



GEORGE CAREY CHURCH OF ENGLAND SCHOOL

POLICY NAME: **VOLUNTEER POLICY**

OWNER: CATHY REES

NON- STATUTORY

APPROVED: MARCH 2021

REVIEW DATE: MARCH 2023

# VOLUNTEER POLICY

## Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers from the local community.

Our volunteers may include:

- Members of the Governing Body
- Parents and carers of pupils
- Students on work experience
- Ex-members of staff
- Local residents
- Others

The types of activities that volunteers may engage in under the direction of a designated member of staff include:

- Supporting individual pupils and groups with arrange of activities including reading, IT, writing, social skills etc.
- Helping with classroom organisation
- Undertaking art & craft activities with children
- Accompanying school visits
- Other similar tasks

Volunteers are not allowed to:

- Take lead responsibility in the class
- Change children (i.e. those who are not properly toilet trained)
- Supervise children in engaged activities which in the opinion of the Head Teacher require more specialist supervision
- Take children off the school site without a member of staff in attendance
- Administer first aid

## **Becoming a Volunteer**

The volunteer Service will be overseen by the Head of School Business Management, whose role will be to, provide initial information to anyone expressing an interest in becoming a volunteer, to assist them with the application process and to support the Head teacher in the ongoing development, monitoring and compliance of this area of school activity.

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. supporting children with reading should, in the first instance contact the Head of School Business Management to discuss their interest.

They should then complete the *Volunteer Information Sheet* (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help. This information will be held on the school IT system in line with the school GDPR policy. Volunteers will also need to complete either

- The *Volunteer Agreement* (Appendix 2), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.
- Volunteers accompanying school trips, must sign the *Off – site Visits Volunteer Agreement* (Appendix 3)

## **Our School Mission Statement**

All adults and young people who work in our school, whether a paid member of staff, a work experience student or a volunteer are expected to work and behave in such a way as to actively promote our school Mission Statement:

A Christian school for all, at the heart of the local community, where children grow together in knowledge, understanding, friendship and love.

## SIGNING IN

When volunteers arrive in the school, they must sign in at the reception desk using the school electronic signing in register which will issue a paper pass with your photo. They will also be given a visitor's badge to allow entry through and around the school. A red lanyard is given to volunteers who have not been checked with the Disclosure and Barring Service (DBS) and so should not be allowed on site unsupervised. A green lanyard is for volunteers that have had the DBS check, both red and green lanyards should be worn at all times. They must also sign out when they are leaving the building, and return their badge to the school office before they leave.

## **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with / come into contact with should be voiced with the Class Teacher and NOT with the parents of the child. This includes any family members of children in school whom you may know personally. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything, another adult, in the school does or says should raise the matter directly with the Headteacher or Deputy Headteacher.

In conversation, children may disclose information about home, family, etc. Any information of this nature is confidential except where that information may involve a safeguarding concern. In such cases, the class teacher must be informed without delay, so that they may follow the school's safeguarding procedures (yellow forms etc.).

All volunteers that are volunteering long term (more than 2 full weeks or 10 days) will receive safeguarding training from the school Designated Safeguard Lead. All volunteers that have volunteered for more than 4 weeks will receive induction training which will be conducted by their line manager/supervisor.

All volunteers will also be asked to sign the acceptable use policy (if using school IT equipment) which outlines the use of IT within the school

## **Supervision**

All volunteers work under the supervision of the class teacher of the class to which they are assigned or to the manager in charge of the section they are volunteering in. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Classroom volunteers should have clear guidance from the teacher as to how an activity is carried out and what the expected outcome of an activity is. Volunteers are encouraged to seek further advice/guidance from the teacher in the event of any concerns regarding children's understanding of a task or behaviour.

Volunteers will be asked to support classes in which there is most need. This should not be a class that their own child/children are in unless they are on a school trip.

## **Health & Safety**

The school has a Health & Safety Policy and this is made available on request to volunteers working in the school. Class teachers must ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment / accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher/Head teacher. The designated Health and Safety Manager is the Site Manager.

## **Safeguarding**

George Carey Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The welfare of our children is of paramount importance and our volunteers must share our commitment to child protection and safeguarding. To ensure the school is upholding its responsibilities to keeping children safe in education, we adopt the following procedures:

- All volunteers are given a copy of the Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2)
- To ensure the safety of our pupils at all times, all of our volunteers are required to have police clearance, first through a List 99 check. In addition, regulated volunteers must also have been cleared by Disclosure and Barring Service (DBS). We take 'regulated' as meaning working one to one with a child or with a group of children unsupervised. All volunteers will undergo an informal interview and references will be taken up.
- Where a volunteer is engaged in an 'off site' activity e.g. helping supervise a group of children as part of a class visit, these volunteers, who are under supervision of school staff, must read and sign our *Off-site Visit Agreement* (Appendix 3).

