

**MUNDELLA PRIMARY SCHOOL**



**VOLUNTEERS IN SCHOOL PROCEDURES**

Date of first issue	Next review	Version	To be read in conjunction with in house documents	Updated information	Signed: Chair of Governors	Signed: Headteacher
Feb 2017	Feb 2020	4				

## VOLUNTEERS IN SCHOOL POLICY STATEMENT

### WELCOME TO OUR SCHOOL

Volunteering can take many forms and we appreciate the help that our volunteers give us to enhance the learning opportunities of our pupils. We value our volunteers and we hope that they will enjoy working with us.

Our volunteers include:

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

The types of activities that volunteers could 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 additional support, under the guidance of a qualified teacher
- Accompanying school visits
- Collaboratively running a club or an enrichment activity
- Supporting children's home language
- Developing the school grounds

### **Safeguarding**

This school is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment and complete an enhanced DBS as they are in school on a regular basis. (*An enhanced DBS is a Disclosure and Barring Service check which will check whether someone's included in the 2 DBS 'barred lists' of individuals who are unsuitable for working with children.*) When working with children volunteers also need to complete a disqualification by association form. This means that people would be disqualified from working in a school, when they 'live or work in the same household' as someone who is barred from working with children or young people, even if they would not otherwise be disqualified themselves.

### **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 identified by the school e.g. hearing pupils read, usually approaches the Class Teacher, Headteacher, Senior member of Staff.

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.

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

- A) Identify the need and role.
- B) Attract volunteers by means of the school website or newsletter.
- C) The volunteer/s attend the school for an informal discussion to ensure the applicant is suitable for the role with either the Headteacher or the Deputy Headteacher.
- D) Enhanced DBS check undertaken.
- E) The volunteer will be made aware of the role and responsibilities they will be undertaking and will be provided with key guidance documents, including the Volunteer Agreement.
- F) Induction- Any necessary training and school policies explained and issued.
- G) Volunteer records to be kept in a central place within the school by the School Business Manager.

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 volunteer 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.

### **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.

Volunteers are expected to treat confidential information with the same discretion as a salaried member of staff. Should a volunteer breach our confidentiality policy the school reserves the right to terminate the volunteer's placement.

### **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 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 supervisor

Volunteers are subject to a trial period of six sessions to ensure that both the volunteer and school consider that the partnership is mutually beneficial.

Apart from moving about the school in the normal course of the day, we expect volunteers to stay with the teacher who will supervise their activities. We ask that volunteers do not enter the staffroom.

### **Health & Safety**

The school has a Health & Safety Policy and this is made available to volunteers working in the school. It is important for school security and fire regulations that all staff, visitors and volunteers to the school can be identified and located at all times and we ask all volunteers to follow the simple routine of :

- Signing in and out when coming into and leaving the premises
- Wearing the Visitor badge we give you at all times whilst in school

The supervising 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 Public Liability Insurance whilst on site. Risk assessments for activities will be shared with the volunteer.

### **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 copy of the Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2)
- All of our volunteers must have been cleared by the Criminal Records Bureau (DBS). A DBS Disclosure will be issued to the individual to present to the designated member of staff in school.
- For students undertaking work experience' who are below the age of 18 years, a reference will be sought from the students' school.
- Any concerns a volunteer has, about child protection issues, should be referred to the designated supervisor or Head Teacher.

Volunteers need to ensure that they are not left unsupervised with children and do not initiate physical contact. Whilst this seems harsh, it is for the protection of the volunteer as much as the children. If a child makes a disclosure to a volunteer or gives any cause for concern the volunteer will need to speak initially to the Class Teacher and follow procedures laid out in the Safeguarding Policy.

## **Expectations**

We expect all members of the school community to be polite, courteous and self-disciplined. Children watch us and follow our example. The same rules apply to staff, children and volunteers working in school.

- Never get into an argument with children or adults. Teachers are trained to deal with problem situations and they are paid to take responsibility
- Never tell off a child. The school has a code of discipline which children are expected to follow. As a volunteer you are not expected to discipline children. If there is a problem — tell the teacher straight away.
- The only time we would expect any adult to intervene is to prevent a child hurting themselves or another child. Do this by telling them quietly and firmly to stop. Avoid physically restraining a child unless they will damage another child or themselves and do this with great care.
- Never shout or swear at a child
- Never hit a child
- Never threaten to hit or manhandle a child
- Never be left in sole charge of a child

## **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 with in 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.
- The school reserves the right to terminate a volunteer at any time and for any reason and the Headteacher's decision is final.
- Provide the volunteer with a copy of the school's full Complaints Procedure.

## **APPENDIX 1**

### **VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER**

At Mundella Primary School, as a regular volunteer, you are volunteering to work in a class which does not contain your own children. The exception is helping on school visits/outings where you are permitted to support your own child's class. For a regular volunteer, Mundella Primary School agrees to pay for the necessary DBS checks.

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? (Please see note above)

At Mundella School we are committed to equality of opportunity for all stakeholders. 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. **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.

- 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 (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, Deputy Head Teacher or Head Teacher.
- I will arrive at the agreed time, sign in and wear a school identification badge. I will make my way directly to the agreed area and report to my supervisor on arrival. When the session has finished, I will ensure my supervisor knows I am leaving and I will sign out.
- I will only use staff toilets.
- I will not use the staff room.
- I will ensure my mobile phone is switched off in school and I agree not to take photographs, or videos using my own equipment, or mention the school or any aspect of my volunteering role on social networking sites or elsewhere. My mobile phone will be locked away securely and switched off.
- I will not post anything on social media about the school.
- I have read the relevant school policies and guidance and will adhere to these.

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

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

## **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. Volunteers must stay with their group.
- 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 or videos of pupils using their own equipment.
- Volunteers must not post any pictures, videos or text about the trip on social media during the trip or after.
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets – before, during or after the school trip.
- Volunteers must not leave the group during the 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 undertaken 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.

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

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