



VOLUNTEER WORKING IN SCHOOL POLICY

The school's volunteer policy is part of the school's safeguarding systems.

Safeguarding

The Acorn Academy and this school are committed to safeguarding pupils, young people and vulnerable adults and expect its volunteers to share that commitment.

Vision for Volunteer Help

We want our school to be open and welcoming to all who would like to support the children. We would like to encourage parents/carers and other adults in our community to help the school in a variety of ways. We believe that parents, carers and community members can add enormous value to children's learning opportunities and experiences.

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The school therefore, welcomes and encourages volunteers from the local community.

Our volunteers include:

- Members of the Governing Body
- Parents/carers of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that volunteers 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
- Accompanying school visits

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, e.g. hearing pupils read, usually approaches the Class Teacher or Senior Teacher directly.

Deployment

Helpers will not usually be placed with children with whom they have family ties but this is not always possible especially within the smaller academy schools or larger schools which have extended families. If volunteers are working with children who form part of their family extra care over discretion and confidentiality are expected. Any volunteers who have a connection to families which then is seen to affect children within the school will have their role revisited.

Volunteers who wish to help frequently or intensively should complete the Volunteer Application Form

with their contact details, types of activities they would like to help with, and the times they are available to help.

Definition

Activity which is described as 'frequent' or 'intensive' covers the meaning given in the Safeguarding Vulnerable Groups Act 2006 and then reviewed in 2010.

- 'frequent' – once a week or more often on an ongoing basis.
- 'intensive' – four, or more, occasions in a month, or overnight (between 2am –6am).

Process for recruiting Volunteer who will be working frequently or intensively

- The candidate/s attends the school for an informal discussion to ensure the applicant is suitable for the role and to collect a volunteer application form.
- Once this is returned and references checked an enhanced DBS check is undertaken
- If found to be suitable the volunteer will be then be interviewed by the Senior Teacher.
- Induction - school policies and documentation explained and issued and their role is explained.
- Volunteer DBS records to be kept in the single central record.
- Volunteers who wish to work more than one day per week will complete the same process but school governors will be informed of this application. The Senior teacher will send an email to briefly explain how they wish to support the school and a brief explanation of their role.

The school will always seek DBS clearance for a volunteer before they are left unsupervised with any pupils. This is not required where a volunteer is engaged in a 'one-off' activity i.e. accompanying a trip.

Before starting to help in a school, a volunteer should complete the Volunteer Agreement (Appendix 1), which sets out the school's expectations of its volunteer and to confirm they have received a copy of this Agreement.

Our School Aims

All adults / young people who work in our school, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our school aims and educational purpose.

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/carers of the child/persons.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents/carers of a child if they hear about such issues through a third party rather than directly from the school. Volunteers should ensure they do not discuss their work in school with anyone other than school staff.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Head of School or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

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 supervisor 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.

Health & Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate 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/Head of School.

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 1)
- All of our volunteers must have been cleared by the Disclosure and Barring Service (DBS).
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff, must not be responsible for children without a member of staff present.
- Any concerns a volunteer has, about child protection issues, should be referred to the designated supervisor or Head of School.

Complaints

Any complaints made about a volunteer will be referred to the Senior teacher or appropriate member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way. School has a complaints policy which will be followed.

The Senior teacher or designated member of staff reserves the right to take the following action separate too the complaints policy.

- 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
- Provide the volunteer with a copy of the school's full Complaints Procedure

Monitoring and Review

This policy will be approved by the Governing Body and will be regularly reviewed and updated.

January 2016

APPENDIX 1

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at St. Andrew's Primary Academy Chardstock.

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. You will receive a copy of it for your records.

St. Andrew's Primary Academy Chardstock Volunteer Agreement

Introduction

This agreement reflects relevant legislation, expectations and principles for employees, and reflects the requirement that only the highest standards of probity and integrity are expected. The code sets out the minimum standards that should apply, and is not exhaustive. Inevitably, some issues affect some staff groups more than others and a 'common sense approach' should be employed to the application of this to different roles however, all volunteers are covered by this code.

1. General Requirements

As a Volunteer of the school, you must:

- Be punctual in time keeping;
- Be honest and trustworthy;
- Follow Health and Safety procedures;
- Take care of yourself, your colleagues and others whilst at the school;
- Display commitment to the aims, vision and mission statements of the school, conducting yourself in a manner consistent with these statements at all times;
- Conduct your work in a co-operative manner;
- Obey reasonable instructions from members of Staff ensuring that at no time do you knowingly undermine the leadership, management, or smooth running of the school;
- Accept and adhere to school policies and procedures, carrying them out as fully as possible;
- Take care of school property, making careful and best use of all resources provided;
- Undertake your duties and responsibilities effectively, efficiently and diligently;
- Show respect for all people within the school at all times – for children, their families, for colleagues, for members of the wider community, for employees from other agencies – within the course of your duties, by being polite and courteous to and about others;
- Respect the rights of individuals to hold religious or political beliefs, or sexual orientation, different to your own;
- Maintain appropriate levels of confidentiality at all times;
- Follow appropriate lines of communication for concerns or complaints;
- Disclose as required on appointment, or at any time, any civil, criminal charges or convictions;
- Not misrepresent professional qualifications;
- Represent the school positively at all times;
- Dress in a manner that is appropriate to your role in the school;

2. With Children

- Remember that the emotional, physical, intellectual and moral welfare of the children is the prime purpose and first concern of our school;
- Behave with compassion and impartiality;
- Be sensitive in expressing criticism of children and avoid hurtful comments of a personal nature;
- Do nothing to abuse, exploit or undermine the staff/pupil relationship, which is based on trust;

3. With Parents/Carers

- To only discuss a child with a parent/carer with the express permission of the HeadTeacher.

4. With Colleagues

- Exercise the duty of care to all colleagues – for their physical and emotional health and well being;
- Acknowledge the various roles and responsibilities that colleagues have within school;
- Respect colleagues, particularly when making any assessments or observations of their work, making objective judgements, comments, observations or assessments at all times;
- Not denigrate a colleague in the presence of others;
- Exercise maximum frankness and good faith in all matters relating to appointments to posts;
- Give accurate references that are fair, truthful and objective, if requested.

5. With the Wider Community

- Promote a good working relationship with parents/carers, governors and other representatives of the local community, in order to create a clear understanding by them of the vision, mission statement and aims of the school;
- Be aware of the involvement of the community in the life of the school and understand its unique social, economic and cultural position;
- Recognise the need of the community to use the school facilities, subject to the requirements of the school.

6. Social Networking Sites

Use of social networking sites should be undertaken with due care and attention. In particular, use of such sites should not involve communication regarding your employment at this school or any activities which may bring the school into disrepute and / or may question your suitability to work with children.

I have read and understood the school's Code of Conduct and will adhere to this code.

Name: _____ Signed: _____

Date: _____