

Stanton Community Primary School

Nurture, Enjoy, Aspire, Achieve



Volunteer Policy

Date of Governor Approval:	January 2024	Date for Next Review:	January 2025
Signed by:	<i>K Sewell</i> (Chair of Governors)		

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children. We welcome and encourage volunteers from the local community. A volunteer is an unpaid adult who provides support to our schools.

Our volunteers include:

- Members of the governing body
- Parents of pupils
- University students
- Ex members of staff
- Local residents
- Apprentices

The types of activities that volunteers are engaged in might include:

- Hearing children read
- Working with small groups of children
- Working with individual children
- Undertaking arts and craft activities with children
- Supporting teachers to run after school clubs
- Accompanying school visits

Becoming a volunteer

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis should approach their child's class teacher or headteacher.

1. The person will be invited to attend the school for an informal discussion with an appropriate member of staff to ensure they are suitable for the role. The school reserves the right to refuse an approach at any time and not give a reason for this.
2. If suitable the volunteer will be asked to complete a "Registration Form for Voluntary Helpers".
3. A Risk Assessment for Volunteers (Appendix 2) will be carried out to determine whether an Enhanced DBS check needs to be carried out, and whether this will also include a Barred list check. Generally, most volunteers will be asked to undergo an Enhanced DBS check, unless they are classified as low risk. A Barred List check will be requested for any volunteer who is in regulated activity (see Appendix 1).
4. The volunteer will be given appropriate school policies, procedures, health and safety information and safeguarding information to read. They must sign to say they have read and understood this information.

5. The volunteer will be linked to a designated teacher, whose responsibility it is to make them aware of the role and responsibilities they will be undertaking.

6. Volunteer records will be kept in the school office.

7. A specific member of staff will be allocated to oversee volunteer. Before starting to volunteer in a school, the above steps must be completed. No volunteer may start regular volunteering without the appropriate checks, unless with the written permission of the Head Teacher. This is not required where a volunteer is engaged in a one-off activity, for example a parent helping on a school trip, or coming into class for a specific activity. However, these volunteers must be supervised at all times, and never left alone with a child.

Guidance

Volunteers may be asked to work across a year group. This may mean that they sometimes work in their child's class although ideally will be asked to work in an adjacent class. If children find it distracting when their parents are in school arrangements may need to be made for support to take place in another area in the school.

Each day before reporting to the class, volunteers should sign in at the school office and obtain a visitor's lanyard. This is a sign of visitor recognition that must be worn at all times. When leaving the school, volunteers must ensure that they sign out and remove the lanyard.

Confidentiality

All staff members, voluntary helpers and visitors should be aware that information relating to individual children or members of staff is totally confidential. Whilst in school volunteers may hear conversations which are of a confidential nature. These cover aspects such as children's academic progress, behaviour, or home circumstances. All information relating to individual children and staff is totally confidential and volunteers must respect this.

Issues affecting children:

Any concerns that volunteers have about the children they work with/ come into contact with should be shared with the class teacher and NOT with the parents of the child or any persons outside school. These comments, particularly if taken out of context can cause distress to the parents of the child if not heard directly from the school. A situation may arise in school, where the duty to the child is greater than that to the parent.

Issues affecting adults in school:

All adults in our schools can expect their personal and health issues to remain confidential unless:

- it impinges on their terms of contract;
- it endangers pupils or other members of staff;
- there is a legal obligation to disclose such information;
- it is necessary for legal proceedings;
- despite the duty of confidence the interest of the individual or the wider public interest justifies disclosure.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the headteacher.

Child Protection

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

- All volunteers are given safeguarding information as part of their induction process
- All of our volunteers must have been cleared by an Enhanced DBS check if appropriate to role.
- Where a volunteer is engaged in a one-off activity e.g. supervision of group as part of class visit, no formal checks are required. However, such volunteers will be under the constant supervision of school staff.
- Any concerns a volunteer has, about child safeguarding or protection issues, should be referred to the designated supervisor or one of the Safeguarding team
- The school reserves the right to request a volunteer leaves the school site at any time.

Supervision

All volunteers work under the supervision of the class teacher to whom they are assigned. Although teachers retain responsibility for children at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/ guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

Health and Safety

The school has a health and safety policy which is available on request (a copy can be found in the staff room or in the school office at all times). Class teachers should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher, Deputy Headteacher or headteacher.

All volunteers will need to have an induction with the headteacher and may be asked to go on additional training or to read policies relevant to their tasks.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Head Teacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way. The Head Teacher or designated member of staff reserves the right to take the following action:

- To speak with a volunteer about a breach of this policy and seek reassurance that this will not happen again;
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class;
- Based upon the facts identified in the investigation it may be necessary for the School to inform the volunteer that the school no longer wishes to use them;
- Report the person to an appropriate authority e.g. police, social services etc.;
- Provide the volunteer with a copy of the school's full Complaints Procedure.

