



# Volunteer Policy and Procedure for School based staff

**Adopted By:** Abingdon Primary School

**Date:** November 2016

Review Date	Reviewer	Comments
10.8.2016	SE	New policy/procedure
		Ratified by Governors November 2016

## **1.0 Introduction**

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all pupils in the school. Participation of adults in school activities, on a voluntary basis, helps the school develop active parental and community links and is therefore welcomed and encouraged by the Governing Body.

The relationship between the school and volunteers does not imply a contract of employment and is entirely voluntary. There are no contractual obligations on the volunteer or on the school.

A volunteer is anyone who without compensation or expectation of compensation performs a task at the direction of the Headteacher.

Volunteers in this school may include –

- Members of the Governing Body
- Parents, carers or grandparents of pupils
- Ex-pupils
- Ex-employees
- Members of the local community

The type of activities volunteers may be engaged in include –

- Listening to pupils read
- Working with small groups of pupils
- Working alongside individual pupils in the classroom
- Accompanying employees and pupils on school trips
- Assisting at school fund raising activities

**The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and visitors to share this commitment.**

## **2.0 Scope**

This policy and procedure apply to all volunteers in the school, unless stated otherwise.

## **3.0 Aims**

To provide a framework for the recruitment of volunteers in line with safeguarding requirements.

To establish expectations for both employees and volunteers regarding the activities undertaken by volunteers and their conduct whilst in school and on school trips.

## **4.0 Appointment Process**

The school has a responsibility to ensure the safety and welfare of the pupils and therefore will recruit volunteers in line with the DfE statutory guidance, 'Keeping Children Safe in Education'.

Anyone wishing to become a volunteer on a regular basis or a 'one-off' occasion should initially approach the class teacher or a member of the leadership team. A volunteer application form (available from the school office) should be completed by those wishing to volunteer on a regular basis. This form should be returned to the school office, marked for the attention of the Headteacher (or nominated person). See Appendix A.

On occasions the school may also advertise locally for volunteers or use other methods of communication to attract potential volunteers.

Before a volunteer commences the Headteacher must determine if the role requires the volunteer to have a DBS check. If it is determined that a check is required volunteering should not start until the outcome is known. See Appendix B for guidance.

Volunteers who regularly carry out activities in the school's nursery and/or reception classes or regularly carry out activities out of school hours (eg breakfast clubs or after school clubs) with children who have not attained the age of 8 will be required to complete a childcare disqualification self-declaration in line with the Childcare Disqualification regulations This applies whether the volunteer is supervised or not.

The school must carry out identity checks before volunteers commence any activities, this must also include a 'right to work' check to ensure that individuals have the right to volunteer in the UK. *There should not be a problem with accepting someone from outside the UK as a volunteer but individuals must ensure that immigration rules allow them to do so because they could jeopardise their immigration status. If in doubt they should contact UK Visas and Immigration (previously UK Border Agency).*

Where the arrangement will continue on a regular basis two references should be sought.

Prior to a regular placement all volunteers will be required to attend a short informal discussion with the class teacher or member of the leadership team. This will provide an opportunity for volunteers to ask any questions they may have and for expectations and guidelines, as covered in this policy, to be explained and documents issued (eg copies of relevant policies)

An entry will be made on the School's Single Central Record with the confidential details of the safeguarding checks carried out.

Where a volunteer is engaged in a 'one-off' activity (eg a school trip) and they will be under the constant supervision of school staff no formal checks will be required.

Volunteers will be asked to sign a Volunteer Agreement including confidentiality requirements. See Appendix C 'In School Volunteer Agreement' and Appendix D 'Off Site Visits Volunteer Agreement.

**The Recruitment and Selection Policy should also be referred to for further guidance on the recruitment of volunteers and safer recruitment practices.**

## **5.0 Volunteer Procedures/Expectations**

Volunteers must sign in and out at the school office and wear a visitor's badge/sticker each time they are on school premises.

If a volunteer is unable to come into school for some reason it is requested that they call the school office in advance of the time they would normally arrive to enable the class teacher to be informed that they are unable to attend. As volunteering is flexible it may be possible to suggest an alternative time for the volunteer to come into school.

All volunteers work under the supervision of the class teacher who retains responsibility for pupils at all times, including their behaviour and the activity they are undertaking. The class teacher should give clear guidance as to how an activity is to be carried out and the expected outcome. If there is any problem regarding the pupil's understanding of the task, behaviour or welfare volunteers must seek further guidance from the class teacher.

In addition to this policy, volunteers should be made aware of any other school policies that may be applicable to them including, Safeguarding/Child Protection, Social Networking/IT Policy, Whistleblowing, Code of Conduct, Health and Safety.

Volunteers must raise any concerns they have about the pupils they work with to the class teacher/designated safeguarding lead and not with the parents of the child or any other person outside of school.

If a volunteer is concerned about anything in the school which may affect their role they should raise the matter with the class teacher or appropriate member of the leadership team.

Volunteers engaged in a 'one-off' activity (eg a school trip) will be expected to stay with the allocated staff member, promote respectful behaviour towards each other and members of the public and inform the staff member of any first aid, behaviour or other issues. Volunteers will not be allowed to bring additional children on the school trip, smoke, drink alcohol, take photographs of the pupils or engage in any other activities which could bring the school into disrepute.

## **6.0 Data Protection**

The access volunteers have to sensitive and confidential pupil information should be limited to what is necessary and appropriate to the work being undertaken. Volunteers must be made aware of any information handling procedures appropriate to their role to ensure that lack of knowledge does not result in an information security risk.

