

# **Federation of Follifoot & Spofforth CE Primary Schools**

## **Volunteer Policy November 2016**

## **Federation of Follifoot & Spofforth CE Primary Schools Volunteer Policy**

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. We welcome and encourage volunteers. A volunteer is an unpaid adult who provides support to our school(s).

### **Our volunteers may include:**

- Parents or grandparents of pupils
- Students on university placements or work experience
- Ex members of staff
- Local residents

### **The types of activities that volunteers are engaged in might include:**

- Hearing pupils read
- Working with small groups of pupils
- Undertaking arts and craft activities with pupils
- Gardening activities
- Supporting teachers to run after school clubs
- ICT
- Individually arranged projects
- Accompanying school visits
- Setting up for fundraising events
- Cookery
- Helping with productions and performances – helping with art work and costumes
- Helping with sports fixtures

### **Becoming a volunteer**

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should approach the admin staff and request a volunteer expression of interest form (these can also be accessed via the respective school websites). Volunteers should complete the Volunteer expression of interest form (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.

Before starting to volunteer regularly in school and to ensure the safety of our pupils at all times, volunteers will be required to complete a DBS (Disclosure & Barring Service) check. This can be completed online and the school office will provide the necessary information.

We are unable to have any volunteer in school work unsupervised with pupils unless they have been cleared by the DBS and show their certificate in school. Details of this certificate will be recorded.

For very occasional volunteers (once a year on sports day, occasional school trips or assisting in the office with admin tasks) who will not have unsupervised access to pupils it may be appropriate for them to volunteer without a DBS check. Any volunteers without a DBS check will NOT be allowed ANY unsupervised access to pupils. This decision will be taken by the Head teacher.

### **Confidentiality**

Volunteers in school are bound by our Confidentiality expectations. All staff members, voluntary helpers and visitors should be aware that information relating to individual pupils or members of staff is totally confidential. Whilst in school volunteers may hear conversations which are of a confidential nature. These cover aspects such as pupils' academic progress, behaviour, or home circumstances. All information relating to individual pupils and staff is totally confidential and volunteers must respect this. Any concerns that volunteers have about the pupils they work with/come into contact with should be shared with the class teacher and NOT with the parents of the pupil or any persons outside school. These comments, particularly if taken out of context, can cause distress to the parents of the pupil if not heard directly from the school.

A situation may arise in school, where the duty to the pupil is greater than that to the parent. If a pupil discloses something, this information should be shared promptly with the pupil's teacher or head teacher. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Head teacher.

### **Supervision**

All volunteers work under the supervision of the class teacher to which they are assigned. Although teachers retain responsibility for pupils at all times, this does not require volunteers that have a DBS clearance to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/ guidance from the teacher in the event of a query or problem regarding a pupil's behaviour or understanding of a task.

### **Health and Safety**

The school has a health and safety policy which is available on request. Class teachers should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment).

If a volunteer attends a school educational visit, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or head teacher.

### **Complaints Procedure**

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

The school has the right to take the following actions:

- Speak with the volunteer about a breach in the volunteer agreement
- Offer an alternative placement for a volunteer
- Inform the volunteer that they are no longer required to help in school

This policy will be reviewed every three years or in the light of new guidance from either the DfE or the Local Authority.

**Federation of Spofforth & Follifoot CE Primary School  
Volunteer Expression of Interest**

We warmly welcome volunteers in school to support with a range of activities. To ensure we meet statutory safeguarding duties and to make sure we make the most effective use of volunteers' time we ask that anyone interested completes this form below. We will then ensure volunteers have a full induction and any necessary support and guidance before beginning their voluntary work.

Many thanks. Mr P Griffiths – Headteacher

<b>Name -</b>	<b>School children attend &amp; current class or classes they are in.</b>
<b>Contact details</b>  Email Home phone Mobile	<b>Days and times available</b>

<b>Areas of interest – Please indicate which areas you would be interested and feel confident in supporting.</b>	
Hearing individual readers	
Working with individuals on maths fluency e.g. number bonds, times tables.	
Resource preparation – laminating	
Library – helping pupils choose and change library books	
Early Years (reception and nursery) small group support with pre planned activities.	
Other	

**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.**

**VOLUNTEER AGREEMENT**  
**Federation of Follifoot & Spofforth CE Primary Schools**

**CLASSROOM VOLUNTEERS**

The Federation highly values parents and others who volunteer to help out with school activities. We hope to encourage your support, contributions and assistance. Many school activities would be at risk if it weren't for your help and many of our pupils benefit greatly from it.