APPENDIX 1 Regulated Activity Relating to Children

The new definition of regulated activity relating to children comprises only:

1. Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children. This is only regulated activity if done regularly
2. Work for a limited range of establishments with opportunity for contact: for example, schools, children's homes, childcare premises. Not work by supervised volunteers. This is only regulated activity if done regularly
3. Relevant personal care, for example washing or dressing; or health care by or supervised by a professional;
4. Registered child minding; and foster-carers.

APPENDIX 2 RISK ASSESSMENT FOR VOLUNTEERS

Risk Assessment for Volunteers

This risk assessment should be completed when considering whether a person working as a volunteer at the school should be asked to apply for an enhanced DBS certificate.

Name of Person.....

Is the volunteer in 'Regulated' Activity? Yes ♦ No ♦

If 'yes', an enhanced DBS with Barred list check is required.

If 'no', an enhanced DBS without a Barred list check may be obtained

Areas to consider	
What is the age group of the pupils that the volunteer will work with?	
Are these pupils regarded as particularly vulnerable?	
How frequently will the volunteer be in school?	
What is the connection of the volunteer to the school?	
What motivates the volunteer to want to work in the school?	
Is the volunteer in paid employment or do they work in a voluntary capacity elsewhere with children?	
Can the volunteer provide at least one reference from someone other than a family member, including a senior person at the employment or voluntary service named above?	
What information does the school already know about the person?	
Has the person's identity been verified?	
Is the person signed up to the DBS Update Service?	
Has a check been completed on the DBS Update Service?	
Is the person aware of any reason why they should not volunteer to work with children?	
Is the school aware of any reason that the person should not work with children?	

Decision

- ♦ High Risk - the person has no previous connection with the school AND cannot provide references from elsewhere. There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school should consider whether the person's uncorroborated background would raise an unacceptable risk.
- ♦ Medium Risk - The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable. There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so, as no enhanced DBS has been seen.
- ♦ Low Risk - The person is signed up to the DBS Update Service and the checks reveal no negative information OR The person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references OR the school knows the person well (eg. may be a former employee)

There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, unless the person uses the DBS Update service, the school may decide to obtain a new enhanced DBS..

Decision

☐ Application for enhanced DBS check is not needed. State reason(s) below:

☐

Application for an enhanced DBS check is needed. State reason(s) below:

☐ Application for an enhanced DBS check and a Barred List check is needed because the person is in Regulated Activity

Headteacher (Print Name) Headteacher
(Signature)
Date.....

Chair of Governors (Print Name) Chair of
Governors (Signature).....
Date.....

Volunteer Code of Conduct

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at the school.

Volunteers will:

- Observe the high standards of behaviour and ethical conduct mandated by the school
- Respect other volunteers, members of staff and pupils, and make them feel valued
- Be approachable, pleasant and positive role models for pupils
- Adhere to all school policies, including the Child Protection and Safeguarding policy, Health & Safety policy, Data Protection policy, Behaviour and Anti-bullying policy
- Maintain confidentiality of personal information at all times, unless there is a need to report an issue to a member of staff
- Treat all pupils and members of staff equally
- Report any incidents of behaviour to the class teacher or a senior member of staff immediately
- Dress appropriately and behave in a manner which promotes healthy and safe working practices
- Accept and follow directions from the supervisor and seek guidance through clarification where uncertain of tasks or requirements
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report any potential hazards in the workplace to the supervisor
- Avoid waste or extravagance and make proper use of the resources
- Conduct work in a cooperative manner
- Turn off mobile phones while on school premises

Volunteers will not:

- Discipline pupils; if there are any problems, the class teacher or a senior member of staff will be informed immediately and they will manage the situation
- Shout at, hit, threaten or handle a pupil
- Take photographs in school without the prior permission of the Headteacher
- Develop 'personal' or sexual relationships with pupils
- Work with pupils when not in the proper physical or emotional state to do so, eg, under medication which causes drowsiness, or under extreme stress which may impair judgement
- Behave in an illegal, improper or unsafe manner, eg, smoking or drinking alcohol
- Share personal contact details with pupils or make arrangements to meet pupils out of school
- Express any extremist or discriminatory views, or any views that would offend others
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature
- Behave in a manner which may bring the school into disrepute when representing the school
- Give or receive (other than token) gifts, unless arranged through the Headteacher, eg, giving football boots or uniform to a pupil

I,, have read the code of conduct and agree to abide by the rules outlined in this policy.

Signed: Date: