



VOLUNTEER POLICY

NOVEMBER 2019

A handwritten signature in dark grey ink, appearing to read 'H Cullen', with a long, sweeping horizontal line extending to the right.

Signed
Helen Cullen
Headteacher

1. Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of students. The Board of Governors therefore, welcomes and encourages volunteers from the local community.

Our volunteers may include:

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

The recruitment of new volunteers can take up to half a term and intake of new volunteers will be dependent on the candidate and available spaces within school. Senior Management maintains the right to refuse volunteers and also terminate placements.

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

- Assisting teaching staff in the classroom
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Assisting with extra-curricular activities
- Accompanying school trips

2. Our School Ethos and Values

Our Christian values are at the heart of the ethos of the school and through these we grow individually and as a community. The Story of the Good Samaritan underpins our 7 core values of:

Honesty
Forgiveness
Empathy
Courage
Resilience
Kindness
Respect

These core values underpin our policies, procedures and the way we treat one another in our community.

All adults and 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 these values.

3. 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 should be directed to a member of the Senior Management Team or HR. It is the school's decision to take on volunteers and this will depend on the requirement

for volunteers in a particular area or activity, the number of volunteers we already have in school and the potential impact on students.

Volunteers are required to complete a school application form.

4. Child Protection and Safeguarding

We are committed to safeguarding our students and expect all volunteers to share this commitment. The process of recruitment of volunteers mirrors the safer recruitment of paid staff to ensure the most suitable adults for our school. Details of all volunteers are kept by HR and entered on the School's Single Central Register.

To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers are given a copy of the Volunteer Policy and the Staff & Volunteer Code of Conduct.
- All frequent volunteers must have been cleared by the Disclosure and Barring Service (DBS)
- All volunteers are expected to have undertaken recognised Safeguarding training prior to carrying out any activity with students
- Volunteers are required to sign in and out at Reception whenever they are on-site

5. Frequent or Intensive Volunteers

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).

Volunteers who are frequent or intensive need a DBS. If a volunteer does not have a DBS they should not under any circumstances be left with a child alone.

Where a volunteer is engaged in a 'one-off' activity, no formal checks are required. However, such volunteers will be treated as an unchecked Visitor; as such they will be required to wear a Red visitor's lanyard and will be under the constant supervision of school staff.

6. Process for recruiting Volunteers who will be working frequently or intensively

- Volunteers will be directed to HR and required to complete an application form.
- A member of the Senior Leadership Team will approve the need and role of the volunteer
- The volunteer will attend an interview to ensure they are suitable for the role
- An Enhanced DBS check will be undertaken
- The volunteer will be made aware of the role and responsibilities they will be undertaking
- Two references will be sought where the volunteer arrangement will continue on a regular basis.
- The Volunteer will undergo an induction where key school policies and documentation will be explained and issued.
- Volunteer records will be kept by HR.

7. 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 their designated supervisor or the Designated Safeguarding Lead if the concern is of a safeguarding nature.

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

8. Supervision

All volunteers work under the supervision of a teacher or member of staff. The member of staff retains ultimate responsibility for students at all times, including the students' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out and what the expected outcome of an activity is. In the event of any query/problem regarding the students' understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

9. 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) and about any safety aspects associated with particular tasks. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/School Business Manager.