



Community First Academy Trust

Platt Bridge Community School and Platt Bridge Start Well Family Centre Volunteer Policy 2019-20

Community First Academy Trust
Rivington Avenue, Platt Bridge, Wigan WN2 5NG
T. 01942 487973 | E. info@cfat.org.uk
www.cfat.org.uk

Date: March 2019
Planned Review Date: March 2020

VOLUNTEER WORKING IN SCHOOL POLICY

This volunteer policy is part of the trust's wider safeguarding systems and policies.

Introduction

Volunteers at our trust bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Board of Trustees therefore, welcomes and encourages volunteers from the local community.

Our volunteers may include:

- Members of the Local Academy Board
- Trainees on placement
- Parents of pupils
- Ex-pupils
- Students on work experience
- Ex-members of staff
- Local residents
- Friends of the school

The recruitment process for new volunteers can take up to half a term to implement and the placement will be dependent on the candidate's suitability and available spaces within the school or Start Well Family Centre. The smooth running of the Trust and the educational needs of our pupils will always be our priority.

Senior Management maintains the right to refuse volunteers and also terminate placements should it consider appropriate.

The types of activities that volunteers engage in, on behalf of the Trust, include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils to support the class teacher
- Accompanying classes on school visits
- Undertaking an unpaid placement with the school as part of a wider-qualification programme i.e. graduate teacher or college course
- Working and supporting the work of the Platt Bridge Start Well Family Centre

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, or supporting one of our start well family centre initiatives will usually approach the school office or nominated Start Well worker to make an initial expression of interest. The volunteer will be asked to complete the application form.

It will be the trust/school/startwell'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 expressing their interest with their contact details, types of activities they would like to help with and the days and times of availability.

Child Protection and Safeguarding

Safeguarding of our pupils, young people and vulnerable adults is our **priority** and we following strict safer recruitment processes.

The process and recruitment of volunteers mirrors the safer recruitment procedures in place for paid staff.

The School Operations and Facilities Manager is responsible for maintaining a list of all volunteers currently on placement.

To ensure the safety of our pupils:

- All volunteers are given a copy of this Volunteer Policy and asked to sign a Volunteer Agreement.
- All of our volunteers must have been cleared by the Disclosure and Barring Service (DBS) and recorded on the schools single central record.
- Volunteers agree to the visitor's code of practice daily when they sign the visitors book at reception. A copy is available on request.

On-line Safety

Online Safety relates to the teaching and learning 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. Martin Haskayne (Deputy Head) is the designated lead for Online Safety.

Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in school during class time. 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 are 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.

Frequent or Intensive Volunteers

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

Updated 15.3.19

'Frequent' once a week or more often on an ongoing basis; and 'Intensive'– three or more occasions in a 30-day period, or overnight (between 2am – 6am).

Volunteers who are frequent or intensive require a DBS. If a volunteer does not have a DBS they will not under any circumstances be granted a placement or left with a child alone.

Volunteers for one off school visits

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 but the volunteer would not in any circumstances be left alone with children.

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.

Process for recruiting Volunteers who will be working frequently or intensively

- 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 letter.
- Two references will be requested. In the event volunteers don't have a previous employment history references will be taken from health professionals or landlords.
- A nominated officer will review and attempt to identify a potential role for volunteers.
- If a role is identified the volunteer/s will attend school for an informal discussion to ensure the applicant is suitable for the role and suitable to work with children.
- Enhanced DBS check undertaken.
- The volunteer will be made aware of the role and responsibilities they will be undertaking.
- Induction school and corporate policies and documentation explained and issued. To include Health and Safety, Behaviour Management Policies and Whistleblowing Policy.
- Volunteer records will be kept in a secure central place within the school.

Before starting to help in the school or centre, 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 commence their placement. This is not required where a volunteer is engaged in a 'one-off' activity.

Work Experience/ Placement Students

Our school is willing to take students on placement if we have suitable availability. Secondary schools, colleges and universities wanting students to be placed with us need to formally make contact with the school office outlining the aims of the placement and duration.

If the placement is as part of a teaching course (BA/ Bed. or PGCE) the Head of School and Director of HR will normally deal with the enquiry. If the placement is just for work experience purposes the school / college is asked to provide the reference for the student and the student is requested to complete the volunteer's paperwork. We retain the authority to refuse or terminate a placement if the smooth running of the school or centre is at risk.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work/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

In School based placements; 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.

Within Start Well placements; all 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 technology equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the School Operations and Facilities Manager. Volunteers are covered by our Health & Safety Policies and the Public Liability Insurance certificate is displayed in the foyer and staffroom. If volunteers are working 'off site' on other premises additional Health and Safety inductions will be carried before any offsite placement commences. All accident whether on or off site will be records at the main base 'Platt Bridge'.

Complaints Procedure

All complaints relating to or by a volunteer should follow the Trust's Complaints Policy as published on the website.

Updated 15.3.19

Non Attendance

If volunteers are unable to attend their scheduled placement either through illness or other unforeseen circumstances they should inform the school or centre as early as possible so that alternative arrangements may be put in place.

Regular non-attendance may result in the placement being withdrawn.

Monitoring and Review

This policy has been approved by the trust Central Team and will be regularly reviewed and updated.

APPENDIX 1

VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER



Platt Bridge Community School and Start Well Family Centre Application for volunteer position

Name:		Previous surnames (if applicable):	
Date of birth:	Email:		
Ethnicity:		Home Language:	
Are you a lone parent? YES / NO			
Have you got any family members / relations in school?			
Are you in any training or other employment? (If yes please provide details)			
Current address:			
Contact Number:			
Previous address (if moved house in past 5 years):			
Next of kin:			
Relationship to volunteer:			
Phone number:			
Do you have a disability/any additional needs or medical condition we need to be aware of?			
Previous experience of any voluntary/paid employment or studies which may assist you in your volunteering role (if any):			
Please tell us why you wish to volunteer at Platt Bridge School and Children's Centre?			
What do you hope to gain from volunteering?			

Days and times available to volunteer each week:
<p>Please identify two referees (name and address) who will provide a reference as to your suitability to work with children. This does not have to be an employer it can be someone who knows you well and will provide a character reference.</p> <p>Referee 1:</p> <p>Referee 2:</p>

Platt Bridge Community School and Start Well Family Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Name of volunteer: _____

Date of application: _____

Day/time allocated	
Year group / Session / Activity	
DBS disclosure received	
Date of issue	
Disclosure no	
Name of signatory	
ID check	
References received	



[GDPR Privacy Statement](#)

Please be assured that any personal data processed and received through the completion of this volunteer application will be kept securely and processed in line with our privacy procedures.

All members of Community First Academy Trust are also reminded that they are required to take all reasonable steps to protect against any unauthorised or unlawful processing of Personal / Sensitive Data but also against any form of accidental loss, or destruction of, or damage to, personal data that might cause harm as a result from the unauthorised or unlawful processing or accidental occurring following any loss, sharing or disclosing of the information contained with the email below.

Employees must contact a member of the GDPR team before disclosing any form of sensitive or personal data of any kind to any third party in the absence of authority to do so.

Thank you for taking time to complete this Volunteer Application Form. Please hand it to the school office, marked for the attention of the Headteacher. 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 our school / centre.

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 return to the school office.

You will receive a copy of it for your records.

- I will follow the school's 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 visitors Code of Conduct
- I agree to treat information obtained from being a Volunteer in school as **Strictly Confidential** in line with the Trust's General Data Protection Procedures.
- 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 school's Online 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 visit.

Please read, sign and return this appendix which forms part of our school's risk assessment planning and safeguarding procedures.

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 swear, 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 items 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.

- 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

Title of Role: Volunteer Classroom Assistant

ROLE DESCRIPTION

PERSON REPORTS TO:

Member of school management or Senior Teaching Assistant, with work directed by class teachers.

PURPOSE OF ROLE:

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:

The Trust 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

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 visitor's 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. Mobile phones should be turned off when on site. In an emergency please use the phone in the main office.
7. All photography and filming within school is prohibited unless permission is granted from the Head of School, Deputy or Child Protection Lead.
8. 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.
9. All visitors should be aware of the Trust's policies which include Whistleblowing, Child Protection and Safeguarding which are available on the school web site.
10. Clothing should be respectful of pupils, staff, the working environment and community.
11. 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

