

Penshurst CE Primary School

Volunteer Policy

Signed by the Headteacher:

Date:

Date of review: March 2023:

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 or placement
- Local residents

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
- Leading or assisting at school clubs
- 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 school office. Volunteers should complete the Volunteer Information Sheet (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help. Before starting to help in school, volunteers should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy. Before starting in school and to ensure the safety of our pupils at all times, all volunteers will be required to complete a DBS (Disclosure and Barring Service) check. Please see the Office Manager.

The exceptions to this are:

- one-off volunteers e.g. assisting with a walk, a fund-raising event or a school visit will not require a DBS check, but the volunteer will remain under the continuous supervision of a member of staff undertaking a regulated activity, usually the class teacher.
- work-experience students or university placements who apply via their educational establishment, as it is expected that all necessary safeguarding checks will have been carried out by the educational establishment before the volunteers arrive in school.

Volunteers who have not undertaken a satisfactory enhanced DBS check will always work under supervision and will in no circumstances provide personal care.

Safeguarding Induction

All volunteers must undertake a short safeguarding induction, to include Health and Safety, before commencing their voluntary role.

Confidentiality

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, misbehaviour, 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 or 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 the duty to the parent. If a child discloses information of concern, this disclosure should be shared promptly with the child's teacher, the Designated Safeguarding Lead (Headteacher) or Deputy Designated Safeguarding Lead (SENDCo). Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher.

Supervision

All volunteers work under the supervision of the class teacher or other staff member to whom they are assigned. Although teachers retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times, as long as they have been subject to a satisfactory enhanced DBS check. Volunteers should feel confident to carry out the task they have been assigned and should seek further guidance from the teacher in the event of a query or problem regarding a child's behaviour, or their understanding of a task.

Health and Safety

The school has a Health and Safety policy which is available on request. 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 Headteacher.

Cameras and mobile phones

Volunteers should not use mobile phones in the presence of children except to contact a staff member. Volunteers must at no time take photographs or videos of children on a personal device. It is acceptable for volunteers to take photographs and/or videos of children on a school device, but only at the explicit direction of a member of staff. For further information please refer to the school's Mobile Phone Policy and Image Use Policy.

Complaints Procedure

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

This policy will be reviewed every three years or in the light of new guidance from either the DfE or the Local Authority. Agreed:

Penshurst CE Primary School Volunteer Policy APPENDIX

1

VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS

Name of Volunteer:

Address:

Phone:

Email:

What skills / areas would you like to help with in school?

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 when working as a Volunteer in school? (Please give details)

Thank you for taking time to complete this Volunteer Information Sheet. Please hand it to the school office. Your offer of help is appreciated and we will be in touch shortly.

VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at Penshurst CE Primary 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 at school. You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy
- I agree to treat information I learn from being a Volunteer in School as confidential.
- I understand that I am required to undergo a Disclosure and Barring Services check to advise the school of my suitability as a volunteer (for all those volunteering regularly and/or working without continuous supervision).

Signed: _____

Name: _____

Date: _____

OFF-SITE VISITS VOLUNTEER AGREEMENT

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experience. 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 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.

Role of the Volunteer Helper

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, 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 are all 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 immediately if there are issues with first aid, safety and/or behaviour

Working alongside school staff

School staff expect volunteer helpers to:

Penshurst CE Primary School Volunteer Policy APPENDIX

4

- comply with all of the above whilst being under the direct line management of school staff
- show a commitment to their group and an interest in the focus of the visit, and to assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and helping 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 on personal devices; they may take photographs on school devices but only at the explicit direction of a member of staff.
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice-creams, biscuits, sweets, souvenirs – 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 volunteers need to move a child or gain a child's attention they should always use the child's name and under no circumstances come into physical contact with a child.

Photographs / Filming

Volunteers must not photograph or film children using their own devices. They may take photographs on school devices but only at the explicit direction of a member of staff. Please see the Mobile Phone Policy and Image Use Policy for further detail.

First Aid

For the duration of the trip, 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 medicines and first aid box(es) will be carried by staff.

Emergencies

In the case of an emergency, you are expected to contact 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.

- I have read the Volunteer Policy
- 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 occasion.

Signed: _____

Date: _____