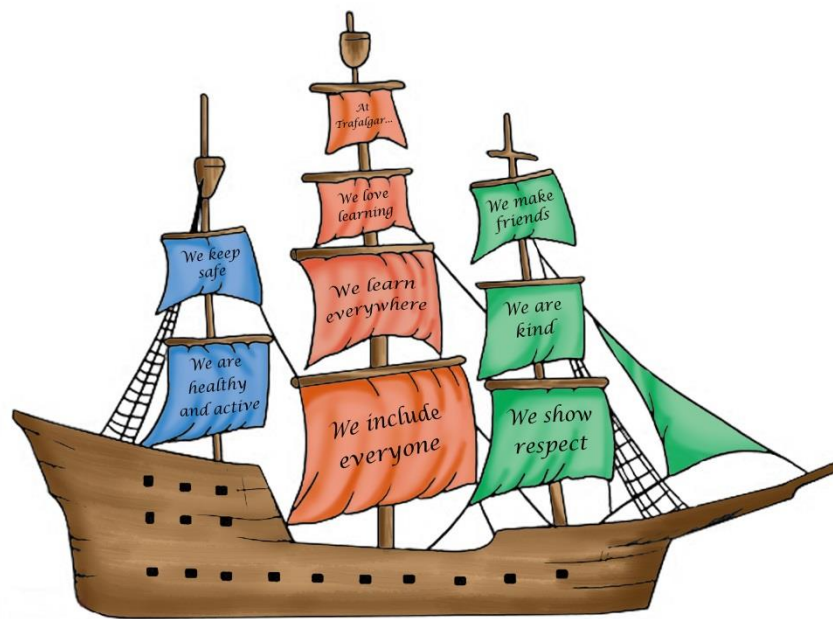


# Trafalgar Community Infant School



## Policy Document

## **VOLUNTEER POLICY**

REVIEWED: SUMMER 2017

REVIEW: SUMMER 2019

*Trafalgar is a Rights Respecting School. We refer to the UN Convention on the Rights of the Child (UNCRC) throughout this policy.*

## **VOLUNTEER WORKING IN SCHOOL POLICY**

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 the pupils at Trafalgar. The school therefore, welcomes and encourages volunteers from the local community.

Our volunteers include:

- Members of the Governing Body
- Parents/Carers of pupils
- Ex-pupils
- Students on work experience
- University students
- Ex-members of staff
- Local residents
- Friends of the School (FTS)

The types of activities that volunteers engage in, on behalf of the school, include:

- Hearing pupils read/modelling reading to the children
- Working with small groups of pupils to assist them in their learning (in different subjects)
- Working alongside individual pupils
- Accompanying school visits/local walks

### **Safeguarding**

Trafalgar Community Infant School is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

### **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 contact our School Office. The Headteacher or Deputy Headteacher will then be informed. The office staff will allocate the volunteer where required in our school.

Volunteers must complete the Volunteer Registration Form (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help. This must be passed back to our School Office, who will read this information, share this with the Headteacher or Deputy Headteacher, and then their support will be allocated where required. Please note that if the volunteer is a family member of a child in our school, the volunteer will not necessarily be allocated to their class, as we allocate support where it is most needed.

## Definition

Activity which is described as 'frequent' or 'intensive' covers the meaning given in the Safeguarding Vulnerable Groups Act 2006.

- 'frequent' – once a week or more often on an ongoing basis; and
- 'intensive' – three or more occasions in a 30 day period.

## Process for Recruiting a Volunteer who will be Working Frequently or Intensively

A) The candidate/s attend the school for an informal discussion/meeting with the Headteacher or Deputy Headteacher (or this can be done over the telephone for family members known to the school) to ensure the applicant is suitable for the role.

B) Enhanced DBS check undertaken, and Disqualification by Association information is shared/signed for by the volunteer.

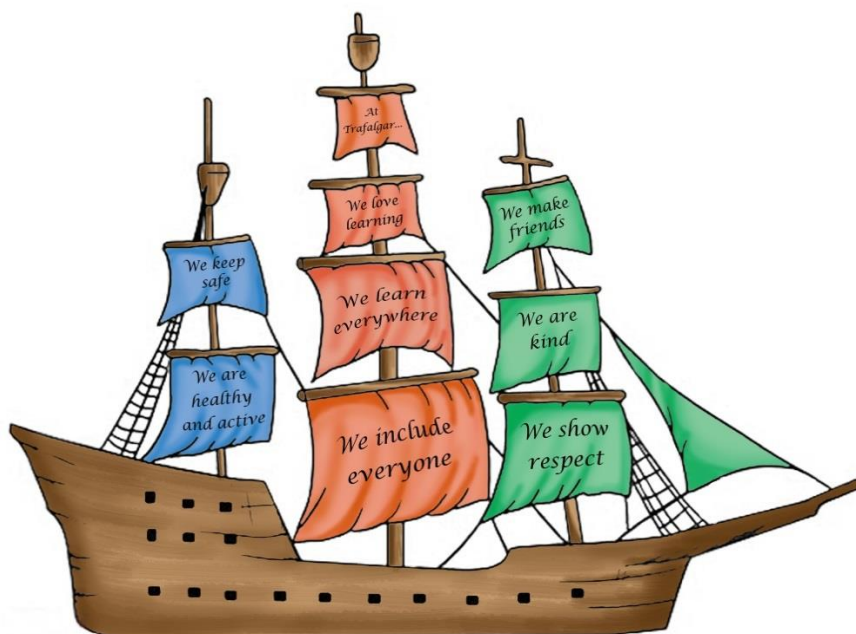
C) References may be sought at the discretion of the Headteacher for volunteers from an employer or friend. Such volunteers will not be able to start volunteering until the reference has been returned to our School Office, and the Headteacher or Deputy Headteacher have checked them to ensure that they are satisfactory.

D) The volunteer will be made aware of the role and responsibilities they will be undertaking during Induction with the Headteacher or Deputy Headteacher. For larger groups of volunteers (e.g. reading helpers) this could be done in a group Induction. Key safeguarding policies and documentation will be explained, and volunteers will sign a record to say that they have had their Induction. They will also be given our Volunteer Agreement (Appendix 2) to sign.

F) Volunteer records to be kept confidentially in the School Office (for safeguarding purposes).

## 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 core values.



## **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 only be voiced with the designated supervisor (usually the teacher that you are based with, or with the Headteacher/Deputy Headteacher)) and NOT with the parents of the child/persons. Any Safeguarding concerns must be passed to the Designated Safeguarding Lead (Miss Green, Headteacher) or the Deputy Designated Safeguarding Leads (Mrs Amos, Deputy Headteacher, Mrs Edgal, Inclusion Coordinator, Ms Bowles, Senior Teacher) immediately.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult must remain confidential.

## **Supervision**

All volunteers work under the supervision of a teacher (usually the teacher that they are based with). 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 pupil's 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, Lock down procedures, and Safeguarding) 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 Supervisor/ Headteacher.

## **Child Protection**

The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers are given an Induction and a copy of the Volunteer Policy and asked to sign the Volunteer Agreement (Appendix 2).
- All of our volunteers must have been cleared by the Criminal Records Bureau(DBS) and will have signed to say that they have received the Disqualification by Association information.
- 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, will be briefed by a member of staff before departing our premises.
- Any concerns a volunteer has, about child protection issues, must be reported to the Designated Safeguarding Lead (Miss Green, Headteacher) or the Deputy Designated Safeguarding Leads (Mrs Amos, Deputy Headteacher, Mrs Edgal, Inclusion Coordinator, Ms Bowles, Senior Teacher) immediately.

## **Complaints**

Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher or designated member of staff 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
- Based upon the facts identified in the investigation it may be necessary for the school to inform the volunteer that the school no longer wishes to use them
- Provide the volunteer with a copy of the school's full Complaints Procedure.

## **Monitoring and Review**

This policy will be approved by the Governing Body and will be reviewed and updated bi-annually by the Headteacher, unless required earlier (due to changes in regulations etc...).

Appendix A

**VOLUNTEER REGISTRATION FORM – FOR NEW VOLUNTEER**

Name of Volunteer: First Name.....Surname.....

Date of Birth:..... Address: .....

.....Postcode.....

Phone: Home..... Mobile .....

A reference may be sought from ..... (name)  
who is a friend / employer\* (\* delete as applicable)

Referees contact telephone number / email address .....

What activities/ areas of the school's work would you like to help with? (If you are a student please include details of your course/placement requirements)

Are there any particular age groups/classes you would like to work with? (If you have relatives in school please give details of their year groups/classes, and please note that volunteers will not necessarily be placed in their own child/relative's class).

Do you have any disabilities/medical needs/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 – continue overleaf if necessary, and this will only be shared with staff who need to know, such as first aiders and the staff with whom you are based, and a copy kept in school for our safeguarding records)?

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

Please hand it to the School Office. Your offer of help is greatly appreciated and we will be in touch as soon as possible.

## Appendix B

### **VOLUNTEER AGREEMENT**

Thank you for offering your services as a volunteer at Trafalgar Community Infant 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 a copy of it for your records.

- I have received a copy of the School's Volunteer Policy
- I have received, read and will follow the information on the safeguarding guide
- I agree to support the School's core values (on our ship)
- I agree to treat information obtained from being a volunteer in school as strictly confidential
- I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken, and that I will need to sign to say that I have received the Disqualification by Association information
- I have been made aware of who is my designated supervisor e.g. Class Teacher.

Please print your full name: \_\_\_\_\_

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