

Garton on the Wolds CE Primary School

Volunteer Policy Statement

This Policy was adopted and ratified by the Full Governing Body of Garton on the Wolds CE Primary School at the meeting held on

SignedDated

Chair of Governors

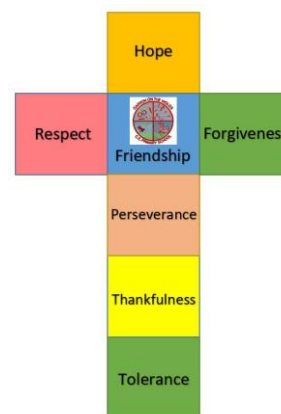
SignedDated

Head Teacher

BACKGROUND

Volunteers offer valuable support and enhance service provision by filling a wide variety of roles, which may involve working with teachers and children

Legislative requirements impact on the use of volunteers who work with children and vulnerable adults, particularly in relation to their suitability for this type of work. Criminal Records Bureau checks (DBS) may therefore be required for these roles. Volunteers are also required to evidence their entitlement to live and work in the UK in the same way as paid workers.



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.

Our volunteers include:

- ☐ Members of the Governing Body
- ☐ Parents of pupils
- ☐ Ex-pupils
- ☐ Students on work experience
- ☐ University students referred to us by Student Volunteer Services
- ☐ 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 their learning as directed by the classteacher
- ☐ Working alongside individual pupils, as an additional tutor as directed by the classteacher

THE SCHOOL AIMS

Our main aim is to fulfil the requirements of the National Curriculum at EYFS, Key Stage 1 and Key Stage 2 and to help each child reach his or her maximum potential within a happy school environment by:

- helping children to learn that courtesy, good manners and consideration for others are very important qualities
- ensuring a command of basic English and an ability to communicate verbally and in writing with other people
- encouraging an enjoyment of reading
- developing a knowledge and understanding of basic mathematical operations and their application in an everyday context
- encouraging scientific curiosity and introducing children to a variety of investigative methods
- awakening an awareness of the heritage around us through project type work in history, geography and religious education
- teaching skills and providing opportunities in the creative arts, including music
- providing enjoyment of physical activities, including drama and movement, and teaching basic recreational games and skills

- teaching skills in technology and computer management
- giving particular emphasis to learning about the local environment.

The school seeks to establish an environment within which teaching and non-teaching staff, school governors, parents, future parents, volunteers and other members of the community can work with each other for the successful achievement of the above aims.

SCOPE OF GUIDELINES

These guidelines have been developed to cover voluntary workers undertaking duties on behalf of, and in support of, the activities of Garton on the Wolds CE Primary School. These guidelines set the minimum standards expected.

USE OF VOLUNTEERS

Volunteers make a valuable contribution when supporting contracted staff in providing services to the school.

There are a variety of capacities within which volunteers can be of service, but they cannot replace a member of staff, or to cover a vacant post.

In return for their services, a volunteer will receive a sense of identity/fulfilment, social contact, and involvement within the school, together with an opportunity for personal development or continuing professional practice.

Voluntary work cannot offer paid employment, or the promise of a permanent position, security or remuneration.

If the volunteer is a relative of a pupil or staff member of the school, they can still work in that area, but will not be asked to carry out any work that impinges upon their relationship.

The school accept the service of all volunteers with the understanding that such service is at their sole discretion. Volunteers must therefore be advised that at any time, for whatever reason, the school can decide to terminate the relationship.

If a volunteer wishes to end their relationship with our school, they should inform the Headteacher as soon as possible.

Any volunteer, who has a conflict of interest with any activity or programme, whether personal, or financial, must declare this to the Headteacher.

RECRUITMENT OF VOLUNTEERS

The school must comply with the school's equal opportunities policy.

The Headteacher should undertake a form of selection to ensure a person is suitable for the role. The process will be less formal than that used for paid employment; however it is still important that Headteacher conduct a form of vetting and assessment of skills and suitability.

Headteacher must explain the nature of the assignment and the commitment to safeguarding children, young people and vulnerable adults

Volunteer completes an application form so that the school have their contact details and education/work history

Headteacher must conduct an informal face to face interview

Headteacher should conduct a pre-employment checks including references (see below).

INTERVIEWING VOLUNTEERS

Interviews should be less formal than for paid staff, however it is important that the Headteacher checks that the person is able to undertake the role and understands what will be expected of them. The face to face interview is an important part of a Headteacher risk assessment process. The Headteacher should make every effort to place a person in a role that would be suitable and safe for them, and safe for anyone else coming into contact with them.

The Headteacher should also probe into the motivation to undertake their chosen work, especially if they have no previous experience. The interview should also promote the role and explain how the individual is likely to benefit from working in the School and the positive input they can make.

There may be occasions where the Headteacher decides that the particular role is unsuitable for the volunteer. This situation may arise if the support that the volunteer is too great or not feasible within the School.

PRE-EMPLOYMENT CHECKS

The Headteacher should take up two references for all volunteers working with the school on a regular or frequent basis. Volunteers working with children will need to provide references for five years.

