



# The Craylands School

## Volunteer Policy



# Volunteer Policy

Date agreed and ratified by Governing body: 8/2/2024

Date of next full review: February 2025



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## Volunteer 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.

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

### **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 members of the parent and pupil support team directly.

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 Volunteer who will be working frequently or intensively**

- A) The candidate/s attend the school for an informal discussion with a senior staff member trained in safer recruitment 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



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- D) If appropriate 2 References should be sought where the volunteer arrangement will continue on a regular basis.
- E) Induction - school policies and documentation explained and issued including child protection, online safety, staff code of conduct
- F) Volunteer records to be kept in a central place within the school

Before starting to help in a school, a volunteer should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of its 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

They will ensure that they uphold British values, actively promoting them whilst representing the school.

### **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 school's designated safeguarding lead (Mrs Kylie Cox or Mrs Leanne Drake) 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. 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 (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 Headteacher.

### **Safeguarding**

The Craylands School is committed to safeguarding pupils, young people and vulnerable adults and expect its volunteers to share that commitment.



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### **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 asked to sign a Volunteer Agreement (Appendix 2)
- All volunteers will take part in an induction process including child protection
- All of our volunteers who work frequently or intensively with children 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 Off-Site Visit Agreement (Appendix 3).
- Any concerns a volunteer has, about child protection issues, including those that contradict British values, should be referred to the designated safeguard lead (Kylie Cox).
- Volunteers with a green lanyard have a valid DBS certificate and do not need to be accompanied in the school; volunteers with a red lanyard do not have a DBS certificate and need to be supervised at all times

### **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**

Policy reviewed: February 2023

Next review: February 2024



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### APPENDIX 1

### **VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER**

Name of Volunteer:

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

Date of Birth:..... 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)

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.....  
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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).

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.....  
.....

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)?

.....  
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.....

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

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



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### APPENDIX 2

### **VOLUNTEER AGREEMENT**

Thank you for offering your services as a volunteer at The Craylands 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 received a copy of the School's Volunteer Policy
- I agree to support the School's Aims
- I agree to treat information obtained from being a volunteer in school as strictly confidential
- I understand that an enhanced Criminal Record Bureau (DBS) check will be undertaken
- I have been made aware of who is my designated supervisor e.g. Class Teacher, phase leader, member of SLT
- I know who the DSL is within the school and understand my roles and responsibility in ensuring the safeguarding of children within the school
- I have read and signed the school code of conduct in recognition of my understanding of it.
- I have received induction information and will ensure that I read and understand it

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

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

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



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### **APPENDIX 3**

#### **Off-Site Visits Volunteer Agreement**

School visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. 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 visits.

Please read and return this appendix, and sign and return the helpers slip. This is part of our school's risk assessment planning and safeguarding.

#### Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip
- To stay with your allocated group of pupils, 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 all go as ambassadors of our school!
- To ensure that your group keep 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 if there are issues with first aid, safety and/or behaviour.
- To follow the schools Online-Safety policy on the use of mobile phone procedures.

#### Working alongside school staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff.
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest
- Follow guidance from the school staff

#### What is not permitted

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties
- Volunteer helpers are not permitted to take photographs of pupils
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets –before, during or after the school trip

#### **First Aid**

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 unless you are the Parent/Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.



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All other medicines and first aid boxes) will be carried by staff.

### **Emergencies**

You are expected to inform 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 event.

I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

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

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

Name:

Designation: