



Executive Headteacher: Mrs Cathy Draper

# Short Heath Federation

## VOLUNTEER WORKING IN SCHOOLS POLICY

March 2019

The Federation Volunteer Policy forms part of the Federation's safeguarding systems.

## **Introduction**

Volunteers at our schools bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The schools therefore, welcome and encourage volunteers from our local community.

Our volunteers include:

- Members of the Governing Body
- trainees
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us
- Ex-members of staff
- Local residents
- Friends of the schools

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 an additional tutor
- Accompanying school visits

## **Safeguarding**

Short Heath Federation is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

## **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 as a trainee usually approaches the Class Teacher, Headteacher, Senior member of Staff or Parent Support Advisor directly.

Volunteers should complete the Volunteer Application Form (Appendix 1) with their contact details, experience, references, types of activities they would like to help with, and the times they are available to help.

Regulated Activity which is described as 'frequent' or 'intensive' covers the meaning given in Safeguarding legislation.

- 'frequent' – once a week or more often on an ongoing basis; and
- 'intensive' – three or more occasions in a 30 day period

Process for recruiting Volunteer in regulated activity:

- A) The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
- B) Enhanced DBS check undertaken
- C) The volunteer will be made aware of the role and responsibilities they will be undertaking
- D) If appropriate 2 References should be sought where the volunteer arrangement will continue on a regular basis.
- E) Induction - school policies and documentation explained and issued.
- F) Volunteer records to be kept in a central place within the school
- G) Volunteer asked to complete a 'Disqualification by Association' form

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 volunteer and to confirm they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer before they are left unsupervised with any pupils. This is not required where a volunteer is engaged in a 'one-off' activity.

### **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.

### **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 their supervisor or the School's designated safeguarding leader 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 Headteacher 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 pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

### **Health & 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/Headteacher.

## **Safeguarding and Child Protection**

The welfare of our pupils is paramount. 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 volunteers must have been cleared by the Disclosure and Barring Service (DBS).
- 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. Such volunteers must be under the constant supervision of school staff.
- For regulated activity, further checks may be undertaken
- Any concerns a volunteer has, about child protection issues, should be referred to the Head of School immediately

## **Complaints**

Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher or designated member of staff 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, e.g. helping with another activity or in another class
- Based upon the facts identified in the investigation it may be necessary for the school to inform the volunteer that the school no longer wishes to use them
- Provide the volunteer with a copy of the school's full Complaints Procedure

## **Monitoring and Review**

This policy will be approved by the Governing Body in 2019 and will be reviewed and updated annually.

APPENDIX 1

Short Heath Federation

VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER

First Name.....

Surname.....

Date of Birth:.....

Address: .....

.....

Postcode.....

Phone:

Home.....

Mobile .....

What activities/ areas of the school's work would you like to help with? (If you are a student please include details of your course/placement requirements)

Are there any particular age groups/classes you would like to work with? (If you have relatives in school please give details of their year groups/classes). Please note that our schools will usually suggest you work in year groups where you don't have children

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 – continue overleaf if necessary)?

What previous work place experience do you have?

Name, address and contact details for two referees, including their relationship to you. We will only take up references if we have agreed that with you first.

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 of School. Your offer of help is greatly appreciated and we will be in touch as soon as possible.

## APPENDIX 2

Short Heath Federation

### VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Short heath Federation.

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 have received a copy of the School's Volunteer Policy
- I have received and read the Health and Safety policy, Safeguarding policy, Keeping Children Safe in Education Document and the Federation Code of Conduct
- I agree to support the School's Aims
- I agree to treat information obtained from being a volunteer in school as strictly confidential
- I understand that an enhanced DBS check will be undertaken
- I understand that I will be informed if the Federation decides to take up references
- I have been made aware of who is my designated supervisor e.g. Class Teacher or Head of School

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

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

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