It is our duty to ensure that whilst you are engaged in voluntary activities for the school that we care for you and ensure your safety. We also, of course, have a duty to ensure that our pupils' welfare is promoted, they are cared for appropriately and they are safeguarded from any harm.

This information is to inform you of what measures we need to apply to ensure that all volunteers and pupils are safe and cared for.

**Disclosure and Barring Service Checks DBS (formerly CRB)**

We have a responsibility to ensure that all adults working for the school are suitable people to work with children. The Department for Education and Skills and the L.E.A. sets out guidance regarding when adults working on behalf of the school must be subject to these checks. This means that in certain circumstances, depending on the nature and regularity of your help, also the level of unsupervised access you have with children, that we may need to ask for your permission for a DBS check. Depending on the level of check required we will check that: you are not included on Department of Health or Department of Education and Skills lists of those people who have been barred from working with children, you do not have convictions, the police do not have any relevant information about you which suggests that you are unsuitable to work with children.

We appreciate that some volunteers find this intrusive; however, we wish to reassure you that this information is solely for the purpose of ensuring that our pupils are safe from unsuitable people. We can further assure you that this information will be kept confidential to those who 'need to know' (usually the Headteacher and the LEA) and securely stored. If you do have convictions this does not mean that you will be considered unsuitable, usually this would only apply if a person has convictions for offences against children, sex offences or offences of serious violence.

No checks will be undertaken without your agreement and you will receive a copy of the check. If you agree to the necessary checks, please let me know your full name (including maiden name if applicable) and date of birth.

In some instances, we may ask for your permission to seek information from another person regarding your suitability to work with children e.g. from an employer.

If you have any concerns or would like further information about checks, please discuss these with me. If you already have current Enhanced DBS Clearance, kindly bring this into school as soon as possible.

### Welfare and Safety of Volunteers and Children

We undertake to ensure that any activities which you are involved with are planned properly and safely, also that you are consulted on and informed of these plans. This helps us to make sure that you are happy with the arrangements, also that you have the opportunity to make us aware of any anticipated difficulties, reservations or problems that arise. We further undertake to ensure that at all times you will have access to a member of the school staff should any emergencies arise or you need to talk to someone immediately regarding any difficulties.

### Code of Safe Conduct

It is essential that we acknowledge that the vast majority of volunteers behave appropriately whilst working with our pupils. However, expected conduct of adults working in or for a school is sometimes different to that which applies whilst caring for our own children. Certain laws and government guidance (e.g. regarding smacking children) also govern conduct. Further, staff and volunteers sometimes express uncertainty as to what is and isn't acceptable and ask for guidance regarding those behaviours which, whilst most probably innocent, may be considered illegal, improper or could be misconstrued by another person.

The following, therefore, gives a guide to appropriate conduct whilst working in or on behalf of the school (e.g. residential visits, out of school activities). Adherence to this code will ensure that both children and adults are safe, including from the possibility of allegations being made against them.

You must:

- Read the and adhere to the information in the visitor and volunteer guide
- Sign in and wear the appropriate visitor/volunteer identification during each visit
- Read and adhere to the schools' Child Protection, Safeguarding and Health and Safety policies.
- Behave in a mature, respectful, safe, fair and considered manner.
- Provide a good example and a 'positive role model' to pupils.
- Not behave in a way that could lead a reasonable observer to question your conduct, intentions or suitability to be involved with caring for other people's children.
- Not leave a dependent child in a position which may compromise their safety e.g. if parent has not collected them
- Observe people's rights to confidentiality (unless you need to report something to the Headteacher e.g. child protection concerns).

- Not touch children in a manner which is gratuitous or would be considered sexual, threatening or intimidating.
- Treat all children equally, never build 'special' relationships with individual children or confer favour on particular children.
- Not discriminate favourably or unfavourably towards any child.
- Not make arrangements to contact, communicate or meet children outside of your 'work'.
- Not develop 'personal' or sexual relationships with children.
- Not push, hit, kick, punch, slap, throw missiles at, smack, a child or threaten to do so.
- Not be sarcastic, make remarks or 'jokes' to children of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
- Not embarrass or humiliate children.
- Not give or receive (other than 'token') gifts unless arranged through school e.g. donating outgrown PE kit, football boots, uniform.
- Not allow, encourage or condone children to act in an illegal, improper or unsafe manner e.g. smoking, drinking alcohol.
- Not behave in an illegal or unsafe manner whilst transporting children e.g. exceed the speed limit, drive recklessly, be under the influence of drugs or alcohol, drive a vehicle which is unroadworthy, otherwise unsafe or not properly insured, use a mobile phone whilst the vehicle is in transit, fail to use seat belts.
- Never undertake any work with children when not in a fit and proper state to do so e.g. under the influence of medication which induces drowsiness, have a medical condition which dictates that you should not be caring for children.
- Report to the Headteacher:  
Any accidents/incidents whilst transporting children.

Any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation.

Any difficulties you experience e.g. coping with an unruly child, situations you anticipate you may not be sufficiently qualified, trained or skilled to deal with or handle well.

Any behaviours of another person working for the school, which gives you cause for concern (you will be protected by our 'whistle blowing policy' in these circumstances).

## Volunteer Response Form

I have read the school's information for volunteers and agree to abide by the Code of Safe Conduct therein.

I have received a copy of and read the school's information for volunteers and agree to abide by the Code of Safe Conduct therein.

I agree to treat information I learn from being a volunteer in school as confidential.

I understand that I am required to undergo a Disclosure & Barring Service check to advise the school of my suitability as a volunteer. If you already have a CRB/DBS Certificate, please hand it to the school and a copy will be made for the school records.

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

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

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

## **EDUCATIONAL VISITS VOLUNTEER AGREEMENT**

Educational visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this educational visit. Please read and return this appendix, and sign and return the helper's slip.

This is part of our school's risk assessment planning.

### **Role of the Volunteer Helper**

#### **Under the direct supervision of the lead teacher if no DBS has been obtained**

- to be responsible and look after, in equal measure, all of the pupils in your group
- to stay with your allocated group of pupils, ensuring that their well-being and safety is maintained for the total duration of the educational visit
- to promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- to ensure that your group keep up with the body of the educational visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- to contact your pupil's class teacher/member of staff immediately if there are issues with first aid, safety and/or behavior

#### **Working alongside school staff**

School staff expect volunteer helpers to:

- comply with all of the above whilst being under the direct line management of school staff
- show a commitment to their group, an interest in the focus of the educational visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain areas of interest
- follow guidance from the school staff

#### **What is not permitted:**

- Volunteer helpers are not allowed to bring additional siblings on the educational visit.
- Volunteer helpers are not allowed to re-organise educational visit groups.
- Volunteer helpers are not allowed you use mobile phones whilst in school or during educational visits

- Volunteer workers are not allowed to take photographs of pupils, either whilst in school or during educational visits
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the educational visit.
- Volunteers are not allowed to touch or reprimand pupils but should speak to a school staff member if there are any difficulties. If you need to move a pupil or gain a pupil's attention we always use their name and under no circumstances are we to come into physical contact with a pupil.

### **First Aid**

For each class on the educational visit, there will be at least one qualified first aider. You will be informed if any pupil in your group requires medication or has any other needs. If medicine needs to be administered, this will be done by a trained member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid equipment will be carried by staff.

### **Emergencies**

In the event of any emergency, you must inform a member of staff as soon as possible. If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

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**I have read the Volunteer Policy**

**I agree to the terms and conditions as stated in the policy**

**I will support the young people in enjoying the educational visit and actively contribute to the smooth running of the occasion.**

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

**Signed:** \_\_\_\_\_ **Date :** \_\_\_\_\_

