

# SHANKLEA PRIMARY SCHOOL

## Volunteer Policy

Policy Control Details			
Date policy approved:	September 2020		
Prepared by:	Helen Brown	Signature	Date
Approved for issue by:	Gareth Pearson	Signature	Date
Review period:	1 year		
Review required by:	September 2021		
Responsibility for review:	Performance Improvement Committee		

## **Shanklea Primary School: Volunteer Policy**

The school's volunteer policy is part of the school's safeguarding system and policy.

### **INTRODUCTION**

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Board of Governors therefore, 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 and intake of new volunteers will be dependent on the candidate and available spaces within school. The smooth running of Shanklea Primary School for its pupils will always be a priority. Senior Management 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 additional support
- Accompanying school visits

### **Our School Aims**

All adults/Young People who work in our school, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our school aims and educational purpose, as identified below.

### **Our School Vision:**

At Shanklea Primary School we are committed to working together to provide an inspirational and exciting learning environment where all children can develop an enthusiasm for life-long learning.

We believe that children should feel happy, safe and valued so that they gain a respectful, caring attitude towards each other and the environment both locally and globally.

- The school is driven by a strong sense of equality and entitlement.
- Its core purpose is to give children aspirations, ambition and life chances - nothing is more important.
- The quality of the day to day teaching and learning gives the children life chances they rightly deserve.
- All staff are dedicated to making sure these aims are met.

### **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 Class Teacher, Head Teacher or senior member of staff directly. It is the school's 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. Applicants are expected to provide 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 safer recruitment guidelines to ensure that we are safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment. The process of recruitment of volunteers mirrors the safer recruitment of paid staff to ensure the most suitable adults for our school. 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.

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). A DBS Disclosure will be issued to the individual to present to the designated member of staff in school.
- Volunteers have a clear job description (Appendix 4) and their supervisors will address any concerns in their work
- Volunteers agree to the visitors code of practice daily when they sign the visitors book at reception

### **Online 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. Volunteers, like staff are expected to follow the E-safety Policy (available on the school website) which they will be provided with along with a copy of the school Social Media Policy on their first day.

Personal devices including mobile phones must be handed in upon arrival at the school office. Staff and volunteers 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. Volunteers must only use school owned devices for capturing, recording and storing data or photos of children.

### **Frequent or Intensive Volunteers**

Activity which is described as 'frequent' or 'intensive' covers the meaning given in the Safeguarding Vulnerable Groups Act 2006.

'Frequent'—once a week or more often on an ongoing basis; and 'Intensive'— three or more occasions in a 30 day period.

Volunteers who are frequent or intensive need a DBS. If a volunteer does not have a DBS they should not under any circumstances be left with a child alone.

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).

### **Volunteers for school visits**

School visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. The class teacher or staff member leading the visit will brief the volunteer regarding the risk assessment, daily schedule and any other important pieces of information. The visit lead, who will be a staff member, has ultimate responsibility for the pupils. Pupils should never be left with a volunteer unsupervised. The off-site visits volunteer agreement form is included in Appendix 3.

### **Process for recruiting a volunteer who will be working frequently or intensively**

1. Volunteers will be directed to the school office and will be given the volunteer policy. They will be asked to complete Appendix 1 with a supporting covering letter and return.
2. References will be requested
3. A responsible officer will identify the need and role for volunteers
4. Candidates will be attracted via the school's communications systems, primarily newsletter or text messages
5. The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
6. Enhanced DBS check undertaken

7. The volunteer will be made aware of the role and responsibilities they will be undertaking
8. Two references should be sought where the volunteer arrangement will continue on a regular basis.
9. Induction- school and corporate policies and documentation explained and issued. These to include Health and Safety, Behaviour Management Policies and Whistleblowing Policy
10. Volunteer records to be kept in a central place within the school

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.

### **Work Experience/ Placement Students**

Shanklea Primary School has long standing relationships with various local secondary schools, colleges and universities. We are happy to take students on placement if we have suitable experiences available based on the smooth running of our school. Secondary schools, colleges and universities wanting students to be placed with us need to formally make contact with the Head Teacher or Deputy Head Teachers outlining the aims of the placement and duration.

If the placement is as part of a teaching course (BA/ Bed. or PGCE) the Deputy Head Teachers will deal with further correspondents/ details. If the placement is just for work experiences purposes the school/ college is asked to provide the reference for the student and the student is requested to complete the volunteer's paperwork. Shanklea Primary School retains the authority to refuse or terminate a placement to ensure the smooth running of our school.

