



**Goldstone Federation**

Together we SHINE



## **Volunteer Policy**

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.

### **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. The Federation believes 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 without encroaching on the professional teaching responsibilities of the class teacher.

### **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):

- Members of the Governing Body
- 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
- Members of the PTFA
- Local interest groups e.g. Civic Society, Royal Legion

### **Types of Activities**

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

- Hearing children read

- Working with small groups of children
- Running an in school club such as gardening
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Accompanying school visits
- Escorting children on local walks and to swimming lessons
- Running or assisting with an after school club
- Social activities such as running a disco
- Fund raising activities such as running a cake stall or Summer Fair
- Interviewing children on a governor visit
- Helping at lunchtime

### **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 Pack from the school office. This should be completed and returned with the necessary original Identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check and, in some unaccompanied work, two references will also be sought, although most work will not be unaccompanied on site. 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 (if appropriate) and a clear enhanced DBS has been received by the school, will the Headteacher (or staff member with delegated responsibility) interview the potential volunteer and an appropriate placement will be agreed. If regular in class work then this will be in a class which has no family connection to the applicant. 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 our Confidentiality policy. 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 volunteer resigns from their 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 arriving at our schools. The student will be expected to sign a confidentiality agreement, share their DBS certificate with the administrator 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.

### **Information on the Role of a Volunteer**

All volunteers should have access to this policy. Volunteers should also have access to the following policies in the Volunteer Pack as well as being available from the individual school's website [www.cheswardineschool.org.uk](http://www.cheswardineschool.org.uk) or [www.hinstockprimary.co.uk](http://www.hinstockprimary.co.uk) or from the school's office

- Health and Safety Policy
- Code of Conduct for visitors into school
- Data Protection Policy
- Safeguarding & Child Protection Policy
- Safeguarding Guidance for volunteers
- Keeping Pupils Safe in Education Part 1
- Equal Opportunity Policies
- Positive Behaviour Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)
- Confidentiality Agreement

All adults who work in school are expected to work and behave in such a way as to promote our school values.

### **Volunteers' Expectations from School 4 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
- access any training that is necessary for the success of their activities

### **School's Expectations from Volunteers**

School expects all volunteers to:

- Adhere to the name protocol for staff
- Adhere to the school's Health & Safety Policy, Safeguarding Policy, Data Protection Policy, Code of conduct regulations and ICT Acceptable Use (where appropriate).
- Read and work within the Keeping Pupils Safe in Education Part 1
- Work under the supervision and direction of staff.

- Be role models for the children they work with e.g. please think about the language and gestures used.
- Wear appropriate, smart but casual dress in line with the schools Dress Code.
- Refer any behavioural or safeguarding concerns to the class teacher and not to attempt to deal with any such issues themselves.
- Use the staffroom but be reminded of school policies as stated above.
- Advise school as soon as possible when it is not possible to attend.
- Be familiar with school evacuation procedure and follow staff instruction.
- Annually disclose any information of a criminal nature.

### **Safeguarding**

All volunteers working regularly in school must undertake a short safeguarding induction to include health and safety before commencing their voluntary role and abide by all safeguarding procedures and policies in school.

### **Security**

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

### **Complaints Procedure**

Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher (or a delegated staff member) for investigation. The Headteacher (or delegated staff member in her absence) reserves the right to take the following action:

- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated.
- Offer an alternative placement or activity for a volunteer.
- Inform the volunteer that the placement has been withdrawn

Agreed by governors on:

