

Adult Volunteer Helpers Policy

1 Introduction

1.1 We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security.

1.2 The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

1.2.1 Paid full- or part-time staff employed by the school:

- teachers;
- teaching assistants;
- office staff;
- caretakers;
- cleaners;
- dinner supervisors;

1.2.2 Adult workers employed by another organisation:

- peripatetic music teachers;
- trainee teachers;
- LA advisers and inspectors;
- health visitors;
- grounds maintenance staff;
- contract workers (for example an electrician or heating engineer).

1.2.3 Volunteer helpers may be:

- members of the governing body
- Friends of the School/members of the PTA
- parents or other adult helpers working alongside teachers;
- students on work experience.
- former pupils
- local residents
- local clergy or members of the congregation

This policy sets out the arrangements for volunteer helpers only.

2 Volunteer helpers

2.1 Volunteer helpers support the school in a number of ways, including:

- supporting individual pupils;
- hearing pupils read;
- helping with classroom organisation;
- helping with the supervision of children on school trips;
- helping with group work;
- helping with art or subjects involving other practical activities.
- Members of the Governing Body working in school in their capacity as governors are covered by our Governor Code of Conduct – not this policy

Members of the Governing Body working in school in their capacity as Governors are covered by our Governing Body Code of Conduct and not this policy

2.2 Volunteer helpers are **not** allowed to do the following activities:

- take responsibility for all or some of the whole class;
- change very young children, or supervise them changing;
- supervise children engaged in PE or other specialist activities;
- take children off the school site without a teacher in charge.

The responsibility for the health and welfare of the child remains with the class teacher at all times.

How to apply to volunteer:

- email a named member of staff or the school's enquiry email address
- approach a senior member of staff or class teacher
- complete an application form (see Appendix 1)

3 Signing in

- 3.1** When helpers arrive in the school they must sign in at the reception desk. They will be given a visitor's badge, which they should wear at all times. The signing-in system will give the date and time of arrival. They must also sign out, stating the time they are leaving, and return their badge before they leave.

4 Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we are upholding our responsibility to keep our pupils safe, we will:

Conduct enhanced DBS checks with a barred list check on volunteers who:

- work 1-on-1 with pupils unsupervised
- work with groups of pupils unsupervised
- supervise or accompany groups of pupils on overnight residential visits

Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in

Provide safeguarding training to all volunteers prior to them beginning work at the school, including ensuring that they have read and understand part 1 of Keeping Children Safe in Education

Require volunteers to agree and adhere to our Code of Conduct (see Appendix 2) and to read, and adhere to the school's policies on:

- Safeguarding
- Use of mobile phones
- ICT and internet acceptable use
- Online safety
- Behaviour

Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils.

Conduct a risk assessment to determine whether a volunteer who isn't working is regulated activity needs an enhanced DBS check. The risk assessment will consider:

- The nature of the work they will be doing
- What we know about them
- Reference from employers or other voluntary roles
- Whether the role is eligible for an enhanced DBS check

5 Deployment of classroom helpers

- 5.1** It is the policy of this school that generally, parent helpers do not support in their own child's classroom, as this can be distracting for the child, and perhaps place the class teacher in a uncomfortable situation. Helpers will be asked to support in classes where there is the most need for individual support.

6 Monitoring and review

- 6.1** The day-to-day monitoring of this policy is the responsibility of the Head Teacher.
- 6.2** This policy will be reviewed every two years, or earlier if considered necessary.

7 Induction and Training

Volunteers must complete appropriate training prior to beginning work at the school.

Training requirements will be determined by the Head Teacher, or the appropriate

member of staff.

All volunteers must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

8. Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside the organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff. They should not discuss them with pupils or parents.

This does not prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our Safeguarding Policy, and inform the designated safeguarding lead (DSL).

If concerns are related to whistleblowing, volunteers must follow the guidance in our Whistleblowing Policy.

