

ST PETER'S CE PRIMARY

VOLUNTEERS IN SCHOOL POLICY

Introduction

As a school, it is our aim to involve parents in their children's education and to develop and maintain links with the local community. The school values volunteers and the contribution that they make to the sustained success of the school. We hope that this will be a mutually beneficial partnership between the school and the volunteer; that the benefits to be gained by the school in terms of community participation will be mirrored by the development gained by the volunteer from their experiences in school.

Status of Volunteers

A volunteer will not be an employee of the school. He or she will not be engaged on a contract of employment nor on any type of contract for services. The engagement will be binding in honour only, there being no legal agreement between the organisation and the volunteer.

Volunteers are unpaid. The school is under no obligation to offer or to continue to offer any volunteering opportunity to any person, irrespective of their carrying out volunteering work currently or in the past. Similarly, the volunteer is under no obligation to accept any opportunity offered, and may withdraw from the agreement at any time.

A volunteer will not be reviewed as a substitute for a paid member of staff, but an additional supplement to school's resources. They will not be asked to undertake certain duties.

- Those which would normally fall within a Teacher's responsibility under *loco parentis*
- Covering for staff absence within the classroom;
- Unsupervised 1:1 work with children
- Those which would normally be undertaken by a contractor engaged by school or the Local Authority (LA);
- Those requiring full financial or budgetary responsibilities;
- Any administrative tasks involving highly confidential or sensitive information.

Before accepting the role of volunteer, the individual concerned will agree with the school that they can fulfil the volunteer role expectations. The school may withdraw the offer at any time, including after the volunteer has started their engagement. The volunteer may also withdraw from the agreement at any time. Both parties are encouraged to give the other as much notice as possible, should the agreement be brought to an end.

Recruitment & Selection

The volunteer applicant must complete a simple application form which gives permission to obtain a character reference and an enhanced Disclosure and Barring Scheme (DBS) application form (criminal record check), obtainable from the school office.

The experience, qualities, skills and needs of any volunteer will be taken into account when deciding about the recruitment of a volunteer in St. Peter's. Please note there is no guarantee that a volunteer will be found an immediate placement or any placement at all within the school or elsewhere.

The placement should be mutually beneficial to both parties; school and volunteer.

An interview will take place with a view to agreeing a placement in order that the school and volunteer will have the opportunity to find out about each other and to agree a role, timetable, support, dress code etc. The school will outline relevant school policies at the interview.

Any placement of a volunteer shall be of a fixed term agreed by both parties and shall at the expiry of the period terminate unless expressly renewed in writing. Any placement may however be terminated by the school at any time without notice if the Head Teacher deems this to be in the best interest of the school, pupils or staff. Such termination need not involve any fault, shortcoming or wrongdoing attributable to the volunteer.

Safeguarding

A school's utmost concern should always be the safety of its pupils. It is for this reason that the recruiting process is of such importance: a volunteer should be a safe and responsible individual. It may be necessary for volunteers to undertake safeguarding training, depending on their level of interaction with pupils.

Schools should obtain an enhanced DBS certificate if a volunteer intends to carry out activity which allows unsupervised contact with pupils.

Volunteers should be readily identifiable and easy to locate at all times. Schools should ensure that:

- Volunteers sign in and out of the building at the office/reception
- Volunteers wear their visitor's badge at all times
- A designated person, such as the Head Teacher, is aware of the volunteer's whereabouts at all times.

Additional protections could include the following:

- If the volunteer is a young volunteer (under 18), do not allow them to work unsupervised with pupils.
- Ensure that the school's Child Protection and Safeguarding Policy covers volunteers

If a volunteer is a young volunteer, a school should also consider the safety of the volunteer. Child protection legislation generally applies to children up to the age of 18, so schools should take account of this and implement the appropriate measures, such as ensuring the volunteer has a safe way to travel to and from school.

Working Hours & Young Volunteers

As outlined by Gov.UK, young volunteers are not permitted to:

- Volunteer during scheduled school hours, unless permitted by the school.
- Volunteer before 7am or after 7pm.
- Volunteer for more than one hour before school (unless bylaws allow it).
- Volunteer for more than four hours without a break of at least one hour.
- Participate in any volunteering that may be harmful to their health, wellbeing or education.

School should always agree the terms of the volunteering with the young volunteer and, if younger than 16, with their parents.

A generic risk assessment for a volunteer can be found at <https://www.hs.gov.uk>.

Checks

Regulated activity refers to a volunteer working unsupervised when teaching, looking after children regularly or providing pastoral care on a one-off basis.

For volunteers who are not in regulated activity, but who have the opportunity to come into contact with pupils on a regular basis, it is at the **discretion of the school** to decide whether or not a DBS check is required.

The minimum age at which someone can be asked to apply for a DBS check is 16 years old. In the case of work experience, a DBS check will only be required if an individual's specific job purpose includes looking after pupils under 16 years of age.

