

## Beverley St Nicholas Community Primary School

### Volunteers in School Policy –reviewed December 2019

#### **Introduction**

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. Beverley St Nicholas Community Primary School welcomes and encourages volunteers from the local community.

Our volunteers may include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- Ex-members of staff
- Local residents
- Friends of the school

The recruitment of new volunteers can take up to half a term (subject to a satisfactory DBS) and intake of new volunteers will be dependent on the candidate and available spaces within school. The smooth running of Beverley St Nicholas Community Primary School will always be a priority. The Senior Management Team maintains the right to refuse volunteers and also terminate placements.

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, as an additional tutor
- 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 Senior Leadership Team. It is the schools decision to take on volunteers and this will depend on the time of year, the number of volunteers we already have in school and the potential impact on the children. Volunteers should complete the Volunteer Application Form (appendix 1) with a covering letter requesting interest. (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

#### **Child Protection and Safeguarding**

Safeguarding is our priority and we follow the safer recruitment guidelines to ensure that we are school are committed to safeguarding pupils, young people and vulnerable adults and expects its

volunteers to share that commitment. A list of volunteers will be kept in the main admin office- this will be kept up to date and the responsibility of the School Business Manager (who may delegate this to the admin team).

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 2)
- All of our frequent volunteers must have been cleared by the Disclosure and Barring Service (DBS).
- Volunteers agree to the visitors code of practice daily when they sign the visitors book at reception

### **On-line Safety**

Online Safety relates to the teaching and learning of technology and through technology in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM), viruses and spam. Volunteers, like staff are expected to follow the Online Safety Policy which is available from the main office or the school website.

Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in school during class time. Staff may not make or receive calls during teaching time. Use of phones or phone watches must be limited to non-contact time when no children present. Staff should keep devices out of sight in lockers, desks or cupboards when on school property. Staff must only use school owned devices for capturing, recording and storing data or photos of children.

### **Process for recruiting Volunteer**

A) Volunteers will be directed to the school office and will be given the volunteer policy. They will be asked to complete Appendix 1 and return.

B) The SLT will Identify the need and role for volunteers

C) The prospective volunteer/s attend the school for an informal discussion to ensure that s/he is suitable for the role

D) Enhanced DBS check undertaken

E) The volunteer will be made aware of the role and responsibilities they will be undertaking

F) Induction- school and corporate policies and documentation explained and issued. These to include Health and Safety, Behaviour Management Policies, Safeguarding and Whistleblowing Policy

Before starting to help in a school, a volunteer should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of its volunteers and to confirm they have received a

copy of this Agreement. The school will seek DBS clearance for a volunteer before they come into school, to make an informed decision when accepting volunteers to work with children. This is not required where a volunteer is engaged in a 'one-off' activity.

### **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 a member of the Senior Leadership Team 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 Head teacher. Any information gained at the school about a child or adult should remain confidential.

### **Supervision**

All volunteers work under the supervision of a 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 pupils understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their class teacher.

### **Health and Safety**

The school has a Health & Safety Policy and this is made available to volunteers working in the school. The School Business Manager will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and the class teacher about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying pupils on visits).

**APPENDIX 1**

**VOLUNTEER APPLICATION FORM –FOR NEW VOLUNTEER**

Name of Volunteer: .....

Address: .....  
.....

Home phone number: ..... Mobile: .....

What activities/areas of the school’s work would you like to help with?

Are there any particular age groups/classes you would like to work with?

Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School? (Please give details)

Do you have any links with the school? If yes, please give details.

Thank you for taking time to complete this Volunteer Application Form Please hand it to the School Office, marked for the attention of the Head teacher. Your offer of help is greatly appreciated and we will be in touch as soon as possible.

## **APPENDIX 2**

### **VOLUNTEER AGREEMENT**

Thank you for offering your services as a volunteer at school.

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.

- I will follow the Child Protection and Safeguarding Policy
- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Aims
- I will follow the School's Code of Conduct
- I agree to treat information obtained from being a Volunteer in School as Strictly Confidential
- I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken • If you already have a DBS Certificate, please hand it to the school, the number will be recorded and checks made with the issuing body. A new enhanced DBS check must be undertaken.
- I have been made aware of who is my designated class teacher
- I agree to follow the Online Safety Policy

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_