9. Conduct of Volunteers

Volunteers must comply with the staff Code of Conduct set out in Appendix 2 of this policy.

10. Insurance

The school's insurance policy does cover volunteers in the event of an accident or emergency.

If a volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

11. Data Protection and Record Keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it.

We will:

- Retain records relating to volunteers in line with our records retention schedule
- Remove details of volunteers from the single central record (SCR) once they no longer work at our school

Appendix 1

Volunteer Application Form

Please complete this application form in full.

Please note that the school may not be able to accommodate all preferences.

DATA PROTECTION NOTICE

Throughout this form, we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

For further details please refer to the school's Privacy Notice, to be found on the GDPR page on the school website.

PERSONAL DETAILS	
Name:	
Date of Birth:	
Gender:	
Telephone Number:	
Email address:	
Home address:	

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local policy that is considered relevant to the role. Any information that is 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school's privacy notice.

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION	
Do you have a DBS check? (please circle)	Yes / No
If yes, what type of check do you have? (please circle)	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information
Date of check:	
Certificate Number:	

Do you have a DBS check? (please circle)	Yes / No
If yes, what type of check do you have? (please circle)	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information
Date of check:	
Certificate Number:	

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Before school					
After school					
Lunchtimes					

How many hours per week/month can you volunteer?	
Can you commit to at least one term?	

EXPERIENCE AND QUALIFICATIONS
Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.

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St Peter' CE Primary School

Why would you like to volunteer at St Peters CE Primary School

Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc)

Do you have any relevant qualifications?

What Year Group/Department etc. would you prefer to work with?

Would you prefer to work 1 to 1 or with a small group?

REFERENCES

Your placement as a volunteer may be subject to satisfactory references. Please give the details of two referees who can comment on our suitability (e.g. employers, colleagues, teachers, etc.)

Name:	Name:
Relationship to you:	Relationship to you:
Address:	Address:
Telephone Number:	Telephone Number:
Email address:	Email address:

DISABILITY AND ACCESSIBILITY

The school is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

[illegible]

Appendix 2:

Code of Conduct for Volunteers

By signing this form, volunteers agree to the following:

1. School rules and policies:

1.1 Volunteers will follow all school rules and policies, including those on:

- Child Protection
- ICT and internet acceptable use
- Online safety
- Mobile phones
- Data Protection
- Health & Safety
- Equality
- Whistleblowing
- Behaviour

1.2 Copies of the school policies are available online or from the school office.

2. Professional conduct

2.1 Volunteers must accept and follow instructions provided by staff, and ask for guidance or clarification if required. Questions can be directed to members of staff, or to one of the Deputy Head Teachers.

2.2 Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they are working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.

2.3 Volunteers must conduct themselves in a professional manner at all times. This includes:

- Dressing in a way that is professional and appropriate to the work they are doing
- Refraining from using inappropriate language
- Setting an example for pupils by acting in a way that reflects the school's ethos and values
- Behaving in a way that is appropriate for the role they are undertaking
- Ensuring that comments, including those made on social media, do not bring the school into disrepute

2.4 Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying 'thank you'. If uncertain, please refer to the schools Gift & Hospitality Policy.

- 2.5 Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.
- 2.6 Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.
- 2.7 If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

3. Safeguarding

- 3.1 Volunteers must be familiar with, and adhere to, the school's Safeguarding and Child Protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.
- 3.2 If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL.
- 3.3 Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.
- 3.4 Volunteers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
- Exchanging contact information
 - Making contact with pupils outside of school, including on social media
 - Arranging to meet pupils outside of school
- 3.5 Volunteers should not take or share photographs of pupils unless instructed to do so by the class teacher.

4. Health & Safety

- 4.1 Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- 4.2 Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.

4.3 Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

5. Confidentiality

5.1 Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers should not discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the Head Teacher.

Failure to adhere to this Code of Conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

Volunteer name (please print)

Volunteer signature

Date