



# **VOLUNTEER POLICY**

September 2019

## **VOLUNTEER WORKING IN SCHOOL POLICY**

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

### **Definition of a volunteer**

The term 'volunteer' in this policy refers to un-paid individuals who visit the school on a regular basis (i.e. to undertake regular reading with pupils), for a specific block of time (i.e. work experience) or for a 'one-off' event (i.e. for a school trip). These individuals are tasked with working directly with pupils under the supervision and direction of the class teacher in order to support the education and welfare of pupils.

This policy does not cover members of the school's PTA (FoTs) as their time spent in school is in a fundraising capacity and they do not work directly with pupils to support their education.

### **Introduction**

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

Our volunteers may include:

- Parents of pupils
- Ex-pupils
- Students on work experience
- Ex-members of staff
- Local residents
- Friends of the school
- University students and College

The recruitment of new volunteers can take up to half a term and intake of new volunteers will be dependent on the candidate and available spaces within school. The smooth running of St Peter and St Paul CE Primary School and the safeguarding of its 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, as an additional tutor
- Accompanying school visits

## **Our School Aims**

All adults and 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 church school values and ethos and our educational purpose, as identified below.

## **School Vision**

We are distinctively Christian in our ethos and outlook and are inclusive of all. At the heart of our school are our Christian values. We welcome those of all faiths and none to shine their lights brightly, celebrating joys, failures and successes in partnership with parents and the community.

## **School Values**

Members of staff always try to use the specific value in the communication to the child or group. In this way we expect the school's values to become an increasingly well-understood, and embedded in our school community.

- Respect
- Courage
- Forgiveness
- Hope
- Kindness
- Fairness

## **Becoming a Volunteer**

Anyone wishing to become a volunteer should be directed to the Deputy Head Teacher. It is the school's decision whether or not 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.

### ***The following procedures will be followed:***

1. Volunteers will be asked to speak to the Deputy Head Teacher about what you would like to do and why.
2. A DBS check (including a Children's Barred List check) will be carried out for all regular volunteers (with the exception of work experience students & one off volunteers)
3. An initial meeting will be arranged in order to assess the applicant's suitability to become a volunteer. Provided the applicant is deemed suitable at this stage, the Deputy Head will:
  - I. make expectations of the volunteer role clear using the Job Description (appendix 1) and the Volunteer Code of Conduct (appendix 2)
  - II. go through the Volunteer Policy and other relevant policies including health and safety, safeguarding and behavior, medical needs information
  - III. ensure that relevant documentation including FGM, CSE, KCSiE, Safeguarding Booklet and Safeguarding school leaflet have been read, completed and understood
  - IV. ask the applicant to read and sign the Volunteer Agreement (appendix 3)
  - V. familiarise the volunteer with the school building and introduce members of staff
  - VI. familiarise the volunteer with the school's code of conduct for volunteers
  - VII. ask the applicant to complete an Emergency Contact Form
  - VIII. arrange when and where the volunteer will be based within school

The applicant will be offered a volunteer role within school providing all the above checks have been met satisfactorily. Volunteer records will be kept in a central place within the school.

## **Child Protection and Safeguarding**

At St Peter and St Paul CE Primary School, the health, safety and well-being of every child is our top priority. We expect all staff, governors and volunteers to share this commitment to safeguarding our pupils. The process of recruitment of volunteers mirrors the safer recruitment of paid staff to ensure that only the most suitable adults work within our school. A list of volunteers will be kept in the main office and their details will be kept on the school's Single Central Record.

To ensure the safety of our pupils, we adopt the following procedures:

- All of our frequent volunteers must have been cleared by the Disclosure and Barring Service (DBS)
- All volunteers will have an induction meeting with the Deputy Head Teacher prior to their start date
- Volunteers have a clear *Job Description* (Appendix 1) and their supervisors will address any concerns in their work
- Volunteers agree to the *Volunteer's Code of Conduct* (Appendix 2) daily when they sign the visitors book at reception
- All volunteers are made aware of key policies including health and safety, child protection, e-safety safeguarding, the school's code of conduct, behavior policy and medical needs information
- All volunteers are given a copy of the Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 3)

We listen to our pupils and take seriously what they tell us. All school staff are trained in Child Protection, and children are made aware of the adults they can talk to if they have any concerns. Staff are also trained to look out for signs of physical/emotional harm or neglect and are required to report these to the Designated Safeguarding Lead (DSL) – Mrs Louise Cranidge (Head Teacher).

