

# Volunteers

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children. We welcome and encourage volunteers from the local community. A volunteer is an unpaid adult who provides support to our school.

Our volunteers include:

- Members of the governing body
- Parents/Carers of pupils
- University students
- Ex members of staff
- Local residents

The types of activities that volunteers are engaged in might include:

- Hearing children read
- Working with small groups of children
- Working with individual children
- Undertaking arts and craft activities with children
- Supporting teachers to run after school clubs
- Working with children on the computer
- Accompanying school visits

(please note that this list is not exhaustive).

## **Becoming a volunteer**

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should approach the School Office.

Before starting in school and to ensure the safety of our pupils at all times, all volunteers will be required to have a DBS (Disclosure Barring Service) check. We are unable to have any volunteer in school unless they have been cleared by the Criminal Records Bureau and show their certificate in school. The number of this certificate will be recorded.

Volunteers will also be required to:

- Read the School's Child Protection Policy
- Read part one of latest update of Keeping Children Safe in Education
- Read the School's Student and Volunteer Handbook
- Read the Staff Code of Conduct Policy
- Sign the Rehabilitation of Offenders Act 1974 form
- Sign the Childcare Disqualification Declaration form
- Sign the School's Child Protection Declaration
- Sign the Volunteer Agreement

- Sign the Offsite Volunteer Agreement
- Supply referees for the school to request references

### **Confidentiality**

Volunteers in school are bound by our Confidentiality Policy. All staff members, voluntary helpers and visitors should be aware that information relating to individual children, families or members of staff is totally confidential. Whilst in school volunteers may hear conversations which are of a confidential nature. These cover aspects such as children's academic progress, misbehaviour, or home circumstances. All information relating to individual children and staff is totally confidential and volunteers must respect this.

### **Issues affecting children:**

Any concerns that volunteers have about the children they work with/ come into contact with should be shared with the class teacher and NOT with the parents of the child or any persons outside school. These comments, particularly if taken out of context can cause distress to the parents of the child if not heard directly from the school. A situation may arise in school, where the duty to the child is greater than that to the parent.

### **Issues affecting adults in school:**

All adults in our school can expect their personal and health issues to remain confidential unless:

- it impinges on their terms of contract;
- it endangers pupils or other members of staff;
- there is a legal obligation to disclose such information;
- it is necessary for legal proceedings;
- despite the duty of confidence the staff member's interest or the wider public interest justifies disclosure.

Volunteers who are concerned about what another adult in the school does or says should raise the matter with the Headteacher or Deputy Headteacher.

### **Child Protection**

If a child discloses something, this information should be shared promptly with the child's teacher, headteacher or deputy headteacher. The headteacher and deputy headteacher are the DSLs (Designated Safeguarding Leads) for our school. We cannot offer unconditional confidentiality when a child discloses something, however, reassurance can be given that the best interests of the child will be maintained.

### **Supervision**

All volunteers work under the supervision of the class teacher to which they are assigned. Although teachers retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further

advice/ guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

### **Health and Safety**

The school has a health and safety policy which is available on request. Class teachers should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher, deputy headteacher or headteacher.

### **Complaints Procedure**

Any complaints made about a volunteer or by a volunteer will be referred to the headteacher/ deputy headteacher for investigation.

The school has the right to take the following actions:

- Speak with the volunteer about a breach in the volunteer agreement
- Offer an alternative placement for a volunteer
- Inform the volunteer that they are no longer required to help in school

This policy will be reviewed bi-annually or in the light of new guidance from either the DfE or the LA.