

TOTLEY ALL SAINTS CE PRIMARY SCHOOL

Volunteer Policy

2021-2023



“I have come that they may have life,
and have it to the full.”

John 10:10

Reviewed on: Spring 2021

Next review due by: Spring 2023



Volunteer Policy

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

Our volunteers include:

- Members of the governing body
- Parents of pupils
- Students on work experience
- Ex members of staff
- Local residents
- Church Members

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

- Hearing children read
- Working with small groups of children
- Undertaking arts and craft activities with children
- Supporting teachers to run after school clubs
- Working with children on the computer
- Accompanying school visits

Becoming a volunteer

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis should approach their child's class teacher or the Executive Headteacher / Head of School.

Volunteers should complete the Volunteer Information & Agreement Form (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help, etc.

Before starting in school and to ensure the safety of our pupils at all times, volunteers will have an induction meeting with the Executive Headteacher / Head of School which sets out the school's expectations of volunteers and asks them to confirm they have received a copy of this policy. A full risk assessment will then be carried out & volunteers **may** be required to complete a DBS (Disclosure & Barring Service) check. You will be informed if this is necessary (any supervised volunteers will not need a DBS check). If you already have a DBS check, then you will need to bring that in. **Volunteers will also be asked to complete: Code of Conduct for Volunteers & Work Experience Students (Appendix 3).**

Confidentiality

Volunteers in school are bound by our Confidentiality Policy. All staff members, voluntary helpers and visitors should be aware that information relating to individual children 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 children's academic progress, behaviour, or home circumstances. All information relating to individual children and staff is totally confidential and volunteers must respect this. Any concerns that volunteers have about

the children they work with / come into contact with should be shared with the class teacher and NOT with the parents of the child or any persons outside school. These comments, particularly if taken out of context can cause distress to the parents of the child if not heard directly from the school. A situation may arise in school, where the duty to the child is greater than that to the parent. If a child discloses something, this information should be shared promptly with the child's teacher or Executive Headteacher / Head of School.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Executive Headteacher / Head of School.

Supervision

All volunteers will need to work under the supervision of the class teacher to which they are assigned at all times. Although teachers retain responsibility for children 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 child's behaviour or understanding of a task.

Health and Safety

The school has a Health and Safety Policy which is available on request or via our website. 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 trip, 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 Executive Headteacher / Head of School.

Complaints Procedure

Any complaints made about a volunteer or by a volunteer will be referred to the Executive Headteacher / Head of School 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.

APPENDIX 1: VOLUNTEER INFORMATION & AGREEMENT

Volunteer Agreement

Thank you for offering your services as a volunteer at our 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 when you have your induction meeting. Thank you!

Name in full (including maiden name if applicable):	
D.O.B:	Telephone number to contact you on:
Address:	Telephone number to contact your nearest of kin: Their name:
Reasons for wanting to volunteer at TASS:	
Any prior experience / interests / relevant qualifications that you may have:	
When would you like to volunteer & for how long?	
What skills / areas would you like to help with in school?	
Are there any particular age groups / classes you would like to work with?	

Please answer the following:

	I have read & understood all of the information in the Induction Pack, including the school's Volunteer Policy.
	I understand that I may be required to undergo a Disclosure & Barring Service check to advise the school of my suitability as a volunteer.
	I already have / do not have a DBS Certificate. If you do, please hand it to the school and a copy will be made for the school records.
	I can confirm that there are no reasons as to why I should not work with children. <u>If there are, please give details on a separate sheet.</u>
	I have a medical condition that I should make Totley All Saints School aware of. <u>If there are, please give details on a separate sheet.</u>

I declare that the information given is true & correct:

Signed: _____

Date: _____

Sometimes we may require you to provide a reference as to your suitability to work at our school. Please provide the name & contact of someone that could provide a reference for you:

Name of referee:	Contact address / telephone number / email
How do they know you?	
For how long have they known you?	

APPENDIX 2

Off Site 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 so pleased that you have come forward as a volunteer helper as you will have an important role to play in the success and safety of this school trip. Please read and return this appendix, and sign and return the helper's slip. This is part of our school's risk assessment planning. Thank you!

Role of the Volunteer Helper

- to be responsible for and look after 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 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 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.
- Volunteer helpers are not allowed to give/buy their group treats, e.g. ice-creams, biscuits, sweets – before, during or after the school trip.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's attention, we always use their name and, under no circumstances, are we to come into physical contact with a child.

First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be

administered, this will be done by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. 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.

✓ or X

- I have read the Volunteer Policy.
- I agree to the terms and conditions as stated in the policy.
- I will support all of the children in enjoying the trip and actively contribute to the smooth running of the occasion.
- I can confirm that there are no reasons as to why I should not work with children. If there are, please give details on a separate sheet.
- I have a medical condition that I should make Totle All Saints School aware of. If there are, please give details on a separate sheet.

