

PROMOTING POSITIVE OPPORTUNITIES FOR ALL

***BRIGHSTONE C.E.  
PRIMARY SCHOOL***



**Volunteers and Visitors in  
School Policy**

**Date Agreed:** July 2016

**Review Date:** July 2019

**Signed:** \_\_\_\_\_ **Mrs D Nicholson**  
**Chair of the Board of Governors**

# BRIGHSTONE CE AIDED PRIMARY SCHOOL Volunteers in School Policy

## Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	12 July 2016	DBS	FGB	New policy

*All the governors and staff at Brighstone CE Aided Primary School are committed to sharing a common objective to help keep the children and staff of the school safe. We ensure that consistent effective safeguarding procedures are in place in order to support the families, children and staff of the school. This policy is inclusive of this commitment.*

- Appendix 1** Guidelines for Volunteers in School
- Appendix 2** Application form
- Appendix 3** Off-Site Visits Volunteer Agreement

### Guidelines for Volunteers in School

- Map of school including adult toilets
- Ways to contact the school (e.g. if can't come in)
- Timing of school day
- Names of teachers and classes
- Ethos and values
- Brief notes on: behaviour/confidentiality/safeguarding/health and safety.

### Aims

At Brighstone we are extremely fortunate to have a number of volunteers who bring with them skills and experiences that enhance the learning opportunities, achievement and enjoyment of children at the school.

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers in school.

### Our volunteers include:

- Parents and other relatives of our pupils
- Members of the Governing Body
- Ex-pupils
- Students on work experience
- Retired teachers
- Local residents.

### The types of volunteer activities that help us, include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Art and craft activities
- Running or supporting after-school clubs, e.g. gardening, football

- Working with children on the computers
- Accompanying school visits
- Social activities such as running a disco
- Fund raising activities such as running a cake stall or Summer Fair

### **Who benefits and how?**

**The children** – gain a wider experience and view of the world, have an audience for their work, more individual attention and can gain in self-confidence and self-esteem;

**The volunteer** – a sense of achievement and personal satisfaction in helping children learn, being an audience for children's achievements and learning new knowledge and skills themselves;

**The teaching staff** – have greater opportunity to focus on and work with other children, have someone to celebrate the achievements of their children with and can see the class through another's eyes.

### **Support for volunteers**

While many volunteers are happy to work alongside a particular teacher and his/her class without any formal induction, it can be helpful to know what any school expects of volunteers. To help with this we provide this *Volunteers in School Policy* which includes useful guidance and an application form.

### **Expectations**

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

In turn the school expects all volunteers to:

- Adhere to the Volunteers in School Policy
- Adhere to the school's Health & Safety Policy, Safeguarding Policy, Data Protection Policy, Confidentiality Policy and ICT Acceptable Use (where appropriate).
- Work under the supervision and direction of staff
- Be role models for the children they work with
- Wear appropriate, smart but casual dress
- 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 not able to attend
- Be familiar with school evacuation procedure and follow staff instruction.

### **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 school office, Headteacher or class teacher directly.

Volunteers 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. This should be completed and returned with the necessary original Identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check if required.

The Headteacher (or staff member with delegated responsibility) will meet with the potential volunteer and an appropriate placement will be agreed. This will be in a class which has no family connection to the applicant.

An entry will be made on the school's **Safeguarding 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.

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. The student will be expected to sign a confidentiality agreement 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 *Volunteers in School Policy*. Volunteers should also have access to the following policies which are all available from the school's website:

- Health and Safety Policy
- Data Protection Policy
- Safeguarding & Child Protection Policy
- Safeguarding Guidance
- Single Equalities Policy
- Behaviour Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary).

### **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 of the child/persons.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult needs to 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 DT equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Headteacher. Volunteers are covered by Health & Safety Statement and indemnity and Public Liability Insurance.

## **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
- All of our frequent volunteers must have been cleared by the Criminal Records Bureau (CRB). A DRB Disclosure will be issued to the individual to present to the designated member of staff in school. 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 read and sign our Off-Site Visit Agreement (Appendix 3). Any concerns a volunteer has, about child protection issues, should be referred to the designated supervisor or Head Teacher.

## **Security**

All volunteers will need to sign in and out using the Visitors' Book in the school office and wear a visitor badge while they are in school.

## **Parking**

There is no parking space available for volunteers.

## **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 according to the school's Complaints Policy. 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 and provide the volunteer with a copy of the school's full Complaints Procedure.

## **Monitoring and Review**

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

## **Appendix 1**

### **Guidelines for Volunteers in School**

The staff at Brighstone very much value the support parents and the community give in so many ways. Without this help, we would not be able to provide such a range of activities. Whether you come in regularly to support an aspect of children's learning, accompany children to swimming or support annual events such as the Carol Service or Summer Sizzler, we wish to express our thanks.

The information below outlines your role and responsibilities and includes important information. Please sign below to confirm that you have read and will comply with the requirements.

On arrival at school, please sign the visitors' book in the school office. You will be given a badge to wear.

We expect all adults in school, whether they are employed or work in a voluntary capacity, to respect the confidentiality of the work in school. Children can often be very open. Please treat anything you see or hear in confidence. If asked by parents for information, please ask them to directly contact the class teacher, or the Headteacher. If you see or hear anything that concerns you, please report it directly to the class teacher, or to the Headteacher.

The Headteacher is the designated Child Protection Officer for the school. If a child discloses anything that gives you cause for concern, please report it to her, or the deputy headteacher.

You should be provided with a copy of Part 1, Keeping Children Safe in Education which you are required to read and sign.

You should be provided with a Code of Conduct prior to volunteering, please familiarise yourself with these guidelines and ask if you do not have access to a copy.

Although the children may know you by your first name, in school you will be referred to by your title e.g. Mrs Brown. You will work under the direction of the class teacher, but please do ask for advice if you are unsure what to do or where to find equipment.

If any child is discourteous, please refer him / her to the class teacher.

All regular volunteers are required to undergo a DBS clearance on an annual basis. This will normally be each September.

Fire regulations are on display in each designated area of the school.

There is copy of the school's Health and Safety Policy in the Office and on the school website. Please familiarise yourself with the regulations.

The school operates a no smoking policy. If you take part in a school visit or a residential course you are also requested not to smoke.

For your own safety, please put a pin number on your mobile phone. Please refrain from using mobile phones in front of the children.

We appreciate all feedback regarding your experience as a volunteer, particularly any improvements we could make to your experience, or anything that works especially well.

The school also has a Complaints Procedure on the school website.



## **Appendix 3**

### **Off-Site Visits Volunteer Agreement**

School trips are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school trip.

Please read and return this. This is part of our school's risk assessment planning and safeguarding arrangements.

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

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip
- To stay with your allocated group of pupils, ensuring that their wellbeing 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. We all go as ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour

#### **Working alongside school staff**

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff
- 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 the areas of interest
- Follow guidance from the school staff

#### **What is not permitted**

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties
- Volunteer helpers are not permitted to take photographs of pupils
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets – before, during or after the school trip.

I have read this *Off-Site Visits Volunteer Agreement and* agree to its terms:

Signature:

Full name: