



# **VOLUNTEERS IN SCHOOL POLICY**

Policy adopted by Full Governing Board  
23<sup>rd</sup> June 2022



## **VOLUNTEER WORKING IN SCHOOL POLICY**

**The school's volunteer policy is part of the schools safeguarding system and policy.**

### **Introduction**

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Board of Governors therefore, welcomes and encourages volunteers from the local community.

The recruitment of new volunteers can take up to half a term and intake of new volunteers will be dependent on the candidate and need within school. The smooth running of Newton Poppleford Primary School for it's pupils will always be a priority. Senior Management maintains the right to refuse volunteers and also terminate placements.

The types of activities that volunteers engage in, on behalf of the school, include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils
- Accompanying school visits

### **Becoming a Volunteer**

Anyone wishing to become a volunteer, either for a one-off event such as a school visit or on a more regular basis, e.g. hearing pupils read, usually approaches the school office, Class Teacher, Head teacher or senior member of Staff directly. It is the school's decision to take on volunteers and this will depend on the time of year, the number of volunteers we already have in school and the potential impact on the children.

Volunteers should complete a Volunteer Application Form with their contact details, types of activities they would like to help with, and the times they are available to help.

### **Child Protection and Safeguarding**

Safeguarding is our priority and we following the safer recruitment guidelines to ensure that we are school are committed to safeguarding pupils and expects its volunteers to share that commitment. The process of recruitment of volunteers mirrors the safer recruitment of paid staff to ensure the most suitable adults for our school. A list of volunteers will be kept in the main admin office- this will be kept up to date and the responsibility of all staff to ensure that office have the necessary information.

### **Frequent or Intensive Volunteers**

Activity which is described as 'frequent' or 'intensive' covers the meaning given in the Safeguarding Vulnerable Groups Act 2006.

'Frequent'—once a week or more often on an ongoing basis; and 'Intensive'— three or more occasions in a 30 day period, or overnight (between 2am – 6am).

Volunteers who are frequent or intensive need a DBS. If a volunteer does not have a DBS they should not under any circumstances be left with a child alone.

Where a volunteer –is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff.

### **Volunteers for school visits**

School visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. The class teacher or staff member leading the visit will brief the volunteer regarding the risk assessment, daily schedule and any other important pieces of information. The visit lead, who will be a staff member, has ultimate responsibility for the pupils. Pupils should never be left with a volunteer unsupervised.

### **Process for recruiting Volunteer who will be working frequently or intensively**

- A) Volunteer expresses their interest to the school office and will be asked to complete an application form and return it. Volunteers will be given the Volunteer Policy, Child Protection and Safeguarding Policy, Mobile Phone Use Policy, Social Media Policy, IT Policy and Whistleblowing Policy to read. The Volunteer Agreement (in the Volunteer Policy) needs to be signed by the volunteer to confirm they have read it, and the policies, and will adhere to them. Return the signed Volunteer Agreement to the office (copy given back to the volunteer).
- B) Enhanced DBS check undertaken by the school office and two references should be sought where the volunteer arrangement will continue on a regular basis.
- C) The volunteer will attend a Volunteer Induction and be made aware of the role and responsibilities they will be undertaking. They will be given the option to also read the Health and Safety Policy, GDPR Policy, Equalities Policy and Behaviour Policy.
- D) Volunteer records to be kept in a central place within the school

The school will seek DBS clearance for a volunteer before they come into school, to make an informed decision when accepting volunteers to work with children. This is not required where a volunteer is engaged in a 'one-off' activity.

### **Work Experience/ Placement Students**

Newton Poppleford Primary has long standing relationships with various local secondary schools, colleges and universities. We are happy to take students on placement if we have suitable experiences available based on the smooth running of Newton Poppleford Primary School. Secondary schools, colleges and universities wanting students to be placed with us need to formally make contact with the school outlining the aims of the placement and duration.

If the placement is as part of a teaching course (BA/ Bed. or PGCE) the relevant member of the SLT will deal with further correspondents/ details. Newton Poppleford Primary School retains the authority to refuse or terminate a placement to ensure the smooth running of the school.

### **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced to a member of staff and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Head teacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

### **Supervision**

All volunteers work under the supervision of a teacher or full time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from a member of staff as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupils understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

### **Health and Safety**

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying pupils on visits).Volunteers need to exercise due care and attention and report any obvious hazards or concerns to a relevant member of staff. Volunteers are covered by the school's Public Liability Insurance.

### **Complaints Procedure**

Any complaints made about a volunteer the person concerned must follow the schools complaints policy which is found on the school website.

### **Monitoring and Review**

This policy has been approved by the Governing Body and will be regularly reviewed and updated.

## APPENDIX 1

### VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at school.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at school.

You will receive a copy of it for your records.

- I have read and will adhere to the Child Protection and Safeguarding Policy, Mobile Phone Use Policy, Social Media Policy, IT Policy and Whistleblowing Policy
  - I have received a copy of the School's Volunteer Policy
  - I agree to support the School's Aims
- I will follow the Volunteer Code of Conduct
- I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential**
- I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken

Thank you for your support with our arrangements for the safety and care of our children

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

Name: \_\_\_\_\_

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

## APPENDIX 2

### Off-Site Visits Volunteer Agreement

School visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school visits.

Please read and return this appendix, and sign and return the helpers slip. This is part of our school's risk assessment planning and safeguarding.

#### Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip
- To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip.
- To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour.
  - To follow the schools E-Safety policy on the use of mobile phones.

#### Working alongside school staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff.
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest
- Follow guidance from the school staff

#### What is not permitted

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip

- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties
- Volunteer helpers are not permitted to take photographs of pupils
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets –before, during or after the school trip

### **First Aid**

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless you are the Parent/ Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid boxes will be carried by staff.

### **Emergencies**

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

I have read the Volunteer Policy

I agree to the terms and conditions as stated in the policy

I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.

I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

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

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

Name:

Designation:



## Volunteers Code of Conduct

1. Everyone who is part of the school community must adhere to the Equalities Policy which is available on the web site or from the main office.
2. Always follow the directions and instructions of the event organiser/lead teacher.
3. Treat members of staff considerately and politely, respecting the decisions they make, even if you do not agree with them.
4. Use appropriate language and behaviour with children.
5. To safeguard yourself, do not take children to the toilets, unless a member of school staff is present
6. Please sign in and out at the school office and wear a visitors badge at all times.
7. Report any breakages or accidents to the main office.
8. If you feel any way uncomfortable about the behaviour of a child please discuss this with the class teacher.
9. Do not breach confidentiality by discussing school activities you have volunteered in by talking to anyone (including using social media)
10. Use of mobile phones must follow school policy. In an emergency please use the phone in the main office.
11. All photography and filming within school is prohibited unless permission is granted from a member of staff.
12. If a child attempts to make contact with you through a social networking site, screen print the page, inform the school immediately and do not respond.
13. Adhere to the school's Child Protection and Safeguarding Policy, Mobile Phone Use Policy, Social Media Policy, IT Policy and Whistleblowing Policy.
14. Clothing should be respectful of pupils, staff and the working environment and community.
15. Always alert the School Office to any medical issues which could affect how you volunteer in school (this will always be treated in the utmost confidence)

**In signing into school, you are agreeing to the above code of conduct.**