



# Volunteers Working in School Policy

	<b>Name</b>	<b>Date</b>	<b>Signature</b>
Written By	Kath Margetts	January 2016	
Review		February 2018	
Review			

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

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students
- Ex-members of staff
- Local residents
- Friends of the school

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

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits

## **Safeguarding**

Raglan school is committed to safeguarding pupils, young people and vulnerable adults and expect 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, usually approaches the Class Teacher, Headteacher, Senior member of Staff or student mentor directly or by email.

Volunteers should complete the Volunteer Application Form (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

## 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, or overnight (between 2am –6am).

## Process for recruiting Volunteers who will be working frequently or intensively

- A) The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
- B) Enhanced DBS check undertaken
- C) The volunteer will be made aware of the role and responsibilities they will be undertaking
- D) Induction - school policies and documentation explained and issued.
- E) Volunteer records to be kept in a central place within the school.

When it has been agreed by the school to accept a volunteer, the volunteer should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of the volunteer and to confirm they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer before they are left unsupervised with any pupils. This is not required where a volunteer is engaged in a 'one-off' activity.

## 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.

## 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, 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 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 pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

## **Health & Safety**

The school has a Health & Safety Policy and this is made available to volunteers working in the school. There is an expectation that volunteers will read this policy. A Senior Leader 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 Supervisor/Headteacher.

## **Fire Alarm**

In the event of the fire alarm sounding, volunteers, visitors and parent helpers are to exit the building via the nearest exit onto the KS1 or KS2 playground and then make their way to the visitors meeting point on the KS1 playground near the gates to the carpark where the kitchen staff will be standing. This will allow the visitors registers to be checked.

In the event that a volunteer, visitor or parent helper is working with a child/children and the fire alarm sounds, please exit the building via the nearest exit onto the KS1 or KS2 playground and take the child/children to their class teacher before making your way to the KS1 playground meeting point as above.

## **Lockdown Invacuation Procedures Policy**

The school has a Lockdown Invacuation Procedures Policy and we ask that all Visitors, Volunteers and Parent Helpers are familiar with our procedures. Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the School and Nursery. Our procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff and visitors in school.

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Lockdown procedures may be activated in response to any number of situations. If you have any queries please ask a member of the office staff for clarification.

<b>Signals</b>	
<b>Signal for lockdown</b>	Fire alarm (or possibly a Fog Horn?) Start – Stop – Start – Stop – Start - Stop
<b>Signal for all-clear</b>	6 of the same

<b>Lockdown –</b>	
<b>Rooms most suitable for lockdown</b>	All classes to remain in own classrooms
<b>Volunteers Working in school or with children outside a classroom</b>	To bring child into the nearest classroom and report to the classroom teacher.

### **Child Protection**

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

- All volunteers are asked read the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 4).
- All of our volunteers who work frequently or intensively in school must have been cleared by the Criminal Records Bureau (DBS).
- 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 Guidelines for Parents / Helpers Accompanying Educational Visits (Appendix 2).
- Any concerns a volunteer has, about child protection issues, should be referred to the designated supervisor or Head Teacher.

### **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.

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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.

**VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER**

**Student/Parent/Community Helper**

*Please circle above*

**Date.....**

**Name of Volunteer:**

First Name..... Surname.....

Date of Birth:.....

If you have a child at our school what is their name and class.....

Address:

.....

Postcode.....

Phone: Home.....

Mobile .....

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).

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 – continue overleaf if necessary)?

**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.

**Guidelines for Parents / Helpers Accompanying Educational Visits**

Thank you for accompanying this visit, without your help it would not be possible.

Please fill in the reply slip below with name and telephone number of who we should to contact if you are taken ill.

The group leader will ensure that you are fully informed about arrangements, please ask if you are unsure about any aspect of the visit.

The group leader will have overall responsibility but will assume that you are looking after the children in your designated group at all times during the visit. It is expected that you remain with your group throughout the day. The adult/child ratio is based on this. Please do not leave your group of children for any reason without first asking the staff member in charge's permission

You are not allowed to smoke when you are with children. Please do not bring your cigarettes with you on a school visit. We also ask that you do not use your mobile phone unless it is an emergency.

When crossing a road one adult should be at the front and one at the back. Please take particular care crossing roads or in other potentially dangerous situations, other people's children may not react in the same way as yours!

Please ensure that the children in your group are in direct sight of an adult accompanying the party e.g. one adult may take members of different groups to the toilet.

If no male adult is present, boys under 8 use the female toilets, boys over 8 should enter the toilets at least in the company of one other child. Make sure that an adult from the group is positioned near to the men's toilet door or that an attendant is asked to supervise.

Only visit the shop or let the children buy things if the group leader has planned this. Please help staff to ensure that coach seat belts are correctly fitted and the children remain seated whilst in transit. Children should not distract the driver nor should they attract the attention of drivers and passengers in other cars.

When children are on a visit it is as if they are at school. Normal school rules apply. This includes no sweets. The children are expected to respond appropriately to whichever adult is in charge of them and to follow all reasonable requests. If you have an incident with a child, whom you think a staff member will need to deal with please tell the child in the following way: "What you have done makes me very unhappy and I will be asking your teacher to talk to you about this when we get back to school"

Finally, have a very rewarding and not too exhausting visit!  
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School Trip\_\_\_\_\_

Class Teacher\_\_\_\_\_

Parent Helper Name\_\_\_\_\_

Emergency Contact Name\_\_\_\_\_

Emergency Contact Number\_\_\_\_\_

Student Teacher, Work Experience Students and any other Volunteer  
Personal Contact and Medical Information

Name .....

Phone Number .....

Mobile .....

Email .....

**College contact details**

Name of contact .....

Phone .....

College .....

College address .....

.....

**Student emergency contact numbers**

1. ....

2. ....

3. ....

**Do you have any medical needs or conditions we should know about?**

Please outline below anything relevant and indicate what action you wish us to take in the event of you being involved in an accident or as a result of any medical condition.

Whom would you want us to contact first from your **emergency numbers above**. Thank you.

**VOLUNTEER AGREEMENT**

Thank you for offering your services as a volunteer at Raglan Primary 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 school. You will receive a copy of it for your records.

I have completed the Personal Contact and Medical Information.

I acknowledge that in the event of the fire alarm sounding that if I am working with a child/children I will take the children out of the building via the nearest KS1 or KS2 exit and take them to their class teacher on KS1/KS2 playground and then make my way to the KS1 playground meeting point.

In the event that I am in the building and not working with children I will exit the building if the fire alarm sounds and make my way to the KS1 playground visitors meeting point.

In the event that the Lockdown alarm sounds, if I am working with a child outside the classroom I will bring the child to the nearest classroom and report to the classroom teacher. If I am not working with a child I will make my way to the nearest classroom/office.

I have read the school Volunteers Working in School Policy, Health and Safety Policy, Safeguarding Policy, Code of Conduct Policy.

I agree to treat information obtained from being a volunteer in school as strictly confidential and have signed the Confidentiality Form.

I understand that an enhanced Criminal Record Bureau (DBS) check will be undertaken for volunteers working in regulated activity at the school.

I have been made aware of who is my designated supervisor e.g. Class Teacher, Phase Leader.

Name: \_\_\_\_\_

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

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



**Confidentiality**

It is important whilst working at Raglan to observe both the staff and children's confidentiality.

We therefore request that you read and sign this document thereby demonstrating your understanding of the importance of this.

Whilst I am on placement at Raglan School I understand that I should treat all conversations I hear or am part of, and any information I have access to, as completely confidential.

**Signed** ..... **Date** .....

I agree not to disclose any names in my assignments and observations without prior consent.

**Signed** ..... **Date** .....

I agree to obtain permission before taking any photographs of children for use in my assignments.

**Signed** ..... **Date** .....