### **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 Head teacher or appropriate senior member of staff. Any information gained at the school about a child or adult should 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

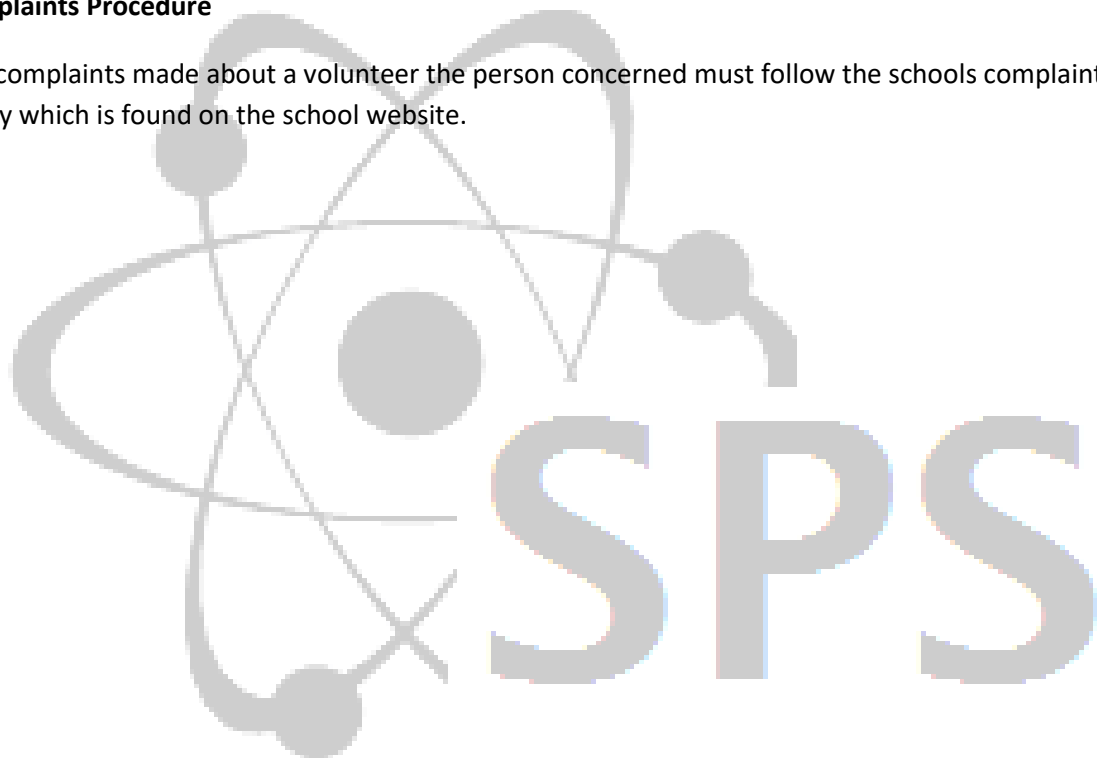
regarding the pupils understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

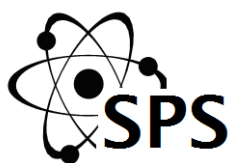
### **Health and Safety**

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 D T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/School Business Manager. Volunteers are covered by NCC Health & Safety Statement and indemnity and Public Liability Insurance.

### **Complaints Procedure**

Any complaints made about a volunteer the person concerned must follow the schools complaints policy which is found on the school website.





## APPENDIX 1 VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER

Name of Volunteer: .....

Date of Birth: .....

Address: .....

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Home phone: ..... 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?

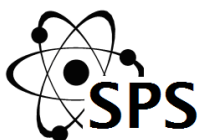
Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School? (Please give details)

Please provide details of two people who can provide professional references for you: (If this is a work experience placement from a secondary school you only need to provide one reference from the school that you attend)

Name:	Name:
Address:	Address:
Phone Number:	Phone Number

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.

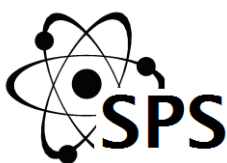
Please read and sign this Volunteer Agreement Sheet and hand it in at school. You will receive a copy of it for your records.

- I will follow the Shanklea Child Protection and Safeguarding Policies
- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Aims
- I will follow the Visitors 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 supervisor e.g. Class Teacher, Year Teacher, Head of Department
- I agree to follow the E-safety Policy

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

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





### **APPENDIX 3 Off-Site Visits Volunteer Agreement**

School visits 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 visits.

Please read and return this form, and sign and return the helper's slip. This is part of our school's risk assessment planning and safeguarding.

#### **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.
- To follow the schools E-Safety policy on the use of mobile phone procedures.

#### **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

### **First Aid**

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless you are the Parent/ Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid boxes will be carried by staff.

### **Emergencies**

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

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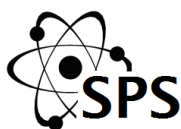
### **APPENDIX 3 Off-Site Visits Volunteer Agreement**

Please return this slip to school as soon as possible

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

- I have read the Volunteer Policy
- I agree to the terms and conditions as stated in the policy
- I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.
- I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

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



## **Appendix 4 SHANKLEA PRIMARY SCHOOL**

### **Volunteer Teaching Assistant Job Specification**

PERSON REPORTS TO: Member of school management or class teachers

**PURPOSE OF JOB:** To support the education and welfare of pupils as directed by class teachers, having due regard to the school's aims, objectives, schemes of work and policies, and relevant national requirements. To share in the corporate responsibility for the well-being and discipline of all pupils.

#### **EQUAL OPPORTUNITIES:**

Shanklea Primary School has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

#### **DUTIES AND RESPONSIBILITIES**

1. To take every opportunity to develop pupils' language, reading, numeracy and related skills as directed by class teachers.
2. To assist in monitoring and recording the progress of individual pupils in accordance with school procedures, and reporting to class teachers.
3. To give oral and written feedback to pupils on their attainment in order to promote further progress.
4. To work with teachers to identify and respond appropriately to pupils' individual needs, assisting pupils in areas of specific difficulty.
5. To assist the teacher in setting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these.
6. To help promote and reinforce pupils' self-esteem, encouraging inclusion of pupils with special educational needs.
7. To help create and maintain a purposeful, orderly and supportive environment for pupils' learning, ensuring that pupils are able to use equipment and materials provided.
8. In the presence of the teacher, present agreed learning tasks in a clear and stimulating manner to help maintain pupils' interest and motivation; to work with pupils individually and collectively by contributing to decisions about the most appropriate learning goals and strategies.
9. Outside the classroom, to work with groups of pupils. The number of pupils included will reflect the nature of the task, the pupils concerned, the location involved and the length of time to be supervised. At all times a named teacher will have ultimate responsibility and be available to be called to give support and take appropriate decisions. Volunteers will always be supervised.

10. To provide information that supports the preparation and review of Individual Education Plans and to action appropriate tasks from IEPs.
11. To use a range of supporting techniques, including computers and other resources, and consider in consultation with the teacher when and how to deploy them.
12. To produce and maintain classroom resources, displays and classroom layout in consultation with the teacher.
13. To help train pupils in the individual and collaborative study skills necessary for learning.
14. To work alongside other adults, including teachers, trainee teachers, and other support staff.
15. To supervise pupils during breaks and/or lunchtimes if required.
16. To maintain confidentiality at all times with regard to both supported pupils and the wider school.
17. Other appropriate duties relevant to the purpose of the post, as reasonably required by the teacher/head teacher.

### **Safeguarding**

Volunteers are required to undergo safeguarding training and have the same responsibility as staff in relation to child protection and safeguarding, this will be arranged on the first day as part of the **induction process**.

### **Visitors Code of Conduct**

All visitors and school volunteers must:

1. Everyone who is part of the school community must adhere to the Equalities Policy which is available on the web site or from the main office.
2. Use appropriate language and behaviour with children.
3. Please sign in and out of the premises and wear a visitors badge at all times.
4. Report any breakages or accidents to the main office.
5. If you feel any way uncomfortable about the behaviour of a child please discuss this with the child protection lead.
6. Seek permission to bring a vehicle on to the school premises from the main office before arrival the business manager/ assistant business manager will need to assess the risk.
7. Never give a pupil a lift in your vehicle unless you have appropriate insurance, parental consent and a member of staff present.
8. Mobile phones should be turned off when on site. In an emergency please use the phone in the main office.

9. All photography and filming within school is prohibited unless permission is granted from the Headteacher, Deputy or Child Protection Lead.
10. If a child attempts to make contact with you through a social networking site, screen print the page, inform the school immediately and do not respond.
11. All visitors should be aware that Sandringham has a Whistleblowing, Child Protection and Safeguarding, Online Policies- these are available on the school web site or at the main office.
12. Clothing should be respectful of pupils, staff and the working environment and community.
13. Professionals should bring photographic ID and proof of DBS, we request that all professionals make appointments so that their visit is organised and purposeful and does not interfere with the classroom learning.

**In signing the visitors' book you are agreeing to the above code of conduct.**

