

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



## **Volunteers in School Policy**

**Date Agreed:** September 2022

**Review Date:** September 2024

# 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 |
| 2            | Sep 2022     | MJ&RL       | SF / FBG | Updated    |

**Appendix 1** Guidelines for Volunteers in School

**Appendix 2** Application form

**Appendix 3** Off-Site Visits Volunteer Agreement

## Aims

At Brighstone, we welcome all who would like to support our children. 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. Our overriding priority is for the safety and security of the children in our care. This policy is to ensure that the children benefit from as much help and support as necessary whilst being safe.

This policy aims:

- To provide clear expectations, induction and guidelines for working in school.
- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.

This policy is for any volunteers who take part in regulated activity with children. For those who do not have a DBS check, they will be accompanied at all times by a member of staff, and it is advised that they also read this policy.

The information in this policy outlines volunteers' role and responsibilities and includes important information.

Volunteers are:

- Family members or other adults working alongside the teachers
- Students on work experience
- Members of the Brighstone School Association
- Members of the church community, including SWAY and the vicar
- Members of the governing body
- Ex-pupils

Volunteers support the school in a number of ways:

- Supporting individual children within classrooms
- Hearing children read – positive encouragement and support
- Helping with supervision of children on school visits, including swimming
- Helping with group work
- Helping with art or other practical subjects (cooking etc.)

- Running or supporting after-school clubs, e.g. gardening, football
- Working alongside individual children
- Social activities such as running a disco
- Fund raising activities such as running a cake stall or Summer Fair

Volunteer helpers are not allowed to do the following activities:

- Take responsibility for all or some of the class
- Change the clothing of children or supervise them changing
- Supervise children engaged in PE or other specialist activities
- Take the children off the school site without a teacher in charge

The responsibility for the health and welfare of the children remains with the class teacher at all times.

#### **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 initial meeting is set up with a member of the Senior Leadership Team (SLT).

#### **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 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 and Child Protection Policy, Data Protection Policy, Promoting Positive Behaviour Policy and E-Safety Policy (where appropriate)
- Work under the supervision and direction of staff
- Be role models for the children they work with
- Wear appropriate, smart casual dress
- Refer any behavioural or safeguarding concerns to the class teacher or the Designated Safeguarding Lead (Melissa Jones) or Headteacher (Rebecca Lennon) 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
- Not use their mobile phone while in the company of children
- Not use personal devices to take photographs of pupils
- Ensure that they do not use offensive language
- Be referred to by their title and surname; e.g. Mrs Brown.

- Refer a child to the class teacher if they are being discourteous or not following your instructions
- Not smoke on the school premises or when accompanying the children on a school trip
- Not share confidential information about the school on their personal social media, including children's or staff member's names

### **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 will then have an initial meeting with a member of the SLT who will take 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.

Following the initial meeting and necessary checks, an appropriate placement will be agreed. Wherever possible, this will be in a class which has no family connection to the applicant.

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

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 wherever possible.
- 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 and that a member of staff is present at all times.

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
- Single Equalities Policy
- Promoting Positive Behaviour Policy
- E-Safety Policy

### **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 direction of the headteacher or class teacher. 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.

### **Off-Site Visits**

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.

#### **Role of the Volunteer Helper on School Trips**

- To be responsible for, 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
- 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
- Comply with all of the above whilst being under the direct supervision of 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 on their personal devices
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets – before, during or after the school trip.

### **Health and Safety**

The school has a Health and 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.

### **Safeguarding**

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 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, as they will be supervised at all times. 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 safeguarding issues, should be referred to the DSL or Headteacher.

### **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. If they are DBS checked, they are issued with a green lanyard. If a DBS check has not been carried out, or is in the process of being carried out, an orange lanyard is issued, and they are supervised at all times. If a volunteer with an orange lanyard is seen on the school site without a member of staff, they are immediately accompanied to the school office.

### **Parking**

There is parking available in Warnes Lane car park at the rear of the school.

### **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, which is available on our school website.

### **Monitoring and Review**

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

We appreciate all feedback regarding volunteers' experiences in school, particularly any improvements we could make to your experience or anything that works especially well.

## **Volunteers in School Policy** **Declaration**

Please sign this form to confirm that you have read this policy and accompanying policies and will comply with the requirements.

Name:

I have:

- received and read the Volunteers in School Policy and accompanying policies.
- provided ID documents and information to facilitate my DBS check.
- had a discussion with the headteacher or member of the Senior Leadership Team about my reasons for volunteering and I have had an induction.

Signed:

Print name:

Date: