



Volunteers Working in School Policy

Adopted by the Resources Committee
on 24.1.22
Reviewed 19.1.26

The school's volunteer policy is part of the school's safeguarding systems

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
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that Volunteers are engaged in include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Accompanying school visits
- PTFA

Becoming a Volunteer

Anyone wishing to become a volunteer on a regular basis, e.g. hearing children read, usually approaches the admin team.

Each volunteer will be required to complete a School Volunteer Application form giving their personal contact details, types of activities they would like to help with, volunteering experience, relevant skills and times they are available to help. References will be sought.

Before starting to help in school, volunteers should complete the *Volunteer Agreement* (Appendix 1), which sets out the school's expectations of volunteers and asks Volunteers to confirm they have received a copy of this policy, our *Off-Site Visits Volunteer Agreement* (Appendix 2) and *Safeguarding Children Quick Reference & Information for Volunteers* (Appendix 3).

Volunteers will also be required to read relevant school policies and sign agreements where necessary, as provided in our volunteer pack.

The school will seek DBS clearance for any volunteer before they come into school to protect the staff and children. A training session with the Designated Safeguarding Lead is required once clearance has been received.

If a volunteer has a break in their volunteering service of 3 months, their DBS will become invalid. To re-start volunteering, they will need to re-apply and go through this application process again.

Volunteering for a one-off event such as a school trip

Volunteers who have responded to a school request to assist on a one-off event such as a school trip, and have received confirmation of acceptance to attend, will be required to read and sign our *Off-Site Visits Volunteer Agreement* (Appendix 2) and *Safeguarding Children Quick Reference & Information for Volunteers* (Appendix 3).

Our School Vision

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 vision.

Our school vision is for our children to be happy and responsible young people who achieve their best through learning to be resourceful, skilful and resilient. We are growing Self Organised Learners through our SOLE approach to teaching in conjunction with promoting our growth guide.

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 and NOT with the parents of the child / persons outside school. If it is a comment, which a child makes, which gives rise to concerns then the designated person [Mrs Fyffe] or one of the deputy designated persons [Mr Tribble, Mrs Nicholas, Mrs Soper, Mr Hasler, Mr Evans] 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. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher or Deputy Headteacher.

Supervision

All volunteers 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.

Volunteers should avoid being alone with children and where unavoidable work in a transparent way.

Health & Safety

The school has a Health & 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 DT equipment / accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class 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 the Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 1), *Off-Site Visits Volunteer Agreement* (Appendix 2) and *Safeguarding Children Quick Reference & Information for Volunteers* (Appendix 3).
- To ensure the safety of our pupils at all times, all of our Volunteers must have been cleared by the Disclosure and Barring Service (DBS). A certificate is issued to the individual to produce in school.
- Where a Volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out on these volunteers. These volunteers, who are under constant supervision of school staff, must read and sign our *Off-Site Visits Volunteer Agreement* (Appendix 2) and *Safeguarding Children Quick Reference & Information for Volunteers* (Appendix 3).

Complaints Procedure

Any complaints made about a Volunteer will be referred to the Headteacher 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, e.g. helping with another activity or in another Class;
- Inform the Volunteer that the school no longer wishes to use them.

The full Complaints Procedure is available from the Headteacher

Monitoring and Review

This Policy has been approved by the Governing Body and will be reviewed every two years and updated in the light of new guidance from either the DfE or LA.



APPENDIX 1

Volunteer Agreement

Thank you for offering your services as a Volunteer at Honiton Primary 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 Sheet and hand it in at school. You will then be given a Volunteers Application form to complete and return to the school.

You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Vision
- 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 and Barring Service Check
- If the Volunteer holds a DBS certificate and subscribes to the update service, the certificate must be handed to the admin team, the details will be recorded and relevant checks made

Signed:

Name:

Date:



Off-Site Visits Volunteer Agreement

School trips are an integral part of learning at our school and afford many children 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 school trip.

Please read, sign and return this appendix.

