Nursteed Community Primary School

Volunteers Policy

Policy adopted by the Governor Body on : _____

The Policy will next be reviewed: _____

Headteacher's Signature:_____

Chair of Governor's Signature: _____

Last amended		
By	**When**	**Main changes**
KV	8.9.22	Added section to add details of references to appendix 1
KV	14.10.22	Appendix 4 letter for next steps added
CA	20.01.26	HT details updated
RP	21.10.26	DSL updated

Nursteed Community Primary School
Volunteers Policy

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. The school's Volunteer Policy is part of the school's safeguarding systems.

Safeguarding
Nursteed Community Primary School is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to show that commitment.

School Vision and Values
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 vision and values as shown on our website.

Our volunteers include:
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 children to assist them in their learning
Working alongside individual pupils as an additional tutor
Accompanying school visits
Workshop topic relevant to school curriculum

Would I be a good volunteer?
The cost of obtaining a DBS check for a volunteer is significant and there are training implications for anyone joining our volunteer team. We therefore ask that people make a commitment to volunteer on a regular basis (eg weekly) for at least twenty hours over the year. We ask you to keep regular contact with the school, visiting at least every three months during periods you are not able to help out regularly, so that their DBS check stays up to date. We need the majority of our volunteers to help out in the afternoon.

Anyone working with children will need to understand the importance of confidentiality. Nothing heard or learned in school can be past to people outside of school. If you have any concerns about a child you are working with or about anything you see in school, you must complete a Concern Form and hand this to the Designated Safeguarding lead (DSL) – Mrs Hannah Duffy. You will be told about this during your induction.

To help out in school you will need to have a good level of spoken and written English so that you can model good standards to the children.

You may be asked to work with children in any class. You are unlikely to be asked to work with children from your own child's class.

Volunteer Recruitment Process
Anyone wishing to become a volunteer on a regular basis should complete the Volunteer Application Form **(Appendix 1)** with their contact details, types of activities they would like to help with and the times/days they are available to help. We also need contact details for two people who are able to provide you with a reference, confirming that you are a suitable person to work with children.

The applicant will then be invited to attend the school for an informal discussion to ensure they are suitable for the role.

Statutory recruitment checks such as Enhanced DBS/Barred list/ID/references, etc will be undertaken.
The volunteer will be made aware of the role and responsibilities they will be undertaking.
Two references will be sought.

Volunteer Induction
This will follow our Induction and Exit Policy and will include sharing school policies and documentation such as:
The school's Safeguarding and Child Protection Policy
The Staff Code of Conduct including the whistleblowing procedures
The identity of the Designated Safeguarding Lead (DSL)
A copy of Part 1 of KCSIE
The Health & Safety Policy
The Behaviour Policy

Before starting to help at Nursteed, a volunteer should complete the Volunteer Agreement **(Appendix 2)** which sets out the school's expectations of its volunteer and confirm they have received a copy of this agreement. The school will seek Enhanced DBS clearance for a volunteer before they are able to volunteer in school.

Supervision
All volunteers work under the supervision of a teacher or member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking. Volunteers should be given 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.

Regular Volunteers/Ad Hoc Volunteers

The majority of our volunteers will be regular volunteers who will need a full DBS check, as they may be left alone with a child at some point during their time in school. For these volunteers we will carry out the full range of checks as outlined below.

Occasionally we may ask for additional volunteers for a one off activity such as a school trip. These volunteers may not have the full range of checks in place and will therefore never be left unsupervised with children. They will be included on the risk assessment for the relevant activity. Volunteers who accompany trips will be asked to read and sign Appendix 3.

Health and Safety
The school has a Health & Safety Policy and this is made available to volunteers working in the school and is displayed on the school website. An appropriate member of staff will ensure that volunteers are clear about the emergency procedures (e.g., Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g., 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 a copy of the Volunteer Policy and are asked to sign a Volunteer Agreement (Appendix 2)
All of our regular volunteers must have been cleared by the Disclosure & Barring Service (DBS).
Where a volunteer is engaged in a one-off activity and does not have enhanced DBS clearance, they will not be left unsupervised with children and will be noted on the risk assessment. They must read and sign our Off-Site Visit Agreement (Appendix 3)
Any concerns a volunteer has about child protection issues should be referred to the designated supervisor or the Headteacher.

Complaints
Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff in her absence 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. They may 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, or provide the volunteer with a copy of the school's full Complaints Procedure.

Monitoring and Review
This policy will be reviewed and updated annually.

Appendix 1 Volunteer Application Form

Name of Volunteer: .....
Address: .....
Post Code: ……
Home Phone No: ……..Mobile: ……
Email: _____

Name of Referee 1_____
Email of referee 1_____
Address of Referee 1 _____

Name of Referee 2_____
Email of referee 2_____
Address of Referee 2 _____

Do you have any relatives in the school? Yes/No
If yes please say:
Name_____

Year Group_____

Relationship_____

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?

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 and continue overleaf if necessary.)

What days/times are you available to help?

Thank you for taking the 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 2 Volunteer Agreement

Thank you for offering your services as a volunteer at Nursteed 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 below and return to the School Office on completion. You will receive a copy of it for your records.

Volunteer Agreement
The wellbeing of our pupils and staff is at the centre of our vision at Nursteed School. As a volunteer helper, I agree to adhere to the following procedures and expectations when helping at school with reading, class activities, preparing resources, when involved with a working party addressing a particular area of school life, when accompanying pupils on an outing and at all times when I have direct contact with pupils and staff.

1. I am aware of the school's smart casual dress code and will dress appropriately
2. I will collect a visitor's badge upon arrival and sign the visitor book when entering and leaving the premises
3. I respect the need for confidentiality when working with pupils. I agree not to discuss or disclose any information about pupils' levels or their needs and behaviour with anyone other than the class teacher or the Headteacher, in or out of school
4. I understand that this confidentiality agreement also applies to my working with staff and our behaviour towards each other. I also agree to respect staff's privacy as I expect the school to respect mine
5. I will be a role model at all time, following the school's expectations as set out in the Staff Behaviour Policy
6. I fully understand that if at any time I am in breach of this agreement I will not be permitted to continue as a volunteer helper in the school
7. I agree to an Enhanced DBS/Barred List check and other statutory applicable safeguarding checks on request.
8. I will work to the school's policies to the best of my ability and will pay regard to the Covid Risk assessment to ensure that my actions help to keep everyone safe.

Signed…….. Date……

PRINT NAME…….

Appendix 3 Guidance for School Trips

These guidance notes have been written in conjunction with the school's policy on off-site visits. If you have any questions about a school trip, please see the class teacher. We do appreciate your help on school trips - it would be difficult to organise visits outside school without parent volunteers.

- Parents may not always have their own child in their group
- The teacher will give parent helpers a list of children for whom they are responsible
- All children are told they must stay with their group and the group adult at all times
- If the trip involves a coach journey, please help the children in your group put on and fit their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher has sick bucket/bags if needed
- The class teacher is responsible for ALL First Aid and medication
- The class teacher leads the rules, routines and expectations for the day. Please help the teacher by ensuring your group follows all instructions, e.g., when to eat and drink
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school and associated parents in emergency situations
- If you need to leave your group for any reason, e.g., to take a child to the toilet, please ensure you are with another adult and inform the class teacher
- Parent volunteers are asked to keep the same degree of confidentiality as in school. If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher or, if you would rather, the Headteacher on return from the trip.
- If a person volunteers on an ad hoc basis and therefore does not have a DBS check in place, they will not be left alone with any children at any time. The risk assessment will name any un-checked parents or helpers and will carry out a relevant risk assessment before the trip.
- Adults who volunteer to support on trips who are not regular volunteers will need to read and sign the Volunteers Agreement (Appendix 2)
- If a parent volunteer attends a trip to support their child, they will not be included in the adult to child ratios and will be marked accordingly on the risk assessment.

I have read and understood the Guidance for School Trips

Signed…….. Date……

PRINT NAME…….

Appendix 4

Letter for next steps..

Wednesday 8th December 2021

Dear

I am very pleased that you have offered to volunteer at our school and am keen to get things set up so that you can start as soon as possible.

Before you can begin, we need to receive two references for you and get an up to date DBS check. If you have a transportable DBS we will need details of this so that we can add you to the Single Central Record.

Please complete the attached form to give the contact details of your two referees and return it to the school office. Once you have done this, either Mrs Ayles or Mrs Dyer will contact you to arrange a time to complete the DBS checks with you.

I have arranged a training session for volunteers on Wednesday 12th January 2022 at 2.30pm. Please email to confirm you can attend. If you are unable to attend we will find a mutually agreed time for us to meet.

Hopefully any questions can be answered at the training session, but if you need to ask anything before then, feel free to contact me.

Thank you once again.

Yours sincerely

Headteacher

Nursteed Community Primary School

Volunteer's Reference Details

Please complete the form below to give details for two people (not related to you) who are willing to provide a reference to say that you are a suitable person to work with children, and return it to the school office.

Your Name: _____

Referee 1

Name _____

Email Address _____

Telephone Number _____

Home Address _____

Context in which known_____

Referee 2

Name _____

Email Address _____

Telephone Number _____

Home Address _____

Context in which known_____