

Volunteer Policy

Freegrounds Junior School



Date of last review: January 2023

Date of next review: September 2023

Date approved: January 2023

Approved by: Working Policy Group

Introduction and aims

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children. A volunteer is an unpaid adult who provides support to our schools. We welcome and encourage volunteers from the local community. Our volunteers, mainly but not exclusively parents, are an essential element in our work. As such, their use must be carefully considered and planned for.

Our volunteers include:

- Members of the governing body
- Parents of pupils
- University students
- Ex members of staff
- Local residents
- Trainee teachers

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
- Accompanying school visits

1. **Volunteers must be vetted.** All volunteers will have to agree to a check of their background to ensure there is no reason why they should not have access to children. A secure record of the DSB checks will be kept in the school office.
2. **Safeguarding training.** All volunteers must attend the school 'raising awareness' safeguarding training as part of their induction to ensure they are aware of the school's safeguarding duties, how to spot signs and symptoms of abuse, how to report it, and safer working practices. All volunteers must read the school's *Safeguarding Policy and part 1 of Keeping Children Safe in Education*. Volunteers must also sign to say they have read and understood the code of conduct. Volunteers are given clear guidance on safeguarding children, child protection, and their conduct whilst in school. No voluntary helper should ever be left in a vulnerable position, i.e. never with a child in a place/situation where they cannot be observed.

3. Child Protection If a child discloses something, this information must be shared promptly with the child's teacher or the Designated Safeguarding Lead (DSL) which is the Headteacher *Ryan O'Hearn* or the deputy DSL's *Sarah Robinson, Vicky Davies* or *Michelle Brightwell*. 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.

4. Guidance

Volunteers should not be asked to tackle tasks beyond their scope. Advice and support should be offered to enable the volunteer to feel comfortable with the tasks. Teachers should always explain the learning objectives and expected outcomes of the children so that helpers feel confident about what they are doing. Volunteers may be asked to work with an individual class or across a year group. Parent volunteers will not be asked to work in their own child's class, as this can prove distracting for the child.

Each day before reporting to class, volunteers should sign in at the school office and obtain a visitor's sticker and visitor lanyard. This is a sign of visitor recognition that must be worn at all times. When leaving the school, volunteers must ensure they sign out and hand back their lanyard.

In the staffroom are the staff toilets as well as tea/coffee making facilities. Any hot drinks removed from the staffroom must be in a lidded cup. Volunteers can access the staffroom outside of break and lunchtimes

5. Confidentiality

Volunteers are asked to treat any information, views or opinions they have received whilst in school **as 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.

6. Supervision of Volunteers

During a visit to the School each volunteer should be designated to a specific member of staff to whom he or she will be directly responsible. Whilst there should be no significant addition to the workload of the staff member taking responsibility for the volunteer, it would be expected that time is taken to ensure the volunteer is comfortable with the induction that they have received and the nature of their role as a volunteer.

A member of the Senior Leadership Team will be responsible for each volunteer's induction.

7. School Protocols

The school has a health and safety policy, which will be shared during induction. 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). As part of their induction to life at the School, volunteers should also be provided with basic information such as a plan of the school and details of those facilities available to them eg. staff room, toilets etc.

8. Complaints Procedure Any complaints made about a volunteer or by a volunteer will be referred to the Headteacher for investigation. The school has the right to take the following actions:

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

The following policies will be shared with volunteers, which they must sign to say that they have read and understood:

- **KCSIE Part 1**
- **Child protection Policy**
- **Safeguarding Policy**
- **Code of Conduct Policy**
- **Health and Safety Policy**

The protocol for admitting volunteers into the school is below

Volunteer Declaration

I have read and understood the volunteer policy and code of conduct

I have read and understood the Safeguarding and Child Protection
Policy.

I have read part 1 of Keeping Children Safe in Education.

I have read and understood the Health and Safety policy.

I agree to let the school know if I receive a caution, any criminal or civil charge or I am under investigation/
assessment from a children's service (e.g. from Social Services).

Name:

Signature:

Date:

Volunteer protocol/tick list school

1. Volunteer contacts school to request volunteering role.
2. Volunteer brings in ID and proof of address for DBS check.
3. DBS:
 - a. started,
 - b. issued
 - c. and added to Single Central Record
4. Volunteer invited to Safeguarding training.
5. Volunteer attended Safeguarding training and recorded on Single Central Record.
6. The following policies have been issued: Safeguarding and Child Protection, KCSIE, Volunteer, Code of Conduct, Health and Safety.
7. Policies read and declaration returned (as part of Volunteer policy) and added to Single Central Record.