## **7.0 Concerns/Issues**

If there are concerns about the performance or conduct of a volunteer a meeting will be held between the volunteer and the class teacher, and/or the Headteacher, where the concerns will be explained. This meeting may result in the situation being reviewed after a set period of time, the volunteer being suspended or, if the concerns are serious, the school may cease the volunteer arrangement without notice.

Any allegations of abuse made against a volunteer will be dealt with very quickly, in a way that provides effective protection for the pupil and also supports the person who is the subject of the allegation.

If the school ends a volunteer arrangement because of inappropriate behaviour or safeguarding issues relating to children the school has a duty to refer this to the Disclosure and Barring Service in certain circumstances.

## **8.0 Equality Statement**

This Policy applies to all volunteers irrespective of age, disability, gender status, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

**VOLUNTEER APPLICATION FORM**

**Full name:**.....

**Address:**.....

.....

**Telephone: Home**..... **Mobile**.....

Please give details of any experience of you have had volunteering and/or working with children.....

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What type of activities would you like to help with?.....

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Are there any particular age groups you would like to help with?.....

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Please indicate how much time each week you feel able to volunteer for and any preferred days/times.....

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Do you have any disabilities/other needs we need to take into account/adjustments we need to make to enable you to volunteer? (Please give details)

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**References**

Please give the name, address, phone number and e-mail address for two referees who have known you for a minimum of two years (not relatives). At least one of the referees should have known you in a professional capacity, if possible (eg employer, tutor, colleague, etc.)

**Referee 1**

Name:.....

Address:.....

.....

.....

Tel:.....

E-mail:.....

Relationship to you:.....

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**Referee 2**

Name:.....

Address:.....

.....

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Tel:.....

E-mail:.....

Relationship to you:.....

.....

**Please hand this completed form to the school office, marked for the attention of the Headteacher (or nominated person). We will be in touch as soon as possible.**

### **Disclosure and Barring Service checks and barred list checks**

**The DfE has published separate statutory guidance on supervision and regulated activity which schools should have regard to when considering which checks should be undertaken on volunteers.**

An enhanced DBS certificate, including barred list information, will be required for any staff in school engaged in regulated activity, in the case of volunteers the following applies -

Volunteers who regularly carry out activities with pupils on an unsupervised basis are engaged in regulated activity therefore an enhanced DBS check, including barred list information, must be carried out.

Volunteers who are supervised\* while regularly carrying out activities with pupils are not in regulated activity but as they have the opportunity to come into contact with children on regular basis the school may obtain an enhanced DBS check, not including barred list information.

Employers are not legally permitted to request barred list information on a volunteer who, because they are supervised, is not in regulated activity.

Some activities will always be regulated activities regardless of frequency or if they are supervised or not, these include relevant personal care which includes helping a child (due to age, illness or disability) with eating or drinking, in connection with toileting, washing, bathing and dressing.

To qualify for a free of charge DBS the applicant must not benefit directly from the position the DBS application is being submitted for, ie they must be doing something which aims to benefit a third party (not a close relative) and not for their own personal gain.

\* The person who is supervising must be in regulated activity, supervision must be regular and day to day and 'reasonable in all the circumstances to ensure the protection of children'.

**IN SCHOOL 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 here.

Please read and sign this Agreement and hand it in to the school office. You will receive a copy of it for your records.

I confirm that –

- I have received a copy of the School’s Volunteer Policy.
- I agree to treat any information I learn from being a volunteer in school as strictly confidential and will not use or disclose this information to any person either during my volunteering experience in school or at any time afterwards.
- I understand that if necessary an enhanced DBS check will be undertaken.
- I have read and understood the following policies –

*School to insert a list of the policies that have been issued to the volunteer which should include – Safeguarding/Child Protection; Social Networking/IT Policy; Whistleblowing; Code of Conduct; Health and Safety*

- I understand that I am expected to comply with the school’s policies and procedures at all times
- I understand the levels of conduct/behaviour expected of me.
- I have been made aware of and understand the systems the school has in place to support the safeguarding of pupils, including part one of the Keeping Children Safe in Education guidance.
- I have been made aware of who will be my usual volunteer co-ordinator eg Class Teacher, Year Teacher

The school will provide adequate insurance cover for you while you are undertaking volunteering activities approved and authorised by the school.

This agreement is binding in honour only, it is not intended to be a legally binding contract between you and the school and may be cancelled at any time at the discretion of either party. Neither you or the school intends any employment relationship to be created either now or at any time in the future.

**Signed**..... **Date**.....

**Name**.....



## **OFF SITE VISITS VOLUNTEER AGREEMENT**

Thank you for offering your services as a volunteer at .....School. Your help is greatly appreciated and you will have an important role to play in the success and safety of this school trip.

Please read this Agreement and the School's Volunteer Policy carefully and sign and return the Agreement to the school office. You will receive a copy of the Agreement for your records.

This Agreement is part of our school's risk assessment planning for the school trip.

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

- to support and look after, equally, all of the pupils in your group.
- to stay with your allocated staff member and group of pupils, ensuring that their well-being 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.
- to inform the staff member if there are issues with first aid, safety and/or behaviour.
- to 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 areas of interest.
- to follow guidance from the school staff.

### **Volunteer Helpers are not permitted -**

- to bring additional children on the school trip.
- to re-organise school visit groups.
- to smoke, drink alcohol or engage in any other activities which may bring the school into disrepute.
- to take photographs of pupils.
- to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.
- to reprimand or touch pupils but should speak to a school staff member if there are any difficulties.

## **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. If medicine needs to be administered, this will be done by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by staff.

## **Emergencies**

You are expected to inform a member of staff of any emergencies 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.

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**I confirm that –**

- **I have read and understood the Volunteer Policy and the above Agreement**
- **I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.**

**Signed**.....

**Name**.....

**Date**.....