

Mayfield CE Primary School

# Volunteer Policy

February 2019

(to be reviewed in February 2022)

This policy will be reviewed every 3 years or when guidance changes.

Signed..... (Chair of Governors)

Dated.....

The school's Volunteer Policy is part of the schools 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 Board
- Parents/Grandparents of pupils
- Ex-pupils
- Students on work experience
- Ex-members of staff
- Local residents/businesses
- '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 Mayfield CE Primary School for our pupils will always take priority. The school maintains the right to refuse volunteers and also terminate placements.

The types of activities that volunteers engage in, on behalf of the school, might 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 and woodland days

### Our School Aims

All adults/young people who volunteer in our school are expected to work and behave in such a way as to adhere to our school aims and educational purpose, as identified below:-

### School Vision

Mayfield Primary is a Church of England School where the Christian faith underpins its ethos, working in partnership with parents and the wider community. Everyone is encouraged to respect themselves, others and the world in which they live. The school aims to provide a healthy environment where each person feels value, loved, secure and able to reach their full potential.

### Becoming a Volunteer

Anyone wishing to become a volunteer on a regular basis, e.g. hearing pupils read, usually approaches the Class Teacher, Head of School or the office staff directly. It is the Head of 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.

In the first instance, volunteers must complete the Volunteer Application Form (Appendix 1). Two references will be requested.

### Child Protection and Safeguarding

Safeguarding is our priority and we follow the safer recruitment guidelines to ensure that we are committed to safeguarding pupils. We expect our volunteers to share this commitment. A list of volunteers will be kept in the main school office diary and on our Single Central Record which is kept up to date by the school secretary.

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).
- Volunteers are also given a copy of 'Safeguarding Advice for Volunteers & Regular Visitors' (Appendix 3) and 'Code of Conduct for Adults on the School Premises' (Appendix 4).
- All our 'regular' or 'intensive' volunteers must be cleared by the Disclosure and Barring Service (DBS). 'Regular' is defined as once a week or more often on an ongoing basis. 'Intensive' is defined as three or more occasions in a 30 day period or overnight. The DBS Disclosure for volunteers is applied for on-line by the school secretary.
- Volunteers must sign in (and out) at reception and wear a visitor's badge at all times.
- On the first day of volunteering (or before), volunteers will have an induction with a senior member of staff.

### Insurance

- Volunteers under supervision are covered by ESCC Health & Safety Statement and indemnity and Public Liability Insurance

### Supervision in the office or classrooms

All volunteers work under the supervision of a teacher or designated supervisor. Teachers retain ultimate responsibility for pupils at all times, including pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the teacher/designated supervisor as to how an activity is carried out, the expected outcome of an activity and the time frame. In the event of any query/problem regarding the pupils' understanding of a task, behaviour or welfare, volunteers must seek further advice from the teacher/designated supervisor.

## Confidentiality

Volunteers 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 teacher/supervisor and NOT with the parents of the child.

Volunteers who are concerned about anything in the school, which may affect their work, should raise the matter with the Head of School. Any information gained at the school about a child or adult should remain confidential.

## On-line Safety

Online safety relates to the teaching and learning of technology and use of 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 gaming consoles, social networking sites, instant messaging, viruses and spam. Volunteers are expected to follow the Online Safety and Acceptable Use Policies which are available from the school office or 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. Volunteers must only use school owned devices for capturing, recording and storing data or photos of children.

## Volunteers for School Visits

Where a volunteer is engaged in a 'one-off' activity e.g. class visit, no formal checks are required. The class teacher leading the visit will brief the volunteer regarding the risk assessment, daily schedule and other important pieces of information. The visit leader (usually the class teacher) has ultimate responsibility for the pupils. Pupils should never be left with a volunteer unsupervised.

## Volunteers outside of the classroom (eg. Property/grounds)

Volunteers working outside of the classroom do not require a DBS disclosure but will be supervised by a member of school staff at all times. If work carried out requires the use of equipment, the volunteer must provide evidence of relevant training and confirmation that the equipment is maintained if it is their own.

## Work Experience/Placement Students

Universities, colleges and secondary schools wanting student placements must formally make contact with the Head of School.

## Volunteer Induction

All new volunteers should be given appropriate induction advice which should include:

- Safeguarding guidance

- Health and Safety – any relevant Risk Assessments & evidence of training/maintenance of equipment
- Fire and evacuation procedures
- Accident & Incident procedures including First Aid
- Code of Conduct for Adults on site
- Acceptable use Policy
- GDPR guidance

An induction checklist will be completed for each volunteer.

### General Data Protection Regulations (GDPR)

We store personal data in accordance with the GDPR. The school does not store personal data indefinitely. Your Volunteer Application Form and Volunteer Agreement Form are kept in a locked cabinet in the school office. DBS disclosure details are kept electronically. This data is only stored for as long as is necessary. Some data is subject to statutory retention schedules and we will keep data for this duration. For more information, please see the Privacy Notice held in the school office and on our website.

### Monitoring and Review

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

### Appendices:-

- Volunteer Application Form (Appendix 1)
- Volunteer Agreement Form (Appendix 2)
- Safeguarding Advice for Volunteers & Regular Visitors (Appendix 3)
- Code of Conduct for Adults on our School Premises (Appendix 4)
- Induction Checklist (Appendix 5)

## Volunteer application form

East Sussex County Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

### Applicant's Personal details

Surname	
First names	
Title (select as appropriate)	Mr <input type="checkbox"/> / Mrs <input type="checkbox"/> / Miss <input type="checkbox"/> / Ms <input type="checkbox"/> / Other <input type="checkbox"/>
Maiden name or previous names	
Address	
Email address	
Correspondence Address (if different from above):	
Daytime telephone number	
Mobile	
Home	

Date of Birth:.....

### Driving Licence

<b>Only answer if a full driving licence is required for the role.</b>	
Do you hold a current Driving Licence? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please state the type of licence you hold	
Do you have any current endorsements? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please specify:	

**Why are you applying for voluntary work at the school?**

Please mention any skills or experience that you bring to the role, and explain what you want to achieve from volunteering.

## References

Please provide two references, one employment reference and one character reference. Please let your referees know that we may contact them.

Employment referee	
Name	
Address	
Tel No:	
Occupation	
Email Address	
Character referee	
Name	
Address	
Tel No:	
Occupation	
Email Address	

## Safeguarding Vulnerable Groups Act 2006

Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If you have answered yes to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.	
I have attached details requested	Yes <input type="checkbox"/> / No <input type="checkbox"/>

**Please note that it is a criminal offence for a person that has been barred from working with children and young people to work or volunteer in a school.**



**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 Form and hand it to the school office (you will receive a copy of this form for your records).

- I will follow the Mayfield CE Primary School Child Protection and Safeguarding Policy.
- I have read a copy of the School's Volunteer Policy.
- I agree to support the School's Vision and 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 for all 'regular' or 'intensive' volunteers (if you already have a DBS certificate via East Sussex County Council, please hand to the school office).
- I have been made aware of who is my designated supervisor e.g. Class Teacher, office staff, Caretaker, the Head of School and DSL.
- I agree to follow the Online Safety Policy and ICT Acceptable Use Policy.

Signed..... Date.....

Name.....

## Appendix 3

### Toilet Facilities

On arrival, a member of staff will show you where the adult toilets are located. Please do not use the children's toilets as this could place you in a vulnerable position.

### Toileting Accidents

We have an Intimate Care Policy in place. Any accidents should be managed by a member of staff.

### Fire and Evacuation Procedures

In the rare event that you discover a fire, sound the alarm by using one of the red 'call points' located around the site.

If you hear the fire alarm sound, please make your way calmly to the nearest fire exit and assemble at the far end of the playground. Do not re-enter the building until told that it is safe to do so by a senior member of staff.

### Accidents and Incidents

In the event of an incident, accident or near miss, please report it to a member of staff in the office or contact the emergency services directly on 999 or 112. If a first aider is required, we will alert a suitably trained member of staff who will follow our school policy and procedures.

### Smoking

Mayfield CE Primary School operates a non-smoking policy (including e-cigarettes) which includes the grounds as well as the building.

### Internet Use

All users of the school's system and wi-fi must comply with the Acceptable Use Policy, available from reception.

### Contacts

Executive Head Teacher

Mrs Debbie Bennett

Head of School

Miss Joanne Warren

### Designated Safeguarding Lead (DSL)

Miss Joanne Warren

### Deputy DSL:

Mrs Lizzie Martin

### Governors with responsibility

#### for Safeguarding

Penny Spurrell and Lia Dear

#### Chair of Governors

David Robson

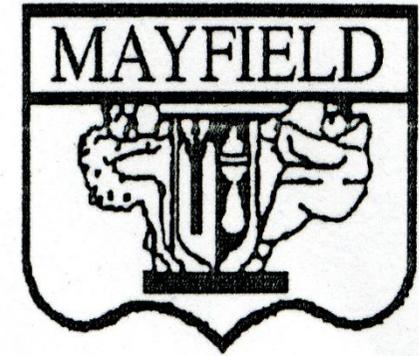
Mayfield CE Primary School

Fletching Street

Mayfield

TN20 6TA

# Mayfield CE Primary School



## Safeguarding Advice for Supply Teachers, Volunteers and Visitors

### **Child Protection Advice for Visitors**

Thank you for volunteering at Mayfield CE Primary School. We are committed to safeguarding and meeting the needs of all our children and we hope that this leaflet will provide you with some useful advice when visiting our school.

### **What are my Safeguarding Responsibilities?**

All those who come into contact with children through their every day work, whether paid or voluntary, have a duty to safeguard and promote the welfare of children. It is important that you are aware of our policies and procedures to keep both our children and yourself safe. Please keep this leaflet safe in case you need to refer to it again.

### **On Arrival at Mayfield CE Primary School**

Please ensure that you sign in at Reception every time you visit and collect a visitor's badge. It is important that your badge is worn throughout your visit and is visible at all times.

In line with current safeguarding guidelines, visitors who are not DBS checked will be supervised at all times. If you have had an enhanced DBS check as part of your duties, please ensure that you have supplied the office with the relevant details.

### **Confidentiality**

As a visitor to the school, you may hear information about a child, group of children, parents or staff. Please remember that anything you hear must be treated as strictly confidential. Any concerns about a child should be shared with your designated supervisor or the DSL, not with the child's parents.

### **What should I do if I am worried about a child?**

If whilst working with a child you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in the child's behaviour or demeanour

Report these findings to the DSL, Deputy DSL or Head of School which can be found on the back of this leaflet.

### **Dealing With a Disclosure**

If a child discloses something that concerns you, it is important to follow this guidance:

- Listen to what is being said without displaying shock or disbelief.
- Only ask questions when necessary to clarify.
- Accept what is being said.
- Allow the child to talk freely - do not put words in the child's mouth.
- Reassure the child that what has happened is not their fault.
- Do not make promises that you might not be able to keep.
- Do not promise confidentiality—it might be necessary to refer the child to social care.
- Stress that it was the right thing to tell.
- Do not criticise the alleged perpetrator.
- Explain what has to be done next and who has to be told.
- Complete a welfare concern form and pass it to the DSL or deputy DSL without delay. These can be found attached to the safeguarding noticeboard in the staffroom and in each classroom.

Dealing with a disclosure from a child can be stressful and upsetting. Consider seeking support for yourself and discuss this with the DSL or Deputy DSL.

### **What should I do if I have concerns about a member of staff?**

You should report your concerns to the Head of School. If your concern is about the Head of School, please talk to the Executive Headteacher or Chair of Governors.

### **Appropriate Behaviour**

As a visitor, please remember to:

- Use suitable language
- Discourage physical contact with children, particularly if they are in KS2. It is appropriate to hold a younger child's hand but not to pick them up, sit them on your lap or hug them.
- Never exchange personal contact details with a child or arrange to meet them outside of the school environment.
- Never use a personal camera (including mobile phones) to take photographs.
- Always ensure that the door is left open when you are working with a child so that you can be visible to others.

Any unprofessional contact with children may leave you vulnerable to an allegation of abuse being made against you, which will need to be investigated.

## Appendix 4

### Mayfield C.E. Primary School

#### **Code of Conduct for Adults on our School Premises**

At Mayfield CE Primary School we are very fortunate to have a supportive parent body. Our parents recognise that educating children is a process that involves a partnership between parents, staff and the school community. As part of this, our parents understand the importance of a good working relationship in order to equip children with the necessary skills for adulthood. For these reasons, we continue to welcome and encourage parents, carers and volunteers to participate fully in the life of our school.

The purpose of this notice is to provide a reminder to all parents, carers and visitors to our school about their expected conduct. This is so that we can continue to enable children to flourish, progress and achieve in an atmosphere where they feel safe and respected.

#### **Guidance**

As well as following the guidance set out in our Home-School Agreement, we expect parents, carers and visitors to:

- Understand that both teachers and parents need to work together for the benefit of their children.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- Correct their own child's behaviour, where it could otherwise lead to conflict, disrespect, aggression, damage to property or threaten their safety or that of others.
- Approach the school to help resolve any issues of concern.
- Avoid using staff as threats to admonish children's behaviour.

In order to support a peaceful and safe school environment the school cannot tolerate parents, carers and visitors exhibiting the following:

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, office or any other area of the school grounds.
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper.
- Threatening to harm a member of school staff, visitor, fellow parent/carer or pupil regardless of whether or not the behaviour constitutes a criminal offence.
- Damaging or destroying school or staff property.
- Sending abusive or threatening e-mails, voicemail, electronic messages or other written communications.
- Defamation of the school or staffs' character on Facebook or other social networking sites.
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on the school premises.

- Approaching a child in order to discuss or chastise them because of their actions towards your own child/ren.
- Smoking and consumption of alcohol or other drugs.
- Cycling on school premises.
- Dogs being brought on to school premises.

Should any of the above behaviour occur on school premises, the school will follow the actions detailed in the Abusive or Threatening Behaviour Policy. We trust that parents and carers will help in implementing this policy and we thank you for your continued support.

**Please contact the school office if you would like to volunteer to be more involved in school life, be it as a parent helper, member of the Friends of Mayfield Primary School or as a School Governor. We value and welcome your contribution, however large or small.**

Mrs Debbie Bennett  
Executive Headteacher

## Appendix 5

### Volunteer Induction Checklist

Name:

Start Date:

Induction Element	Tick on completion
Meet Head of School/Supervisor	
Introduction to staff and tour of school if required	
Location of facilities/ toilets, etc.	
School day breakdown if required	
Health and Safety: Relevant Risk Assessments & any relevant training evidence/maintenance of equipment	
Fire and Evacuation Procedures  means of raising the alarm including the position of fire alarm points (i.e break glass units), fire evacuation procedure and routes of escape, fire assembly points, times of fire alarm sounder tests, any other relevant information	
Accident & Incident procedures including First Aid	
Safeguarding Guidance	
Code of Conduct for Adults on site	
Acceptable use Policy	
GDPR Guidance	

Signed (Head of School/Supervisor) : .....

Date: .....

Signed (Volunteer):.....

Date: .....