### **If you become concerned about the welfare of a child in the school, please contact the school's Designated Safeguarding Lead (DSL)**

- Mrs Louise Cranidge
- Mrs Gillian Fields

If you have a concern about an individual who works at the school, please contact the Designated Safeguarding Lead, who will then contact the LADO (Local Authority Designated Officer).

## **On-line Safety and Social Networking**

Online Safety relates to the teaching and learning of technology in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM), viruses and spam. Volunteers, like staff are expected to follow the ICT Acceptable Use Policy which is available from the main office and published on the school's website.

Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in school during class time. Volunteers should not make or receive calls during time in contact with pupils. Staff and volunteers must only use school owned devices for capturing, recording and storing data or photos of children.

The school is aware and acknowledges that increasing numbers of adults and children are using social networking sites. The four with the widest use are Instagram, Facebook, Twitter and Snapchat. No pupil under 13 should be accessing social networking sites. This is the guidance from both Facebook and MSN. However, we realise that many of our pupils do have access to these platforms.

Unless there is an existing family/friend link to a pupil in school, no volunteer working at the school should have any contact with pupils via social media. If a pupil requests to make contact with a volunteer via a social media network, the school should be informed immediately. Where volunteers already have contact with pupils due to existing family/friend links, the volunteer should make the school aware of this at the point of induction.

## **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.

## **Work Experience and University Students**

St Peter and St Paul CE Primary School has a long-standing relationship with various local secondary schools, colleges and universities. We are happy to take students on placement if we have suitable capacity to support them. Correspondence from secondary schools, colleges and universities wanting students to be placed should be directed to the Deputy Head Teacher.

Work experience students will be given guidance about suitable attire.

St Peter and St Paul CE Primary School retains the authority to refuse or terminate a placement to ensure the smooth of the school and the safety and well-being of its staff and pupils.

## **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with or come into contact with should be voiced with the designated supervisor – usually the class teacher- and NOT with the parents of the child. If these concerns are of a Safeguarding nature, the volunteer should report these immediately to the Designated Safeguarding Lead (DSL) or the Deputy DSL. The school's DSL is Louise Cranidge (Head Teacher) and the Deputy DSL is Gillian Fields (Deputy Head).

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 must 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 class teacher as to how an activity is carried out and what the expected outcome of an activity is. In the event of any query or problem regarding the pupils' understanding of a task, their behaviour or their welfare, volunteers must seek further advice and guidance from their class teacher or a member of the Senior Leadership Team.

## **Health and Safety**

The school has a Health & Safety Policy and this is made available to volunteers working in the school. At the point of induction, the Deputy Head 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 DT equipment/accompanying pupils on visits). Volunteers are required to exercise due care and attention and report any obvious hazards or concerns to the class teacher, school office, business manager or member of the Senior Management Team.

## **First Aid**

The school's main First Aid facilities are located in the disabled toilet. Volunteers will be made aware of procedures for when a child requires medical attention but it is the responsibility of school staff to deal with this. Class Teachers will use their professional judgement as to whether it is necessary to inform volunteers of pupils with medical conditions.

## **Behaviour Management**

The school has a Behaviour Policy, a full copy of which can be obtained via the school office or on the school website.

Good behaviour is rewarded in a range of ways including tokens, certificates, class treats, stickers and verbal communication with other members of staff.

We use a 'traffic light' system in every classroom as a clear system for sanctioning poor behaviour. Please ask a member of staff to go through this with you if you are based within a classroom.

## **Complaints Procedure**

Any complaints made about a volunteer the person concerned must follow the school's complaints policy or whistle blowing policy, which can be found on the staff notice board and on the school website.

