



# **Chaucer Junior School VOLUNTEER POLICY (For Schools)**

**September 2018**  
**Review September 2019**

## VOLUNTEER WORKING IN SCHOOL POLICY

**The school's volunteer policy is part of the school's safeguarding systems.**

### **Introduction**

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

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by assigned Universities
- Ex-members of staff
- Local residents
- Friends of the school

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, as an additional tutor
- Accompanying school visits / swimming

### **Safeguarding**

Chaucer Junior School is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

### **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 Class Teacher, Headteacher, Senior member of Staff or the Schools Learning Mentor.

Volunteers should meet with the Learning Mentor to complete the *Volunteer Application Form* (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

### **Definition**

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).

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

- A) Identify the need and role
- B) Attract candidates by means of a local advert/school communications system
- C) The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
- D) Enhanced DBS check undertaken
- E) The volunteer will be made aware of the role and responsibilities they will be undertaking
- F) If appropriate 2 References should be sought where the volunteer is completely new to the school and the area.
- G) Induction- school and corporate policies and documentation explained and signposted to These to include Health and Safety, Behaviour Management Policies, Code of Conduct and Whistleblowing Policy
- H) Volunteer records to be kept in a central place within the school, firstly on the single central record, secondly paper records in an annotated file with staff and pupil files.
- I) Formal induction should be carried out within the first official attendance of the volunteer.
- J) All Volunteers must adhere to the schools 'use of mobile devices in school.' Mobile devices are locked into a secure, locker by the volunteer before they leave the office area. The volunteer can retrieve their device on leaving the building.

Followed by safeguarding and reading buddies workshops to support schools policies  
Before starting to help in a school, applicants should complete the *Volunteer Code of Conduct*

(Appendix 2), which sets out the school's expectations of a volunteer and to confirm they have read and understood this Agreement. The school will seek DBS clearance for a volunteer who plans to help on a frequent regular basis to help school to make an informed decision when accepting new support.

This is not required where a volunteer is engaged in a 'one-off' activity (please refer to Child Protection – Page 5)

### **Our School Aims**

All adults / Young People who work in our school, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our school aims and educational purpose, as identified below-

- Nourish the diverse talents of our pupils, widen their horizons, develop their appetite for learning thus enabling them to live life to the full
- Bring to an individual the feeling that they can cope with their environment with a sense of confidence in themselves as a significant, competent person
- Encourage pupils to feel capable of handling situations which challenge their intellectual, personal, spiritual and moral values,
- Encourage pupils to show tolerance of others.
- Equip pupils to cope with adult life and work in a fast changing society.

Our educational purpose is:

- To teach the national curriculum in a manner which excites the interest and commitment of the pupils and meets their present and future needs
- To develop attitudes, skills and knowledge which will be relevant to our learners as they prepare to meet the expectations of a changing society. We regard personal development as a life long learning process
- To value all pupils equally whatever their stage of development and offer experiences which give them the maximum opportunities for success
- To afford all pupils equality of opportunity and to ensure that they are not discriminated against on the grounds of class, colour, gender, religion or disability
- To provide a partnership between schools, parents and the wider community to enhance the quality of teaching and learning at 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 with the designated supervisor 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 Headteacher 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 the designated supervisor 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 pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

## **Health & 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 the designated Supervisor/Headteacher. Volunteers are covered by SMBC's Health & Safety Statement and indemnity and Public Liability Insurance.

## **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 a safeguarding induction by the Pupil & Family Support Worker

All volunteers are given a copy of the Volunteer Code of Conduct and asked to sign a Copy. (Appendix 2)

Our volunteers must be in the process of being cleared by the DBS process. A DBS Disclosure will be issued to the individual by post and the DBS number to be recorded on their named lanyard and copied on to the single central record.

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, must read and sign our *Off-Site Visit Agreement* (Appendix 3).

Any concerns a volunteer has, about child protection issues, should be referred to the Pupil & Family Support Worker or the Head Teacher (designated Officer) .

