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*VOLUNTEER WORKING IN SCHOOL POLICY*

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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 Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- Ex-members of staff
- Local residents
- 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 Northlands primary School and Nursery for all of our pupils will always be a priority. Senior Management maintains the right to refuse volunteers and also terminate placements.

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

**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, as identified below in our school vision:

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*We are a caring school that Nurtures the seeds of learning; inspiring and challenging all of our children to grow and fulfil their dreams.*

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#### HEADLINES:

- The school is driven by a strong sense of equality and entitlement.
- Its core purpose is to give children aspirations, ambition and life chances - nothing is more important.
- The quality of the day to day teaching and learning gives the children life chances they rightly deserve.
- All staff are dedicated to making sure these aims are met.

#### 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, usually approaches the Class Teacher, Head teacher, senior member of Staff or Class Teacher directly. It is the 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.

Volunteers should complete the Volunteer Application Forms (appendix 1) with a covering letter requesting interest with their contact details, types of activities they would like to help with, and the times they are available to help.

#### CHILD PROTECTION AND SAFEGUARDING

Safeguarding is our priority and we following the safer recruitment guidelines to ensure that we are committed to safeguarding pupils, young people and vulnerable adults and we expect our volunteers to share that commitment.

The process of recruitment of volunteers mirrors the safer recruitment of paid staff to ensure the most suitable adults for our school. A list of volunteers will be kept in the main admin office- this will be kept up to date and is the responsibility of the Office Manager.

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 Confidentiality and Safeguarding Agreement (Appendix 2)
- All of our frequent volunteers must have been cleared by the Disclosure and Barring Service (DBS). A DBS Disclosure will be issued to the individual to present to the designated member of staff in school.
- Volunteers have a clear job description (Appendix 3) and their supervisors will address any concerns in their work
- Volunteers agree to the visitors code of practice daily when they sign the visitors book at reception

#### ON-LINE SAFETY

Online Safety relates to the teaching and learning 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 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. Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in school during class time. Staff 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.

#### **VOLUNTEERS FOR SCHOOL VISITS**

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**

- A) 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 covering letter and return.
- B) References will be requested
- C) A member of SLT will identify the need and role for volunteers
- D) The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
- F) Enhanced DBS check undertaken
- G) The volunteer will be made aware of the role and responsibilities they will be undertaking
- H) Two references should be sought where the volunteer arrangement will continue on a regular basis.
- I) Induction- school and corporate policies and documentation explained and issued. These to include Health and Safety, Behaviour Management Policies and Whistleblowing Policy
- J) Volunteer records to be kept in a central place within the school 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 volunteers and to confirm they have received a copy of this Agreement. The class teachers of the class the volunteer is working in are responsible for the day to day supervision of volunteers.

#### **WORK EXPERIENCE/ PLACEMENT STUDENTS**

Northlands has a long standing relationship with various local secondary schools, colleges and universities. We are happy to take students on placement if we have suitable experiences available

based on the smooth running of Northlands. Secondary schools, colleges and universities wanting students to be placed with us need to formally make contact with the Head Teacher or Deputy Head Teachers outlining the aims of the placement and duration. If the placement is as part of a teaching course (BA/ Bed. or PGCE) the Deputy Head Teachers will deal with further correspondents/ details. If the placement is just for work experiences purposes the school/ college is asked to provide the reference for the student and the student is requested to complete the volunteer's paperwork. Northlands School retains the authority to refuse or terminate a placement to ensure the smooth running of the School.

#### **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 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**

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 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 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/School Busar. Volunteers are covered by our Public Liability Insurance.

#### **COMPLAINTS PROCEDURE**

Any complaints made about a volunteer must be followed up following the school's complaints policy which is found on the school website.

#### **MONITORING AND REVIEW**

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