Signed: _____

Name (please print): _____

Date : _____

**Thank you so much for wanting to be a volunteer at our school!
Your offer of help is very much appreciated!**

APPENDIX 3

Code of Conduct For Volunteers & Work Experience Students

At Totley All Saints, we aspire to be an exceptional school with excellent relationships between our children & staff:

As a volunteer please:

- Act as a professional in terms of all of your dealings with children, parents & all members of staff;
- Follow the practices outlined as part of your induction & given by the teacher that you are working with;
- follow the school Behaviour Policy with regard to positive behaviour management of children;
- Ensure that all tasks and activities that the children do are safe.
- Dress appropriately at all times (smart & unrevealing)
- Arrive & finish on time as agreed with the class teacher;
- Do not discuss any private or confidential information about children, parents, staff or the school with other parents or those in the community;
- Do not use or keep your mobile phone in sight of the children & only use on your break out of sight of children;
- Do not take any photographs of children or anything associated with school for private use or to be posted on any form of social media;
- Do not write any comments in social media about children, parents, staff or the school for issues of confidentiality. Do not accept children as friends on social media;
- Do not give your comments or views on anything that might prove divisive within the community. Uphold the good name & reputation of the school at all times.

Absence Procedures:

In case of illness/absence **please inform the class teacher that you are working with as soon as possible** or alternatively phone the school office (School: 0114 236 1934).

Please sign the following slip & return it to the Executive Headteacher / Head of School as soon as possible.

.....✂.....
.....

I have read, understood & agree to the Totley All Saints Code of Conduct:

Signed:Name in Print:

.....Date:.....

Volunteer Risk Assessment

Name of volunteer:	Date of risk assessment:
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Is the volunteer in 'regulated activity'?

Yes	an enhanced DBS with barred list check is required	
No	an enhanced DBS with barred list check is not required, however you may obtain an enhanced DBS without barred list.	

Will the volunteer be fully supervised by someone in 'regulated activity' & never be left on their own with a child / children?

No	an enhanced DBS with barred list check is required	
Yes	an enhanced DBS with barred list check is not required, however you may obtain an enhanced DBS without barred list.	

Area to consider	Notes	Level of risk
How will the volunteer be working with children?	Consider: the ages of the children, number of children that the individual is working with, how vulnerable the children are, the nature of the work, how they will be supervised?	E.g. high level of risk may occur if little is known about the volunteer, no references can be provided and the individual will be working with vulnerable children
What is known about the volunteer?	What formal or informal information do you have about the volunteer? E.g. information from staff, parents and other volunteers.	
Are there any referees that can advise on suitability if the volunteer has other employment or voluntary work?	It is good practice to seek references for volunteers. If the volunteer is unable to provide employer references, ask for a character reference from a person of standing in the community such as a doctor or church leader. If a prospective volunteer is very reluctant to provide references, this may raise questions about their suitability.	
Is the role eligible for an enhanced DBS?	There are certain circumstances where you may need to obtain an enhanced DBS without barred list check for volunteers who are not in 'regulated activity'. This is set out in DBS workforce guidance .	

Outcome

Summarise the outcome of the risk assessment, explaining whether an enhanced DBS is needed and the reasons for your decision.

Supervision of volunteers

For volunteers to be considered to be **supervised**, this **supervision must be**:

- Carried out by a person who is in regulated activity themselves
- Regular (takes place on an ongoing basis), and
- Reasonable in all circumstances to ensure the protection of children

When deciding on **what is reasonable**, you should consider:

- The ages of the children, including whether their ages differ widely
- The number of children that the individual is working with
- Whether or not other workers are helping to look after the children
- The individual's opportunity for contact with children
- How vulnerable the children are
- How many volunteers would be supervised by each supervising worker

This is explained in [the Department for Education's document on supervision of activity with children](#).

Refusal to undergo a DBS check

If a volunteer disagrees with the school's decision to get a DBS check and refuses to do so, then we are within our rights to refuse the volunteer's help. If the volunteer is in regulated activity and refuses a check, you must refuse their help, as the check is a requirement in this situation.

APPENDIX 5

Volunteer Reference



**The person named below has given your details to provide a reference for them
& their suitability to work as a volunteer with children**

at Totley All Saints CE Primary School.

Name of volunteer / candidate:	Name of referee:
Prospective volunteer for:	Occupation:

Please complete the following questions:

For how long have you known the candidate & in what capacity?
This volunteering role involves working with children. Do you know of any reason that this candidate is not suitable to work with children? If yes, please explain why.
Please give us any information about the candidate that you think is relevant to their role as a volunteer at our school, e.g. skills, attributes, qualifications, experience, relationships with others, reliability, trustworthiness, strengths & areas for development.
Are you able to recommend this candidate for a volunteer role at our school without any reservations? If your answer is no, please explain your reservations.

I declare that the above information is true & correct:

Signed:

Name:

Date:

Thank you for taking time in helping us to safeguard our children!