



Policy updated September 2021 (Next update Sept 22)

**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
- Students on work experience
- University Students on placement
- Local residents
- Friends of the school

Intake of new volunteers will be dependent on the candidate and available spaces within school. The smooth running of Sutton Green Primary School for 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, including:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- 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 -

### **School Vision:**

At Sutton Green Primary School all our children will be given the opportunity and experiences to nurture their talents, realise their potential and achieve success in academic and personal development. We will value each other, our families and the wider community.

### **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, should approach Deputy Head, Miss Dunning 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 Form (appendix 1) requesting interest, with their contact details, types of activities they would like to help with, and the days/times they are available to help.

## **Child Protection and Safeguarding:**

Safeguarding is our priority and we follow the safer recruitment guidelines to ensure that we as a school are committed to safeguarding pupils, young people and vulnerable adults and expects its 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 the responsibility of the admin team.

To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers are given a copy of this Volunteer Policy and asked to sign the Volunteer Agreement (Appendix 2)
- Checks on volunteers will depend on whether or not the volunteer will be regular and whether or not they will be supervised by our staff. Any volunteers without a DBS will not be left unsupervised with children
- A DBS Disclosure will be raised by the school once the evidence has been received from the requestor. A short form is required to be completed stating the evidence submitted for the process to begin. This is then processed by the school Admin Officer. All of our frequent volunteers must have been cleared by the Disclosure and Barring Service (DBS) before coming into school.

## **On-line Safety**

Volunteers, like staff are expected to follow the Online Safety Policy which is available from the school website, Miss Alice Cope leads on Online Safety.

Personal devices including cameras, mobile phones and wrist watch phones that connect to the internet should not be used on school site.

## **Volunteers**

Volunteers who are frequent or intensive need a DBS. If a volunteer does not have a DBS they should not under any circumstances be left with a child alone.

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. However, such volunteers, who will be under the constant supervision of school staff, must read and sign our Off-Site Visit Agreement

## **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 Volunteer who will be working frequently or intensively**

1. Volunteers will be directed to Mrs Payne and will be given the volunteer policy. They will be asked to complete Appendix 1 and return to Mrs Payne
2. Deputy Headteacher will identify the need and role for volunteers
3. Enhanced DBS check undertaken
4. The volunteer will be made aware of the role and responsibilities they will be undertaking
5. Induction- school and corporate policies and documentation explained and issued. These to include Health

*and Safety, Behaviour Management Policies and Whistleblowing Policy*

6. *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 Guidelines which sets out the school's expectations of its volunteers and to confirm they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer before they come into school, to make an informed decision when accepting volunteers to work with children. This is not required where a volunteer is engaged in a 'one-off' activity.*

**Work Experience/ Placement Students:**

*Sutton Green 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 Sutton Green School. Secondary schools, colleges and universities need to formally make contact with the Deputy Head Teacher outlining the aims of the placement and duration.*

*If the placement is as part of a teaching course (BA/ Bed. or PGCE) the Assistant Teacher (Mrs Benson) 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. Sutton Green School retains the authority to refuse or terminate a placement to ensure the smooth of our 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, should raise the matter with the SLT 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 person (teacher).*

**Complaints Procedure**

*Any complaints made about a volunteer the person concerned must follow the schools 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.*

APPENDIX 1

**VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER**

DATE OF APPLICATION \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

**I DO / DO NOT HAVE A CURRENT DBS CERTIFICATE**

*Please mark which is applicable*

*What activities/areas of the school's work would you like to help with?*

*Are there any particular age groups/classes you would like to work with?*

*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)*

*Thank you for taking time to complete this Volunteer Application Form*

*Please hand it to the School Office, marked for the attention of the Assistant Headteacher. Your offer of help is greatly appreciated and we will be in touch as soon as possible.*

## APPENDIX 2

### VOLUNTEER AGREEMENT

*Thank you for offering your services as a volunteer at school. 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 the school office. You will receive your signed copy for your records.*

- I will follow the Sutton Green Primary School Child Protection and Safeguarding Policy*
- I have received a copy of the School's Volunteer Policy*
- I agree to support the School's Aims*
- I will follow the Volunteers Code of Conduct*

*I agree to treat information obtained from being a Volunteer in School or out on school visits as **Strictly Confidential***

- I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken if I don't hold one.*  
*I agree to attend basic safeguarding with Mrs Payne and induction information meeting.*

*If you already have a current DBS Certificate, please hand it to the school, the number will be recorded and checks made with the issuing body.*

- I have been made aware of who is my designated supervisor e.g. Class Teacher.*
- I agree to follow the Online Safety Policy*

**Full Name:**

\_\_\_\_\_ **Date**

**Signature** \_\_\_\_\_

### APPENDIX 3

#### Off-Site Visits Volunteer Agreement

School 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 school visits.

Please read and return this appendix, and sign and return the helpers slip. This is part of our school's risk assessment, planning and safeguarding.

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

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip
- To stay with your allocated group of pupils, ensuring that their wellbeing 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 keeps 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.
- To follow the schools E-Safety policy on the use of mobile phone procedures.

#### **School staff expect volunteer helpers to:**

- Comply with all of the above whilst being under the direct supervision of school staff.
- Show a commitment to their group, an interest in the focus of the 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 the areas of interest
- Follow guidance from the school staff

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

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties
- Volunteer helpers are not permitted to take photographs of pupils and use their mobile phones at any time.
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets –before, during or after the school trip

#### **First Aid**

If medicine needs to be administered, this will be done by a designated first aider unless you are the Parent/ Carer of the 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 boxes will be carried by the designated first aider.

#### **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 the school on 0151-338-2121 to report your emergency.

I have read the Volunteer Policy **NAME**\_\_\_\_\_

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

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

I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

**SIGNED** \_\_\_\_\_ **DATE**\_\_\_\_\_