Volunteer Policy

September 2021

To be reviewed September 2023 or as required

Introduction

Our schools benefit from developing well planned, active parental and community links. Participation by adults in the activities of the school on a voluntary basis helps to achieve this. We believe that volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all pupils.

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children and support the professional teaching responsibilities of the class teacher.

The governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers' and visitors to share this commitment.

Aim

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

Categories of Volunteers

Volunteers could include any of the following (this list is not exhaustive):

- Parents, carers, guardians, elder siblings or grandparents of pupils
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Local residents
- Staff family members
- Local interest groups
- Through external partners (e.g. Unlocking Potential)

Types of Activities

Activities volunteers may be engaged in could include any of the following:

- Hearing children read / Becoming a 'Reading Champion
- Working with small groups of children
- Working alongside individual children
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks and to swimming lessons
- Running or assisting with an after school club
- Social activities for pupils
- Fund raising activities as part of the PTA

Becoming a volunteer

Anyone wishing to work as a volunteer who will be in school on a regular basis or a one-off occasion completing a work placement should request a Volunteer Application Form from the school office. This should be completed and returned.

A member of the volunteer recruitment team (usually the learning mentor) will contact applicants and invite them to an interview.

If successful, a DBS (Disclosure and Barring Service) clearance check and two references will be sought. Where the volunteering is a placement linked to a course of study the cost of the DBS (if required) will be met by the volunteer (or his/her college) unless a portable DBS has been activated.

Only when two satisfactory references and a clear enhanced DBS has been received by the school, will an appropriate placement be agreed. This will be in a class which has no family connection to the applicant.

Volunteering placements are typically six weeks in length .A regular day and time will be agreed and the applicant will be expected to sign for and adhere to all relevant documentation, including our Safeguarding and Child Protection Policy and GDPR Policy. An induction will be undertaken before the placement commences.

An entry will be made on the school's Safeguarding Single Central Record and a file maintained with the confidential details of the volunteer which will be retained by school for 7 years after the end of volunteering responsibilities.

The exceptions to this are:

- Work Experience Students or University Placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before starting. The student will be expected to share their DBS certificate with the business manager and will not be placed in a class with any family connection.
- One-off volunteers i.e. assisting with a school walk, a fund raising event or a school visit will not require a DBS. Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care.
- If there is any doubt as to the level of checks required, a decision should be sought from the Headteacher.

Volunteers' Expectations from School

Volunteers in school should expect to:

- Be recognised for their valuable contribution to the learning experience for the children they support
- Be assigned worthwhile tasks
- Access to any school policies or procedures that are relevant to their role

School's Expectations from Volunteers

School expects all volunteers to:

- Adhere to policies identified to them
- Work under the supervision and direction of staff
- Be role models for the children they work with e.g. thinking about the language and gestures used
- Wear appropriate, smart but casual dress (no jeans) in line with the schools dress code
- Refer any behavioural or safeguarding concerns to the class teacher
- Commit to a regular window of time to allow teachers to plan activities to include the volunteer
- Advise school as soon as possible when it is not possible to attend
- Be familiar with school evacuation procedure and follow staff instruction

Safeguarding

All volunteers working regularly in school must undertake a short safeguarding induction to include health and safety before commencing their voluntary role and undertake basic Safeguarding and Child Protection Training, Prevent Training and Health and Safety overview.

Security

All volunteers must sign in and out of school and wear a visitor badge for the duration of their volunteering session.

Links to other policies

- Health and Safety Policy
- GDPR Policy
- Safeguarding & Child Protection Policy
- Safeguarding Guidance for volunteers
- Keeping Children Safe in Education Part 1
- Equal Opportunity Policies
- Behaviour Policy
- ICT Acceptable Use Policy
- Code of Conduct

VOLUNTEER APPLICATION FORM

FULL NAME-:

ADDRESS:

HOME TELEPHONE: _____

MOBILE:_____

E-MAIL: _____

DO YOU HAVE A CHILD/REN AT OUR SCHOOL? YES/NO

IF SO, WHO ARE THEY AND WHICH CLASS?

_____

_____

WHICH YEAR GROUP ARE YOU MOST INTERESTED IN VOLUNTEERING IN AND HOW MANY DAYS WOULD YOU LIKE TO VOLUNTEER?

_____

_____

_____

_____

_____

WHY ARE YOU INTERESTED IN VOLUNTEERING?

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_____

_____

DO YOU HAVE ANY PREVIOUS EXPERIENCE WORKING WITH CHILDREN?

THANK YOU. PLEASE RETURN TO THE SCHOOL OFFICE AND WE WILL GET BACK TO YOU AS SOON AS A SUITABLE PLACE IS AVAILABLE.

Date Received By Office: