



VOLUNTEERING POLICY

October 2019

Adopted by FGB: 9th October 2019

Review Period: 3 Yearly

Minute No: 19/10/16/4

Review Date: October 2022

The school's Volunteer policy is part of the school's safeguarding systems. It must be read in conjunction with our Child Protection policy and Health and Safety. Other policies (such as our E-safety policy may apply depending on the nature of the volunteering)

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers from the local community. Our volunteers include:

- Members of the Governing body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Local residents
- Friends of the school.

The types of activities that volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Accompanying school visits
- Sharing their skills/knowledge by talking to the class

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis, e.g. hearing children read, should contact the Headteacher. School visits will be dealt with directly through the Office.

Volunteers should complete the *Volunteer Information Sheet* (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help.

Before starting to help in school, volunteers should complete the *Volunteer Agreement* (Appendix 2), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

The school will seek DBS clearance for any regular volunteers before they come into school to protect the staff and children. All volunteers must sign up for the DBS update service within 30 days of a receiving their DBS clearance. Volunteers without a DBS check will not be left alone with children and will be supervised by a member of staff.

If a volunteer is unable to volunteer in school on a regular basis and there has been a lapse of 3 months between coming into school, but has subscribed to the update service, they will be able to continue volunteering in school when a live DBS check has taken place by the school office. This can continue for a period of 3 years from the original DBS application date.

Two character references are also sought as part of the volunteering admin procedure.

Our School Aims

All adults 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:

Confidentiality

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

children they work with/come into contact with should be voiced with the Class teacher or designated Safeguarding Lead (posters around the school will inform you of the school's DSLs).

If a child makes a comment which gives rise to concern, it must NOT be voiced with the parents of the child or persons outside school, the Head teacher or the Assistant Head should be informed directly.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school.

Supervision

All volunteers in class work under the supervision of the Class teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the teacher as to how an activity is carried out/what the expected outcome of an activity is. Volunteers are encouraged to seek further advice/guidance from the teacher in the event of any query/problem regarding children's understanding of a task or behaviour.

Health and Safety

The school has a Health and Safety Policy and this is made available on request to volunteers working in the school. Class teachers ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using equipment/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class teacher/Head teacher.

Child Protection

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- All volunteers are given a copy of this Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2)
- They will be given an induction pack which includes the following policies: Code of Conduct, Guidance for Safer Working Practice for those working with children and young people in Educational Settings, Child Protection, Keeping Children Safe, Behaviour Policy and Dealing with Allegations of Abuse Against Staff.
- They will be made aware of our designated Safeguarding members of staff.
- To ensure the safety of our pupils at all times, all of our volunteers must have List 99 clearance. Where a volunteer is engaged in a 'one off' activity e.g. sharing their skills/knowledge by talking to the class, no formal checks are carried out on these volunteers. These volunteers will be under constant supervision of school staff and at no point unsupervised or alone with children.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Head teacher for investigation. Any complaints made by a volunteer will be referred to the Headteacher

The Headteacher reserves the right to take the following action:

To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;

Offer an alternative placement for a volunteer, eg: helping with another activity or in another class or inform the volunteer that the school no longer wishes to use them

Monitoring and Review

This policy will be reviewed by the governing body every year.

Appendix 1

VOLUNTEER INFORMATION SHEET - FOR NEW VOLUNTEERS

Name of Volunteer: Mr/Mrs/Ms _____ Date of Birth: _____

Other names known by (including maiden names) _____

Address:

Telephone no:

Email Address:

What skills/areas would you like to help with in school?

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 when working as a volunteer in school? (please give details)

Please detail below, the contact details of two people who we can contact for character references:

1.	2.
Name:	Name:
Address:	Address:

Tel:	Tel:
Email:	Email:

Signature _____ Date: _____

Thank you for taking time to complete this Volunteer Information Sheet. Please hand it to the School office. Your offer of help is appreciated and we will be in touch shortly.

For Office Use Only

<input type="checkbox"/> Authorised by _____	Year Group: _____
<input type="checkbox"/> Refs Applied For - Date: _____	Received Date: _____
<input type="checkbox"/> ID Docs received Date: _____	

DBS applied for Date: _____

Received Date: __ Start Date: _____

DBS update service

signed up for Date: _____

Volunteer Agreement (Appendix 2)

Thank you for offering your services as a volunteer at Wimborne First School . Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement and return it to the school office.

You will receive a copy of it for your records.

- I have received, read and understood the School’s Volunteer policy
- I am understand of the School’s Child Protection and Safeguarding policies
- I know who the designated safeguarding member of staff is in school
- I agree to support the School’s aims
- I agree to treat information I learn from being a volunteer in school as confidential
- I understand that I am required to undergo a DBS check to advise the school of my suitability as a volunteer
- I understand that I must sign up for the DBS update service within 30 days of receipt of my new DBS.

Signed

Name.....

Date.....