



## VOLUNTEERS POLICY

Review Date: June 2019

***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.***

### **Introduction**

The school benefits greatly from developing well planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis.

Monkshouse Community Primary School believes that volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all pupils.

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children at Monkshouse Primary School without encroaching on the professional teaching responsibilities of the class teacher.

### **Aim**

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

### **Categories of Volunteers**

- Volunteers could include any of the following (this list is not exhaustive):
- Members of the Governing Body
- Parents, carers, guardians, elder siblings or Grandparents of Pupils
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Local residents
- Members of the Monkshouse School PTA
- Volunteer drivers for trips or sporting fixtures
- Staff family members

### **Types of Activities**

- Activities in which volunteers may be engaged in could include any of the following:
- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks
- Running or assisting with an after school club

- Social activities such as running a disco
- Fund raising activities such as running a cake stall or Summer Fayre
- Interviewing children on a governor visit.
- Helping with general activities in school grounds e.g. gardening

### **Becoming a Volunteer**

Anyone expressing an interest in being a volunteer at school, who will be in school on a regular basis should request a Volunteer Application form (Appendix 1) and a Disqualification by Association Declaration Form (Appendix 2) from the School Business Manager. These should be completed and returned with the necessary original identity documents to facilitate an enhanced DBS (Disclosure and Barring Scheme) clearance check and for one reference to be sought. Where the volunteering is a placement linked to a course of study the college will ensure that the student has a DBS unless a portable certificate is available.

When a satisfactory reference, a disqualification by association declaration and a clear enhanced DBS check has been received by the school, the volunteer will be asked into school for an induction meeting with a designated member of staff. This meeting will provide an opportunity for the volunteer to ask any questions and for the school to go through the Volunteer Information Pack. The school will also make their safeguarding procedures clear and make the volunteer aware of the Designated Safeguarding Leads.

The school will also familiarise the volunteer with key policies:

- Safeguarding and Child Protection
- Health and Safety
- Confidentiality
- Behaviour Management
- Code of Conduct
- Social Media

(Policies can be found on the school website)

This meeting will also provide an opportunity for both the volunteer and the school to agree the start date and frequency of the support being offered, and to sign the Volunteer Agreement (Appendix 3) and the Statement of Confidentiality (Appendix 4).

Under safeguarding legislation, the school must hold a Single Central Register that lists volunteers as well as paid staff.

The exceptions to this are:

- Work Experience Students or University/College Placements who apply via their educational establishment. It is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at Monkshouse School. At their induction visit, work experience students should provide sight of some identification. University /College students will be expected to provide sight of their original DBS certificate and photographic identification on their first visit to school.
- One-off volunteers i.e. assisting with a school walk, a fund raising event or a school visit. Parents volunteering to accompany on school visits, may do so without a disclosure and will be reminded not to put themselves in any compromising situation and will not work on a one to one basis.
- Volunteer drivers should provide the school office with sight of their current MOT, insurance and driving licence two days before the event.

If there is any doubt as to the level of checks required, a decision should be sought from the School Business Manager. In exceptional circumstances the Headteacher can agree a placement or volunteer activity without a reference or full DBS check but a risk assessment must be undertaken and counter signed by the Chair of Governors.

### **Volunteers' Expectations from School**

Volunteers in school should expect to:

- Be recognised for their valuable contribution to the learning experience for the children they support
- Be assigned worthwhile tasks
- Access any school policies or procedures that are relevant to their role
- Access any internal training that is necessary for the success of their activities

### **School's Expectations from Volunteers**

School expects all volunteers to:

- Adhere to the name protocol for staff i.e. Miss Smith, Mr Brown.
- Adhere to the school's dress code.
- Adhere to the school's Health and Safety Policy, Safeguarding Policy, Data Protection Policy, Confidentiality Policy and ICT Acceptable Use (where appropriate).
- Read and work within the Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (latest version) and Keeping Children Safe in Education (latest version).
- Be role models for the children they work with and follow the school's code of practice.
- Advise school as soon as possible when they are unable to attend.
- Disclose any information of a criminal nature during the period the volunteer is working within school.

### **Security**

All volunteers must sign in and out of the visitors' book and wear a visitor badge for the duration of their volunteering session.

### **Complaints Procedure**

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

The Headteacher reserves the right to take the following action:

- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated
- Inform the volunteer that the placement has been withdrawn.

Signed: \_\_\_\_\_ Chair of Governors

Signed: \_\_\_\_\_ Head Teacher

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

APPENDIX 4  
MONKSHOUSE PRIMARY SCHOOL  
**Statement of Confidentiality – Volunteers/Work Experience**

I understand that anything I observe, read or hear at Monkshouse Primary School about a particular child, group of pupils or member of staff will be held in confidence.

I will not discuss any confidential personal information with anyone else outside the school setting.

I will not communicate to others about children’s actions or behaviour or educational progress.

I will not upload anything relating to the school onto Social Media sites.

I will refer anyone asking for information to the Headteacher.

I agree to abide by the above guidance.

Your name (Print):.....

Your signature: .....

Date: .....

Signed:..... (Headteacher)

*Please sign and date and hand to Mrs Smith in the school office*