## **Monitoring and Review**

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



**VOLUNTEER JOB DESCRIPTION**

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**PERSON REPORTS TO:** Deputy Head Teacher with work directed by class teachers

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**PURPOSE OF JOB:** To support the education and welfare of pupils as directed by class teachers. Having due regard for the school's values and ethos, schemes of work and policies, and relevant national requirements.  
To share in the corporate responsibility for the well-being and safeguarding of all pupils.

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**DUTIES AND RESPONSIBILITIES**

1. To take every opportunity to develop pupils' language, reading, numeracy and related skills as directed by class teachers
2. To assist in monitoring and recording the progress of individual pupils in accordance with school procedures, and reporting to class teachers
3. To give oral feedback to pupils in order to promote further progress
4. To work with teachers to identify and respond appropriately to pupils' individual needs, assisting pupils in areas of specific difficulty
5. To assist the teacher in promoting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these
6. To help promote and reinforce pupils' self-esteem, encouraging inclusion of pupils with special educational needs
7. To help create and maintain a purposeful, orderly and supportive environment for pupils' learning, ensuring that pupils are able to use equipment and materials provided
8. To work with individuals and/or groups of pupils. The number of pupils included will reflect the nature of the task, the pupils concerned, the location involved and the length of time to be supervised. At all times a named teacher will have ultimate responsibility and be available to be called to give support and take appropriate decisions
9. To work alongside other adults, including teachers, trainee teachers, and other support staff
10. To maintain confidentiality at all times with regard to both supported pupils and the wider school

## APPENDIX 2

### **Volunteer Code of Conduct**

#### **All visitors and school volunteers must:**

1. Use appropriate language and behaviour with children
2. Sign in and out of the premises and wear a visitors badge at all times
3. Report any breakages or accidents
4. Discuss with the DSL if they feel any way uncomfortable about the behaviour of a child
5. Refrain from using a mobile phone when working with children
6. Refrain from photography and filming within school unless permission is granted from the Headteacher or Deputy Head Teacher
7. Inform the school immediately and not respond if a child attempts to make contact with them through a social networking site. The volunteer should also screen print the page if possible
8. Be aware that St Peter and St Paul CE Primary School has Whistleblowing, Child Protection, Safeguarding and E-Safety Policies - these are available on the school web site or at the main office
9. Wear clothing that is appropriate and respectful of pupils, staff and the working environment and community
10. Inform the school if they are unable to volunteer on an agreed day

**In signing the visitors' book you are agreeing to the above code of conduct.**

## APPENDIX 3

### VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at St Peter & St Paul CE Primary 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 return it to the Deputy Head Teacher.

- I understand that St Peter and St Paul CE Primary School is entirely committed to safeguarding and promoting the welfare of children and young people, and expects all those working and volunteering on the school site to share this commitment
- I have been made aware of the key principles of the school's Child Protection policy, including, the procedure for reporting concerns, the requirement for pre-employment checks to be undertaken as appropriate, and the boundaries and behaviours that are acceptable and appropriate within the school context, and those which are not. I have read Keeping Children Safe in Education (2019 Part 1): information for all school and college staff
- I understand that adults are in a position of trust when working with young people and that appropriate boundaries must be maintained at all times. This means that language, demeanour and content of conversations, whether in person/face-to-face or via electronic must all be professional and relevant
- I have undertaken an induction to the role of volunteer with the Deputy Head Teacher
- I have read and understood the school's Volunteer Policy
- I agree to support the school's Aims and Values
- I will follow the Volunteers' Job Description and Code of Conduct (appendix 1 and 2)
- I agree to treat information obtained from being a volunteer in school as strictly confidential
- I have been given clear direction as to the location, frequency and nature of the volunteering I will be undertaking
- I understand that the school has the right to terminate the work of a volunteer at any time if it is deemed to be in the best interests of the school's pupils or staff

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

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

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

Induction completed by: \_\_\_\_\_

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

Start date: \_\_\_\_\_