



## **Lüderitz Blue School Volunteers in School Policy**

### **1. SCHOOL STATEMENT**

Lüderitz Blue School is an open and supportive school, who warmly welcome the support of all who would like to assist our learners and help make a positive impact on their learning experience. We welcome and value the contribution of volunteers from the local community and further afield. The purpose of this policy is to outline the guidelines and procedures for volunteering at our school, ensuring that the children benefit from as much help and support as necessary while being kept safe and free from harm.

### **2. DEFINITION OF A VOLUNTEER**

- i) Volunteers are individuals who offer their time, skills, and expertise to support school activities, programs, and events on a voluntary basis.
- ii) Volunteers may include parents/guardians, community members, visiting teachers, students on work experience, interns, retired educators, and other interested individuals.
- iii) Lüderitz Blue School welcomes volunteers from all backgrounds to contribute to our school community.
- iv) We welcome support from volunteers in both our academic and extra-curricular programme.

### **3. VOLUNTEER SELECTION**

- i) Volunteers are recruited based on the needs of the school and the qualifications and interests of the volunteers.
- ii) Process for regular volunteers (who will work directly and regularly (once a week or more) or intensively (four or more times in a thirty day period) with children)
  - interview/s
  - reference checks
  - full NAMPOL (or equivalent for international volunteers) Police Clearance
  - must be supervised by a member of school staff at all times
- iii) Process for adhoc volunteers (who do not work directly and regularly with learners, and volunteer on a less than once a week and less than four times a month basis, on activities or trips that do not involve overnight stays)
  - agreed at discretion of Head/s of School
  - do not usually require documentation stated in 3. VOLUNTEER SELECTION iv)
  - must be supervised by a member of school staff at all times

### **4. ONBOARDING AND TRAINING OF REGULAR VOLUNTEERS**

- i) All regular volunteers are required to undergo an orientation session to familiarise themselves with the school policies, procedures, and expectations.
- ii) All Key Information about the school will be provided to the volunteer.
- iii) Training specific to their role may also be provided.

### **5. EXAMPLES OF VOLUNTEER ACTIVITIES**

Volunteering opportunities include but are not limited to:

- assisting reading with children
- being a member of the PTA (for parents/guardians)
- helping with the running of external clubs
- helping on school trips
- lifeguarding
- any other activity approved by the Head/s of School

## **6. SUPERVISION AND SUPPORT OF VOLUNTEERS**

- i) Both regular and irregular/ad hoc volunteers must be supervised by a member of school staff at all times.
- ii) Volunteer helpers are not allowed to do the following activities
  - Take responsibility for all or some of the lesson
  - Change very young children or supervise them changing apart from their own
  - Take the children off the school site without a teacher present and in charge of the activity. In such cases, the responsibility for the health and welfare of the children remains with the teacher at all times
- iii) Occasionally regular long-serving volunteers, (e.g. interns) can supervise activities unsupervised. In these cases at least 2 regular volunteers (e.g. interns) must be present. These exceptions must always be approved by the Head/s of School.
- iv) Volunteers are encouraged to raise any concerns or issues with the Head/s of School without delay.
- v) When any helper arrives and while on the school premises, volunteers are required to sign in at the School Office and to wear their Visitor badge at all times.
- vi) Volunteers must also sign out and state the time when they are leaving the school premises.

## **7. CONFIDENTIALITY**

- i) As a school, we recognise that for staff and parents of other children to be confident about helpers in school, all volunteers agree to a protocol about confidentiality and conduct.
- ii) Volunteer helpers are asked to sign a 'Volunteer Helpers Protocol,' a signed copy of which will be kept in school. Please refer to APPENDIX A.

## **8. CURRENT VOLUNTEER OPPORTUNITIES**

- i) Individuals who are interested in volunteering at Luderitz Blue School are kindly advised to get in touch with the School Office.

Written/Reviewed: Senior Management, 2024  
Next Review due: May 2025

## APPENDIX A

### VOLUNTEER HELPERS IN SCHOOL PROTOCOL

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer helper:

As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children
- Share the school behaviour expectations with you to help you understand how we manage behaviour
- Ensure that the children you work with behave and work well
- Treat you with the highest respect and care
- Share relevant information about the children you are working with
- Let you know in advance the overall plan for the day and let you know if this changes
- Treat anything you tell us with confidentiality
- We agree not to ask you to deal with difficult or challenging behaviour
- We agree not to ask you to carry out a task that you feel unprepared to complete

Signed: \_\_\_\_\_ (Head of School)

Date: \_\_\_\_\_

Volunteer Helper: \_\_\_\_\_ (Printed Name)

As a volunteer helper I agree to:

- Read and understand the safeguarding guidelines issued at the School Office
- Use the school behaviour and ethos policy and inform the teacher if I see any inappropriate behaviour
- Inform the teacher if I observe anything that concerns me in school
- Treat any information with total confidentiality
- Direct any questions/comments from parents and third parties to the class teacher
- Inform the school if I am unable to come into school for any reason by 7:30am
- Respect and listen to the guidance of the teacher at all times
- Complete the appropriate safeguarding checks
- Sign in and out at the School Office each time I come to school and collect my Visitors Badge
- Dress appropriately for a school environment (no revealing or transparent clothes, inappropriate t-shirt slogans etc).
- Report any safeguarding concerns immediately to Head/s of School in confidence.

I agree not to:

- Look at or compare children's work, records or staff records
- Share any information about a child or member of staff with anyone outside the school staff team

Signed: \_\_\_\_\_

Date: \_\_\_\_\_