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

Role of the Volunteer Helper

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their well-being and safety is maintained for the total duration of the school trip
- 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 school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- to contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour

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 visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children 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 school trip
- Volunteer helpers are not allowed to re-organise school visit groups
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices
- Volunteer helpers are not permitted to take photographs of children for personal use, using their own camera or mobile phone
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice creams, biscuits, sweets – before, during or after the school trip

- Volunteer helpers are not allowed to change for sporting events in front of children

First Aid

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, a member of staff will do this, unless it is your child who requires medicine in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to 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 agree to the terms and conditions as stated in the Volunteers Working in School Policy and this Off-Site Visits Volunteer Agreement (Appendix 2)

I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion

I will treat any information I may hear about children as confidential and will not discuss it out of school

Signed:

Name:

Date:

Honiton Primary School aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR). Please click <http://www.honitonprimary.co.uk/privacy-notices/> to see our privacy statements. Individuals have the right to withdraw consent at any time by contacting the Data Protection Officer or the school office at admin@honiton-pri.devon.sch.uk



**Safeguarding Children Quick Reference
& Information for Volunteers**

Safeguarding

Everyone in the education service shares an objective to help keep children and young people safe by contributing to: providing a safe environment, identifying children and young people who are suffering or likely to suffer significant harm and taking appropriate action.

This information has been given to you to make sure you understand what is expected of you. Please seek advice from the **Senior Designated Officer** for Child Protection if you are unclear about anything in this agreement and keep it in a safe place.

When and what might you be concerned about?

At any time you may be concerned about information which suggests a child is being neglected or experiencing physical, emotional or sexual harm.

You may observe physical signs, notice changes in the child's behaviour or presentation, pick up signs of emotional distress or have a child disclose a harmful experience to you.

Harm to a child can be caused by:

- A parent/carer
- A family member/friend
- Another child
- A stranger
- A member of staff/volunteer *

What should I do if a child discloses that s/he is being harmed?

1. Listen

Listen carefully to what is being said to you, do not interrupt.

2. Reassure

Reassure the pupil that it is not their fault. Stress that it was the right thing to tell. Be calm, attentive and non-judgemental.

Do not promise to keep what is said a secret. Ask non-leading questions (**TED**) to clarify if necessary:

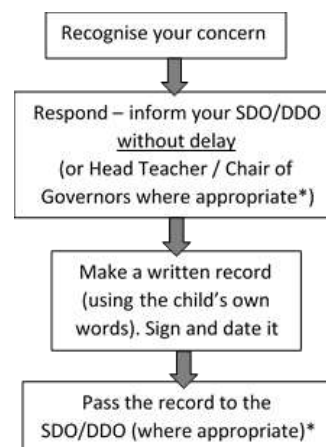
Tell me more...

What must I do?

Explain that to me...
Describe what happened....

Then follow the steps in the flowchart.

The information you have may not be enough on its own for a Child Protection referral, however it will help your Senior Designated Officer [SDO] to make a decision about risk of harm to the child.



What should I do if the alleged abuser is a member of the school staff?*

If your concern is about a staff member or volunteer, you should report this to the Head Teacher. If your concern is about the Head Teacher, you should report such allegations to the Chair of Governors. Contact details can be found on the back of this leaflet.

Contacts

The school has a Safeguarding Policy and a copy is available from our website www.honitonprimary.com or the school office.

In line with this, regardless of the source of harm, you **MUST** report your concern.

Your SDO is: Elaine Fyffe

Your DDO is: Christopher Tribble; Sarah Nicholas; Sam Soper; Ross Hasler;
Rhys Evans

Contact your SDO/DDO at/on: Honiton Primary 01404 548700

Your Chair of Governors is: Janet Lavelle

Contact her via the school office

Honiton Primary 01404 548700

Supervision

Please follow guidance from the teachers regarding the children you are responsible for. Under no circumstances are you to accompany children to the toilet or be responsible for a group independently of a member of school staff.

Behaviour

As a volunteer you are expected to model good behaviour for the children. If you require further information, please ask a member of the Senior Leadership Team for school guidance or refer to our Code of Conduct Policy. This publication can be found on the school website under policies.

Mobile Phones

You are permitted to have your mobile phone about your person, however, other than in agreed exceptional circumstances, phones must be switched off and calls and texts must not be taken or made during the trip.

You are not permitted, in any circumstance, to use your phone for taking, recording or sharing images.

You are not permitted to use your personal phones for contacting children, young people and their families within or outside of the setting unless authorised by the Head Teacher.

Dress Code

Please ensure all clothing is appropriate for an active day and would not cause embarrassment to you or the children.

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I agree to the terms and conditions as stated in the Volunteers Working in School Policy and this Safeguarding Children Quick Reference & Information for Volunteers (Appendix 3)

Signed:

Name:

Date:

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