## **Complaints Procedure**

Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt within the same way.

The Headteacher or designated member of staff reserves the right to take the following action-

To speak with a volunteer about a breach of the Volunteer Agreement 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

Provide the volunteer with a copy of the school's full Complaints Procedure

## **Monitoring and Review**

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

**APPENDIX 1**

**VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER**

Name of Volunteer: First Name.....

Surname.....

Date of Birth:.....

Address: .....

.....

Phone: Home..... Mobile .....

What activities/ areas of the school's work would you like to help with?

Are there any particular age groups/classes you would like to work with?

Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School? (please give details)

Thank you for taking time to complete this Volunteer Application Form

Please hand it to the School Office, marked for the attention of the Pupil and Family Support Worker.

Your offer of help is greatly appreciated and we will be in touch as soon as possible.

## APPENDIX 2

### Code of conduct for volunteers

By agreeing to volunteer in school there are expectations that all volunteers must adhere to. All volunteers are entitled to be treated with respect and in a manner appropriate to a member of staff. Children are told to refer to volunteers as Mr, Miss or Mrs rather than by first names.

By signing this form you are expected to:

- ✓ sign in and out every day in the visitor book in reception and wear the 'green' volunteer lanyard & badge
- ✓ agree the importance for pupils to see all adults in school as role models. Be patient,

flexible, appreciate, respectful and considerate.

- ✓ adhere to the school's equality policy: speak and act at all times in a way which respects all

adults and children regardless of race, disability, nationality, colour, gender or sexual orientation.

- ✓ refrain from using inappropriate language or topics of conversation
- ✓ not take any photographs of pupils or staff
- ✓ refrain from smoking, drinking or engage in other illegal substances
- ✓ mobile phones should not be used in the company of children / classroom and switched off during an

educational visit. Personal belongings should be kept safe and secure (eg. school office).

(Arrangements

can be made to deal with any essential call)

- ✓ dress in a manner that is appropriate for professional working in a primary school
- ✓ if you have pre-arranged with the teacher and are unable to come in, please let the office know who will
- ✓ pass on your apologies).
- ✓ listen carefully to the teachers instructions and re-enforce these to the children. If you are unsure of where

something is or how to use a piece of equipment, please ask a member of staff

- ✓ leave all matters of discipline to the class teacher
- ✓ treat what you see and hear in school as **confidential**. Please do not talk about these things outside

of school or on social media

- ✓ remember you are not expected to make judgements about pupils abilities, any personal views you may

have should not be disclosed

- ✓ try not to discuss non-urgent matters or interrupt the teacher during teaching time. It can be tempting

to discuss personal issues such as your child's educational progress. Apart from distracting teachers from their work it can lead to other parents feeling that you have taken advantage of your position as a volunteer

- ✓ we aim to promote and build positive relationships with pupils and staff. Try to make

comments which are tactful, constructive and supportive. Always try to deal with problems as discretely as you can.

- ✓ agree to a full DBS check and provide the relevant information to enable this to happen.
- ✓ treat any concerns or worries you may have about a child under the advice of the class teacher and report

any concerns immediately to them

- ✓ If any of the above requirements are breached it may lead to a decision not to use you as a volunteer, either

for a temporary period or, where a breach is serious, permanently.

Finally we hope that you will find this guidance sensible and helpful. We are confident that you will enjoy the experience of working in school and that your willingness to give up your time to help out in school will benefit both you and Crescent Primary School.

Name \_\_\_\_\_ (print)

Signed \_\_\_\_\_ Parent / other volunteer

Signed \_\_\_\_\_ Head Teacher

Date \_\_\_\_\_

One copy to keep on file, one copy for the volunteer

## **APPENDIX 3**

### **Off-Site Visits Volunteer Agreement**

School trips 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 trip.

Please read and return this appendix, and sign and return the helper's slip.

This is part of our school's risk assessment planning and safeguarding arrangements.

#### **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

#### **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 box(es) 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 (print): \_\_\_\_\_