

Inspiring Children to shine



VOLUNTEER WORKING IN SCHOOL POLICY

Status and Review cycle: Annually

Responsible Group: FGB

Implementation: January 2023

Next Review Date: January 2024

Linked Policies: Safeguarding Policy, Acceptable Use, Behaviour Policy, Whistle-Blower Policy, DGAT Code of Conduct, SEND Policy, First Aid Policy

Introduction

The mission statement for our school is:

‘Inspiring everyone to Shine’ as we ‘Walk as children of light.’ Ephesians 5:8

At Hardwicke, our vision for education is deeply rooted in valuing all God’s children and serving the common good. We strive for academic excellence, through developing confident, ambitious, morally grounded children within our community and beyond. We are aspirational for ALL so that we use our gifts and talents that we have been blessed with to SHINE. We are proud to ‘Walk as children of light.’

At Hardwicke Parochial Primary Academy all our children will be given the opportunity and experiences to nurture their talent, realise their potential and achieve success in academic and personal development. We will value each other, our families and the wider community.

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 in our School Vision.

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 may include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- Ex-members of staff
- Local residents
- Friends of the school

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 Hardwicke Parochial Primary Academy for Hardwicke pupils will always be a priority. Senior Leadership 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

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, Head teacher, senior member of Staff or Class Teacher 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. **As a matter of policy, parent/family volunteers will not be placed in the year group(s) where they have children.**

Volunteers should 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.

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, young people and vulnerable adults 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 the Office Manager.

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

- All volunteers are given a copy of the Volunteer Policy and asked to sign a *Volunteer Agreement* (*Appendix 2*)
- All of our frequent volunteers must have been cleared by the Disclosure and Barring Service (DBS). A DBS Disclosure will be issued to the individual to present to the designated member of staff in school.

On-line Safety

Online Safety relates to the teaching and learning of technology and through 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, instantmessaging (IM), viruses and spam. Volunteers, like staff are expected to follow the DGAT Acceptable Use Policy which is available from the main office.

Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in school during class time. Volunteers may not make or receive calls during teaching time. Use of phones or phone watches must be limited to non-contact time when no children present. Staff should keep devices out of sight in lockers, desks or cupboards when on school property. Staff must only use school owned devices for capturing, recording and storing data or photos of children.

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

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) Volunteers will be directed to the school office and will be given the volunteer policy. They will be asked to complete *Appendix 1* with a supporting covering letter and return.
- B) Two references will be requested when volunteers are to be involved in school on a frequent or intensive basis.
- C) A responsible officer will Identify the need and role for volunteers

- D) Candidates will be attracted by means of a local advert/school communications system
- E) The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
- F) Enhanced DBS check undertaken
- G) The volunteer will be made aware of the role and responsibilities they will be undertaking
- H) Induction- School and corporate policies and documentation explained and issued. In addition, KCSIE and Working Together to Safeguard Children are to be read.
- I) Appendix 2 to be signed
- J) Volunteer records to be kept in a central place within the school

Before starting to help in a school, a volunteer should complete the Volunteer Agreement (*Appendix 2*), which sets out the school's expectations of its volunteers and to confirm they have received a copy of this Agreement. 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

Hardwicke 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 experiences available based on the smooth running of Hardwicke School. Secondary schools, colleges and universities wanting students to be placed with us need to formally make contact with the Head Teacher or Deputy Head Teachers outlining the aims of the placement and duration.

If the placement is as part of a teaching course (BA/ Bed. or PGCE) the Deputy Head Teachers will deal with further correspondents/ details. If the placement is just for work experiences purposes the school/ college is asked to provide the reference for the student and the student is requested to complete the volunteer's paperwork. Hardwicke Parochial Primary Academy retains the authority to refuse or terminate a placement to ensure the smooth of Hardwicke Parochial Primary Academy.

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 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 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 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 the designated Supervisor/School Business Manager. Volunteers are covered by LBN Health & Safety Statement and indemnity and Public Liability Insurance.

Complaints Procedure

Any complaints made about a volunteer the person concerned must follow the school's 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 APPLICATION FORM –FOR NEW VOLUNTEER

Name of Volunteer:

Date of Birth:

Address:
.....

Home telephone: 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? **Please note, parents/relatives of current Hardwicke pupils will NOT be assigned to work in their child's year group.**

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)

Please provide details of two people who can provide professional references for you (This should be a reference from the Class Teacher or Teaching Assistant from the class you wish to work in):
(If this is a work experience placement from a secondary school you only need to provide one reference from the school that you attend)

Name:	Name:
Address:	Address:
Phone number:	Phone number:

Thank you for taking time to complete this Volunteer Application Form

Please hand it to the School Office, marked for the attention of the Head teacher. Your offer of help is greatly appreciated and we will be in touch as soon as possible.

APPENDIX 2

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/read a copy of the School's Volunteer Policy
- I have read the Safeguarding Policy, Acceptable Use, Behaviour Policy, Whistle-Blower Policy, DGAT Code of Conduct, SEND Policy, First Aid Policy
- 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. (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, Year Teacher, Head of Department

Signed:

Name:

Date:

APPENDIX 3

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 phone procedures.

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: _____

APPENDIX 4

VISITORS CODE OF CONDUCT

All visitors and school volunteers must:

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. Use appropriate language and behaviour with children.
3. Sign in and out of the premises and wear a visitor's badge at all times.
4. Report any breakages or accidents to the main office.
5. If you feel any way uncomfortable about the behaviour of a child, please discuss this with the child protection lead.
6. Seek permission to bring a vehicle on to the school premises from the main office before arrival- the business manager/ assistant business manager will need to assess the risk.
7. Never give a pupil a lift in your vehicle unless you have appropriate insurance, parental consent and a member of staff present.
8. Mobile phones should be turned off when on site. In an emergency please use the phone in the main office.
9. All photography and filming within school is prohibited unless permission is granted from the Headteacher, Deputy or Child Protection Lead.
10. 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.
11. All visitors should be aware that Hardwicke Parochial Primary Academy has a Whistleblowing, Child Protection and Safeguarding, Online Policies- these are available on the school web site or at the main office.
12. Clothing should be respectful of pupils, staff and the working environment and community.
13. Professionals should bring photographic ID and proof of DBS, we request that all professionals make appointments so that their visit is organised and purposeful and does not interfere with the classroom learning.

APPENDIX 5

VOLUNTEER PROTOCOL