If a volunteer already has a DBS, there is no official expiry date for DBS checks; the information obtained at the time of the check will be accurate and so it is up to the school whether they want to request an updated DBS check.

The government runs a DBS update service which allows applicants to keep track of their DBS certificates, enabling employers to check individuals' DBS certificates and statuses (with permission) readily and easily online.

Management of Volunteers

We will ensure that volunteers are given suitable induction training at the beginning of their placement.

The volunteer will be given a named contact person who will review the work undertaken by the volunteer and will assist the volunteer generally and, particularly, in the event of any problems occurring.

Regular supervision of the volunteer will be provided as appropriate to the task undertaken and the needs of the volunteer. The deployment of volunteers should not involve any substantial addition to the workload of staff.

The volunteer's role, including status with pupils, will be made clear.

Volunteers will be given opportunities to contribute their ideas and opinions about the work that they are engaged in.

Volunteers will be given guidelines/training regarding child protection issues/procedures, especially pupils disclosing possible abuse.

Support to Volunteers

As a school, we value the work of volunteers and in order to demonstrate this we aim to:

- Show appreciation for the volunteer's work
- Ensure volunteers have the appropriate and up-to-date information they need to do their work
- Ensure that they are introduced to staff and other volunteers and have access to a support network
- Ensure that the volunteer is adequately inducted and is given every assistance to perform the duties required of them.

If the volunteer is undertaking formal training (e.g., NVQ or other work – based qualification), the school will endeavour to support this by allowing opportunities and practical advice for

them. If training is a requirement of the expected role within school, such opportunities will be provided for the volunteer and this will be agreed by both parties during the initial stages of recruitment.

Confidentiality

Volunteers will be told that information relating to pupils, parents and staff is confidential and volunteers will maintain confidentiality at all times.

Information about volunteers is also a matter of confidentiality and application forms and personal details must be kept securely by the school office and not divulged to others except on a need-to-know basis.

Insurance

The school holds Employer's Liability and Public Liability Insurance through the LA and Zurich Municipal, and this insurance covers volunteers in school.

Behaviour

It is important that volunteers understand what is expected of them in terms of their behaviour and roles. Read the guidance below for details on the types of roles that volunteers can have and what schools should expect of their volunteers.

Roles of Volunteers

Volunteers can be allocated a variety of tasks, such as the following:

- Listening to pupils read
- Working with small groups of pupils
- Working alongside individual pupils
- Undertaking arts and crafts activities with pupils
- Working with pupils on computers
- Accompanying school visits
- Assisting with a school club
- Helping with fundraising activities
- Helping at lunchtime

Schools should ensure that volunteers feel comfortable conducting the tasks that have been allocated to them, and mentors should offer guidance as and when volunteers require it.

Expectations

It is important to set clear guidelines and expectations to volunteers so that volunteers understand how they should behave.

Volunteers should:

- Be a positive representative of the school.
- Adhere to their tasks, responsibilities and commitment as agreed by themselves and the school
- Follow any procedures and standards set by the school
- Consider themselves a member of the school's staff, and act accordingly
- Address other members of staff in the appropriate way, not using their first names or nicknames when around pupils
- Use appropriate language, never using profanity and rude language

- Be role models to pupils
- Refer behaviour or safeguarding concerns as specified in the relevant policies

In return, school should:

- Be supportive, welcoming and positive
- Create a positive environment for volunteers to work in
- Provide a thorough and formal induction process
- Allocate an appropriate mentor

Expectations of Pupils

It is important that pupils have the same level of respect for volunteers as they do any other member of staff. Classroom teachers should inform pupils who the volunteer is, introducing them and explaining what they are there to do.

Grievance and Complaints

Any complaints made by a volunteer or about a volunteer should be referred to the Head Teacher (or a delegated staff member) for investigation, as specified in the school's complaints policy.

Allegations of Abuse

Any allegations of abuse made about the volunteer or by the volunteer should be handled in line with the school's allegations of abuse policy.

Rewards for Young Volunteers

Schools should avoid giving monetary rewards to young volunteers, as this can encroach on child employment laws. Some ways to reward young volunteers include writing letters of recommendation or giving thank you cards.

The Volunteer

The Volunteer agrees to carry out all reasonable tasks assigned to him/her to the best of their ability and to generally promise the interests of the school and to abide by the terms and conditions set out in this policy and agreement.

As a school, we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. The rights of the child, the child's safety and emotional wellbeing and the protection of the child from all forms of abuse are paramount. We believe that every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at St Peter's CE Primary School. In view of this, the school reserves the right to refuse voluntary help and to terminate or vary a placement at any time without prior notice.

Signed: (Volunteer)

Print Name:

Dated:

Signed: (On behalf of St Peter's CE Primary School)

Print Name:

Dated:

Appendix 1: Volunteers' in School Registration Form

Appendix 2: Volunteers' Code of Conduct