



**DUBAI
BRITISH
SCHOOL**
EMIRATES HILLS

Volunteer Policy

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Head of Primary / Secondary	
Date of review	August 2023
Date of next review	August 2024

Volunteer Helpers at DBS

Philosophy

At DBS we welcome parents as equal partners in their child's education. We want to encourage volunteers to help teachers in a variety of ways.

This document sets out our policy, which is to ensure that the pupils benefit from as much help and support as possible and are provided at the same time with the best possible security.

Aims

- To support pupils in their learning
- To ensure that volunteers are generally welcomed and valued as members of the school community

What You Need To Know

We Value Your Support

- We very much appreciate the help we receive from volunteers and realise that this time and expertise enhances the school experience for children.
- We want volunteers to be happy and comfortable helping in school so we need to share some important skills and information with you.
- All volunteers will initially meet with the Primary Headteacher, who will explain Health and Safety policies, including those to do with evacuation in case of an emergency, as well as the school's Behaviour policy.
- Unfortunately, there might be occasions when the Headteacher declines to accept an offer of help from a volunteer as it is not thought to be in the best interests of the school community. The school teaching staff must always make the final decision as to what happens in the classroom.

General Security

- When volunteers arrive at school, they must wear their school ID, this should be worn at all times.
- All volunteers need to be known to the school as parents or be introduced through a reputable institution such as Sunderland University.
- Volunteers should expect to be supervised at all times when working with children.

Expectations

- Volunteers **must** let the teacher know of any inappropriate pupil behaviour. If left unchallenged pupils will think that it is acceptable to misbehave for certain adults.
- Teachers will share the standards of learning expected so that your expectations can be the same.
- In practical lessons the activity is the important thing. Asking the children open ended questions to support their learning is a great help e.g. Why do you think it does that? How did you find that out? What do you think would happen if you put it the other way up?

- Clearing up after an activity is an essential part of the learning process. Whilst we help the children and encourage them in this process, we should not be doing it for them. Again, this gives the wrong messages about your role as a volunteer and their responsibilities.
- All adults in school are role models so we all need to ensure that all our behaviours in school are what we want the children to copy.
- All adults working in school must adhere to the school dress code, which requires shoulders to be covered (no strappy tops) and skirts at least to the knee.

Confidentiality

- The most sensitive issue around volunteers in school is confidentiality. Parents trust that all matters to do with their child's welfare and progress, home circumstances and medical details are treated with complete confidentiality. As a volunteer, you become part of the school so that it is essential that you respect confidentiality and follow the protocols that you sign up to.
- Volunteers must not act on behalf of parents to "find out about so and so" or let them know "what my child is like in school" or how "they are getting on with their reading" etc. Issues such as this should be referred to the class teacher.
- For all parties to be confident about the role, volunteers are required to agree to a protocol regarding confidentiality and conduct. Volunteers will be asked to sign a copy of this agreement which will be kept in school.
- Volunteers are welcome in the staffroom but should remember that information relating to the children should be kept in the strictest confidence.
- If a child tells you something worrying, or that makes you feel uncomfortable, please refer any concern immediately to the class teacher, Deputy Headteacher or the Headteacher.

Activities

- Volunteers might be asked to help with activities within or outside the classroom, outdoors or making resources.
- There are many ways in which volunteers can help. These might include:
 - Assisting with craft work – cutting, sticking, sewing, folding, sawing etc. Children need one to one teaching guidance and support with these activities.
 - Assisting with artwork – colour mixing, layering materials, practicing techniques with paint or clay, constructing sculptures etc.
 - Practical maths or science lessons - Children need reminding of the task, guiding with the next steps and questioning in a way that makes them think. Other adults in the class improve the quality of learning for all children.
 - Support during English lessons helping pupils to be more successful. Some pupils need the instructions repeated, have the task broken down into smaller steps, have someone encourage them to stay on task or reassure them that they are doing the right thing. Small groups or individuals benefit from one to one support.
 - Learning games – adult help with maths or English games is very helpful for the children and the teacher.
 - Listening to children read – this is a skill that operates on many levels and volunteers can make a big difference to pupil progress.
 - Accompanying pupils on educational visits – this helps us to provide appropriate levels of supervision and to ensure that each child gets the most out of the visit.
 - Help, support and encourage pupils in their work but don't do it for them.

DBS Volunteer Protocol

The School:

We agree to:

- Train you in the skills needed to carry out the task
 - Explain the tasks carefully
 - Share the DBS Behaviour Policy with you
 - Ensure that children with whom you work behave well
 - Treat you with respect and care, expecting the children to do the same
 - Share relevant information about children with you as necessary
 - Let you know in advance if we change our plans for the day and don't need your help
 - Tell us anything you tell us with complete confidentiality
- NB We cannot agree to this in the case of child protection issues, where follow up is required

We agree never to:

- Expect you to deal with difficult or challenging behaviour
- Ask you to carry out a task without explaining it beforehand

The Parent:

I agree to:

- Use the DBS Behaviour guidelines and inform the teacher of any inappropriate behaviour
- Treat any information with total confidentiality
- Let staff know if I can't meet a commitment to be in school as this may affect the teacher's planning
- Respect guidance from the teacher at all times

I agree never to:

- Share any information about a child or member of staff with anyone outside the school staff
- Speak critically of any child as a result of things you may have seen them do in school
- Discuss things with parents which you may have access to as a result of your position in school

Signed:

Name:

Date: