

Volunteer Policy



Approved by the governing body on:	
Signed (Chair of Governors)	
Review Date	Autumn 2024

1. INTRODUCTION

Volunteers bring with them a range of skills and experiences that can enhance the learning opportunities of all the pupils. The school therefore welcomes and encourages volunteers and visitors from the local and wider community.

Volunteers could include any of the following (this list is not exhaustive):

- Members of the Governing Body
- Parents, carers, guardians, elder siblings or grandparents of pupils
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Local residents
- Staff family members

2. SAFEGUARDING

This school recognises its legal and moral duty to promote the well-being of children, and protect them from harm.

We believe that every child regardless of age has at all times and in all situations a right to feel safe and protected from any situation.

We agree that we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our teaching and learning, extra-curricular activities, pastoral care and extended school activities. In order to achieve this, all members of staff (including volunteers and governors) in this school, in whatever capacity, will at all times act proactively in child welfare matters especially where there is a possibility that a child may be at risk of significant harm.

We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in the school, in whatever capacity, will undergo robust and appropriate safeguarding checks.

Where a parent or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff and at no time have one to one contact with children. However, if a parent or other volunteer is to be in school regularly or over a longer period then they will be checked to ensure their suitability to work with children, we will use DBS Checks.

3. SCHOOL ETHOS

All volunteers are expected to observe Eagle CP School Ethos and our aim to promote pupil progress through attitudes, knowledge, skills and understanding that are essential for life-long learners, alongside developing intellectually, physically, socially, morally and ethically successful learners, able to contribute to society.

4. CONFIDENTIALITY

Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with / come into contact with should be voiced with school staff and NOT parents/carers of the child / persons outside school.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents/carers of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the

school does or says should raise the matter with the senior leaders in school who will follow the appropriate internal policies.

5. SUPERVISION

All volunteers work under the supervision of a member of staff. Staff 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.

Staff will be made aware of this policy and of their responsibilities within it.

6. HEALTH & SAFETY

The school has a Health & Safety Policy and this is made available to volunteers as part of the induction procedure.

The member of staff responsible for the volunteer will ensure that they 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/Head Teacher.

Volunteers are covered by the Health and Safety Policy and the School's Insurance.

7. COMPLAINTS PROCEDURE

Any complaints made about a volunteer will be referred to the Head Teacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Head Teacher or designated member of staff reserves the right to take the following action:

- To speak with a volunteer about a breach of this policy 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;
- Report the person to an appropriate authority e.g. police, social services etc.;
- Provide the volunteer with a copy of the school's full Complaints Procedure.

8. 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 complete an application form to ensure suitability.

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 2.00am – 6.00am).

VOLUNTEER APPLICATION FORM

Personal Details	
Title:	
Forenames:	
Surname:	
Date of Birth:	
Address:	
Phone Number:	
Email:	
DBS	

Safeguarding & Relevant Qualifications:	
DBS Number:	
DBS Date of Issue:	
Relevant Qualifications:	

Specific Volunteering Support:			
Any particular age groups/classes you would like to work with?			
Any activities/areas of the school's work would you like to help with?			
Do you have any disabilities/needs we need to take into account or support?			
Frequency/Commitment	One-off (eg trips)	Frequent (eg weekly)	Intensive (often/daily)

Please sign and attach the Volunteer Code of Conduct and hand-in to the School Office

If you are a student, please complete:	
Placement From:	
Course Title:	
Tutor Name:	
Tutor Email Address:	
Tutor Email Telephone:	

Volunteer Code of Conduct

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at the school.

Volunteers will:

- Observe the high standards of behaviour and ethical conduct mandated by the school
- Respect other volunteers, members of staff and pupils, and make them feel valued
- Be approachable, pleasant and positive role models for pupils
- Adhere to all school policies, including the Child Protection and Safeguarding policy, Health & Safety policy, Data Protection policy, Behaviour and Anti-bullying policy
- Maintain confidentiality of personal information at all times
- Treat all pupils and members of staff equally
- Report any incident of bad behaviour to the class teacher or a senior member of staff immediately
- Dress appropriately and behave in a manner which promotes healthy and safe working practices
- Accept and follow directions from the supervisor and seek guidance through clarification where uncertain of tasks or requirements
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report any potential hazards in the workplace to the supervisor
- Avoid waste or extravagance and make proper use of the resources
- Conduct work in a cooperative manner
- Turn off mobile phones while on school premises

Volunteers will not:

- Discipline pupils; if there are any problems, the class teacher or a senior member of staff will be informed immediately and they will manage the situation
- Shout at, hit, threaten or handle a pupil
- Take photographs in school
- Develop 'personal' relationships with pupils
- Work with pupils when not in the proper physical or emotional state to do so, eg, under medication which causes drowsiness, or under extreme stress which may impair judgement
- Behave in an illegal, improper or unsafe manner, eg, smoking or drinking alcohol
- Share personal contact details with pupils or make personal arrangements to meet pupils outside of school
- Express any extremist or discriminatory views, or any views that would offend others
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature
- Behave in a manner which may bring the school into disrepute when representing the school
- Give or receive (other than token) gifts, unless arranged through the Head Teacher, eg, giving football boots or uniform to a pupil

I,, have read the Code of Conduct and agree to abide by the rules outlined in this policy.

Signed:

Date:

Volunteers Risk Assessment

This risk assessment should be completed when considering whether a person working as a volunteer at the school should be asked to apply for an enhanced DBS certificate.

Name of Person:

Areas to consider

What is the age group that the volunteer will work with?	
Are these pupils regarded as particularly vulnerable?	
How frequently will the volunteer be in school?	
What is the connection of the volunteer to the school?	
What motivates the volunteer to want to work in the school?	
Is the volunteer in paid employment or do they work in a voluntary capacity elsewhere with children?	
Does the school already know the person?	
Has the person's identity been verified?	
Is the person signed up to the DBS Update Service?	
Has a check been completed on the DBS Update Service?	
Is the person aware of any reason why they should not volunteer to work with children?	
Is the school aware of any reason that the person should not work with children?	
Is this volunteer with children between the hours of 2am-6am	
If requested, could the volunteer provide at least one reference from someone other than a family member, including a senior person at the employment or voluntary service named above?	

Risk Categories:

- High Risk** – the person has no previous connection with the school AND cannot provide references from elsewhere. There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school should consider whether the person's uncorroborated background would raise an unacceptable risk.
- Medium Risk** – The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable. There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so, as no enhanced DBS has been seen.
- Low Risk** – The person is signed up to the DBS Update Service and the checks reveal no negative information OR The person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references OR the school knows the person well (eg. may be a former employee)

Is the volunteer in 'Regulated' Activity? Yes No

If 'yes', an enhanced DBS with Barred list check is required.

If 'no', an enhanced DBS without a Barred list check *may* be obtained

Decision

Application for enhanced DBS check is not needed. State reason(s) below	Application for an enhanced DBS check is needed. State reason(s) below:	Application for an enhanced DBS check and a Barred List check is needed because the person is in Regulated Activity

Head Teacher (Print) (Sign) (Date)