher or EYSP before you leave.

As stated previously these guidelines are to ensure the health and safety and enjoyment of all concerned. If you feel that you can work within these guidelines please fill in and sign the form below.

Thanks you for being involved and participating - we value your support!

Please also refer to **Hillside School's Confidentiality Policy**. This can be found within our Hillside School Nursery's Policy Folder and on Hillside School's website- <http://hillside.aberdeenshire.sch.uk/>

Guidance and References

Education: National Improvement Framework and improvement plan 2024 - [Education: National Improvement Framework and improvement plan 2024 - gov.scot \(www.gov.scot\)](https://www.gov.scot/)
Volunteers Policy Aberdeenshire- <https://arcadialite.aberdeenshire.gov.uk/wp-content/uploads/HR/VolunteersPolicy.pdf>

I have read, understand and agree to work within Hillside School's Guidelines for 'Volunteers in School'

Printed Name: _____

Signed: _____

Date: _____