



Halberton & Uplowman Federation

Volunteers in School Policy

1. Introduction

At Halberton Primary School and Uplowman C of E Primary School, volunteers are a welcome resource for helping to raise children's achievement, complementing the work of Teachers and Teaching Assistants. We feel that both schools will benefit greatly from developing well-planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis. We also feel that the role of volunteers in our schools provides for the enrichment of the pupil's learning experiences, but should not encroach on or restrict professional teaching duties.

The deployment of any volunteer, whether for one day or for a number of sessions over a longer period, is managed with care; in particular taking account of the needs of the pupils and the staff to whom they are assigned.

Within the Federation the Executive Headteacher and Governors are mindful of deploying volunteers appropriately. Volunteers are not asked to replace paid staff or given responsibility within the School that would normally be associated with paid employees.

2. Deployment

Volunteers **and anyone on work experience** are not asked to carry out duties which:-

- i. fall normally within a Teacher's responsibility under loco parentis;
- ii. fall normally within the job description of a Teacher or member of support staff, i.e. they are not asked to cover the absence of staff from School;
- iii. would normally be performed by a contractor engaged by the LEA or by the School;
- iv. require them to have unsupervised access to children on a 1:1 basis; however, if working with a child or anywhere in the school building the adult and child should remain visible at all times with doors left open.
- v. it should be noted that the Class teacher remains responsible for the organisation of the class and methods of work.

3. Organisation

During a visit to the school each volunteer is linked with a specific member of staff to whom he or she will be directly responsible. Whilst there should be no significant addition to the workload of the staff member taking responsibility for the volunteer, it is expected that time is taken to ensure the volunteer is adequately inducted into the role and that there is mutual agreement and understanding. This additional responsibility is not compulsory for staff but will only be delegated with the agreement of the employee concerned. It is however essential that the volunteer is clear as to which member of staff has this responsibility. All volunteers are made to feel welcome. The parameters of their role within the school are clearly defined from the outset in order to avoid the possibility of misunderstanding.

4. School Regulations and Other information

In fairness to all concerned, volunteers are made aware of the rules governing behaviour at the School; the key 'dos' and 'don'ts' for children and adults. This includes procedures designed to avoid hazards or risks associated with the tasks that they are being asked to carry out and, importantly, details of first aid and emergency arrangements such as procedures to follow in case of fire. As part

of their induction to life at the school, volunteers are also provided with basic information such as details of those facilities available to them e.g. staff room, toilets etc.

We feel that it is vital that volunteers are made aware of the following procedures:-

- expectations with regard to confidentiality;
- access to information related to pupils and/or staff;
- expected level of behaviour and an awareness of Professional Codes of Conduct;
- School's Equal Opportunities policy – especially focussing on issues relating to discrimination.
- use of appropriate language;
- the School's Complaints procedure;
- the School's Disciplinary procedure;
- the school's Safeguarding Policy.

5. Child Protection

(a) The law requires the school to receive an enhanced DBS disclosure check (formally CRB) for anyone with responsibilities which can give them regular unsupervised access to pupils under the age of 19. Under the Education (Teachers Amendment) Regulation 1998 this now includes volunteers who regularly help:-

- i. in the classroom;
- ii. in extra curricular activities;
- iii. supervise pupils on school organised trips or residential visits.
- iv. ongoing, substantial, unsupervised access also fall under this category.

IMPORTANT: It is the Executive Headteacher's responsibility to ensure that volunteers do not have unsupervised access to children.

The Executive Headteacher will take all reasonable steps to confirm the identity of the person volunteering. The administrator will view, in line with DCC guidelines, original identification and address verification documents to complete the online DBS application process.

(b) These regulations do not apply to volunteers such as those who help organize and run fetes or who may assist the school activities on an irregular or adhoc basis but do apply to volunteers (only at the school's request) that drive children in cars or minibuses on a regular basis. If a member of the school community is unclear about the position in respect of a volunteer, further advice is available from the school's link personnel officer.

(c) There will be no requirement to DBS check pupils on work experience unless they fall into one of the following categories:-

- 1. The student is identified by the school as being vulnerable.**
- 2. The placement is for more than 15 days.**
- 3. Regular lone working or isolated environments with 1:1 working.**
- 4. Placements involve a residential element.**

6. Confidentiality

All volunteers and pupils on work experience are to ensure that confidentiality is kept on all school matters during their time at Halberton or Uplowman Primary School.

7. Insurance

Volunteers are informed about the extent of the insurance cover available. Whilst volunteering for the school they are covered by the LEA for third party liability only and the limitations of this insurance are explained carefully to volunteers. They may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property.

Volunteers using their own car to transport children other than their own children to school events, (sport, music etc) are made aware of the school policy and advised to check with their car insurance company to ensure that they do not contravene their insurance policy conditions. The school will not allow volunteers to drive vehicles hired by the school.

8. Allowances

Although there is no obligation to make financial reimbursement to volunteers; out-of-pocket expenses are available, connected with the tasks they undertake for the school, reimbursed with the relevant till receipt. If requested.

This policy was approved by the Resources committee on: (date:)

Signed on its behalf

Ratified by Full Governors on: (date)

Signed by chairperson

Review Date : September 2017