The Headteacher has the authority not to accept the help of any volunteer(s), if they believe it will not be in the best interest of the children.

### **Complaints Procedure**

Any complaints made about a volunteer will be referred to the Headteacher/Deputy Headteacher for investigation. Any complaints made by a volunteer will be referred to the Headteacher/Deputy Headteacher.

The Headteacher 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;
- Inform the volunteer that the school no longer wishes to use their support. The full Complaints Procedure is available from the School Office.

### **Monitoring and Review**

The day to day monitoring and compliance of this policy is the responsibility of the Headteacher, who will report to the Governing Body on the activity of volunteer helpers, as part of the Headteacher's termly report.

This Policy has been approved by the Governing Body and will be reviewed annually and updated in the light of new guidance from either the DCFS or LEA.

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

Name (Please print): \_\_\_\_\_ Date \_\_\_\_\_

**VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS**

Name of Volunteer:	
Date of birth	
Address:	
Phone:	
E-mail address:	
What skills / areas would you like to help with in school, if the opportunity arose?	
How often would you be interested/available to offer your help? ( <i>eg, weekly, once a term, school trips only</i> )?	
Are you available during and/or after core school hours?	

<p>Are there any particular age groups / classes you would like to work with?</p> <p>Please indicate if you would like to volunteer in another area of the school such as school office</p>	
<p>Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? <i>(please give details)</i></p>	

Please provide details of 2 people whom we may ask to provide a personal reference for you.	1. Name and address: -
	1. Relationship to you:-
	2 Name and address: -
	2 Relationship to you:-

I agree that the above personal information may be used in the school records under GDPR and that I can withdraw this at any time. The school GDPR policy is available upon request.

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

Name (Please print): \_\_\_\_\_

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

Thank you for taking time to complete this Volunteer Information Sheet.

Please hand it to the School Business Manager.

Your offer of help is appreciated and we will be in touch shortly or as opportunities arise.

**VOLUNTEER AGREEMENT**

Thank you for offering your services as a volunteer at George Carey Church of England Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it in to the school office, addressed to the School Business Manager. You should keep a copy for your own records.

- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Mission Statement which is embedded in the volunteer policy.
- I agree to treat information I learn from being a volunteer in School as Confidential, except where the information may involve a child protection issue, in which case I would inform the class teacher.
- I understand that I am required to undergo a List 99/ Disclosure and Barring Service-check to advise the school of my suitability to work as a volunteer. I consent to the appropriate check being carried out as well as the uptake of references.
- I will agree to the mobile use policy of the school which states that mobiles phones will not be used during the time I am volunteering and that I will not take any pictures on my mobile or any IT device without the permission of the Head teacher/deputy Head teacher.

- I agree to the code of conduct and professional ethics policy which I have been given a copy to read.

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

Name (Please print): \_\_\_\_\_

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

## **OFF-SITE VISITS VOLUNTEER AGREEMENT**

School trips are an integral part of learning at our school and afford many children 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 sign and return this agreement, which forms part of our school's risk assessment planning for the trip.

### **Role of the Volunteer Helper**

- To be responsible and look after, in equal measure, all of the children in your group
- To stay with your allocated group of children, ensuring that their well being and safety are 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.
- 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**

Members of school staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct line management of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- Follow guidance and carry out requests of the school staff

## **What is not permitted**

- Volunteers are not allowed to bring Children who are not on roll onto the school trip.
- Volunteers are not allowed to re-organise school visit groups.
- Volunteers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteers are not permitted to take photographs of children, unless authorisation has been given by the Head Teacher.

- Volunteers are not allowed to give/buy their group treats, eg, ice creams, biscuits, sweets – before, during or after the school trip.
- Volunteers may not take photos of the children on their mobile phones or any IT device.

## **First Aid**

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. Medication will be administered by a member of staff.

## **Emergencies**

You are expected to inform a member of staff as soon as possible of any emergency whilst on the trip.

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 off-site visits agreement
- I agree to the terms and conditions as stated in the agreement
- I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

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

Name (Please print): \_\_\_\_\_ Date \_\_\_\_\_

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