DBS checks will be required for all placements. The Headteacher should explain the reasons for the check and reassure the volunteer that such checks are a standard procedure when working regularly with vulnerable people. The Headteacher should also give reassurance that all information will be treated with the strictest confidence and provide information on how the process will work.

Some volunteers, such as a parent volunteering to help out on a school day trip, fete or sports day will not require DBS checks, however, the adult will not be left along with the group. A person who regularly or frequently has contact with children or vulnerable adults will be subject to DBS checks. Regular contact is defined as three times or more in a 30 day period.

A person volunteering in a post working with children will not be permitted to start until appropriate checks have been undertaken.

Volunteers who have an unsatisfactory DBS check or reference will be automatically refused the role and will be advised of the reason for the decision by the Headteacher.

Volunteers who do not agree to the checks will be refused the opportunity to work for the school.

INDUCTION

All volunteers should be subject to a local induction to ensure that they know what is expected of them and what they can expect of the school, and also to cover equal opportunities and health and safety within the workplace.

Ideally, a document should be provided to define the scope and responsibility of the volunteer.

All volunteers are valued for their contribution and some of the standards we expect from our contracted employees will apply, such as demonstrating motivation and commitment to

achieve the school's objectives. Volunteers will also be required to work within agreed procedures including health and safety requirements, reliability, and punctuality.

The Headteacher should provide appropriate training and give a clear indication of the role and the limitations thereof. The volunteer should be treated in a fair and consistent manner in a safe working environment.

Any volunteer working with young or vulnerable people should receive a local safeguarding induction that specifically advises on the safeguarding standards in that service area. The induction must also include clear codes of conduct. The Headteacher should keep records of all training a volunteer receives.

SUPERVISION

All volunteers work under the supervision of a teacher. 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 teacher 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 teacher.

Volunteers need to be supervised appropriately within the working environment and receive regular contact with the teacher responsible for them.

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 Teacher or Headteacher and NOT with the parents of the child.

The Headteacher must also ensure that the volunteer understands the confidential nature of the information and their responsibilities regarding confidentiality.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Headteacher or Teacher. Any information gained at the school about a child or adult should remain confidential.

HEALTH AND SAFETY

The school have a duty to people other than employees to ensure, so far as is reasonably practicable, that they are not exposed to health and safety risks when on school premises. Volunteers who may be affected by the way the undertaking is conducted should receive appropriate health and safety advice from the Headteacher.

The Headteacher must ensure health and safety training and instruction is given to volunteers as defined on the risk assessments for the activities being undertaken.

UNSUITABILITY OF VOLUNTEERS

If it is determined that a volunteer is unsuitable, they should be advised by the Headteacher that they are no longer required.

Where a voluntary arrangement is cancelled, or a volunteer chooses to leave, then all authorisation together with any other school property, must be returned.

If a volunteer tries to contact a child through any Social Networking Site they will be asked to leave.

If a volunteer is asked to leave because they harmed or may harm a child the Headteacher will be required to refer the details to the relevant authorities such as the Police or the Local Authority Safeguarding Authority.

COMPLAINTS PROCEDURE

Any complaints made about a volunteer will be referred to the Headteacher or the Chair of the Governing Body, for investigation.

Any complaints made by a volunteer will be dealt with in the same way.

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

- ☐ To speak with a volunteer about a breach of the Volunteer Agreement which may lead to informing the volunteer that the school no longer wishes them to help in the classroom.
- ☐ Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class
- ☐ If the volunteer breaches the Code of Confidentiality they will be asked to leave.
- ☐ 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

January 2018

Garton on the Wolds CE Primary School

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 received a copy of the School's Volunteer Policy

☐ I agree to support the School's Aims

☐ I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential**

☐ I understand that an enhanced Criminal Record Bureau (DBS) check will be undertaken

☐ If you already have a DBS Certificate, please hand it to the school, the number will be recorded and checks made with the issuing body. A new enhanced DBS check must be undertaken.

☐ I have been made aware of who is my designated supervisor e.g. Class Teacher, Headteacher

Signed: _____

Name: _____

Date: _____

PARENT / VOLUNTEER HELPER

GARTON ON THE WOLDS CE PRIMARY SCHOOL

HEADTEACHER – MRS DEBBIE CHADWICK

Please complete the following details and return to MRS CURTIS – BUSINESS MANAGER

Thank you for your time and assistance.

Name: _____

Address:

Contact number:

I would like to help in a session :

9.00 – 10.15am 1

10.45 – 12.00am

1.05 – 2.10pm

2.30 – 3.30pm

(please underline preferred times)

Days I can help: Mon Tue Wed Thur Fri

* please circle Day & time

Any special areas of interest, skills or qualifications:

I offer my services voluntary and unpaid as a helper at Garton on the Wolds CE Primary School.

I understand that I will work under the direction and supervision of the professional staff when working in the school.

I understand that I will not discuss or disclose any issues witnessed while helping in classes. Any concerns or observations will be discussed with the Class Teacher or Headteacher.

I will sign in/out at the Office for each visit in accordance with the fire regulations.

I have applied for / received a DBS check. (copy held in office)

.....(DBS Number)

Signed
Print name Date

Garton on the Wolds CE Primary School

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: _____