

## **Chapmanslade Primary School**

### **Volunteer Policy**

**Approved:** 27<sup>th</sup> September 2022

**Next Review Date:** September 2025

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. We welcome and encourage volunteers from the local community. A volunteer is an unpaid adult who provides support to our school.

#### **Our volunteers may include:**

- 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

#### **The types of activities that volunteers are engaged in might include:**

- Hearing pupils read
- Working with small groups of pupils
- Undertaking arts and craft activities with pupils
- Gardening activities
- Supporting teachers to run after school clubs
- ICT
- Individually arranged projects
- Accompanying school visits

#### **Becoming a volunteer**

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should approach the Headteacher. New volunteers should complete the Volunteer Application Form (Appendix 1). Before starting to help in school, volunteers should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

Before starting in school and to ensure the safety of our pupils at all times, all volunteers will be required to complete a DBS (Disclosure & Barring Service) check. This can be completed online and the school office will provide the necessary information. We are unable to have any volunteer in school, work unsupervised with pupils unless they have been cleared by the DBS and show their certificate in school. Details of this certificate will be recorded.

## **Confidentiality**

Volunteers in school are bound by our Confidentiality Policy. All staff members, voluntary helpers and visitors should be aware that information relating to individual pupils or members of staff is totally confidential. Whilst in school volunteers may hear conversations which are of a confidential nature. These cover aspects such as pupils' academic progress, misbehaviour, or home circumstances. All information relating to individual pupils and staff is totally confidential and volunteers must respect this. Any concerns that volunteers have about the pupils they work with/come into contact with should be shared with the class teacher and NOT with the parents of the pupil or any persons outside school. These comments, particularly if taken out of context, can cause distress to the parents of the pupil if not heard directly from the school.

A situation may arise in school, where the duty to the pupil is greater than that to the parent. If a pupil discloses something, this information should be shared promptly with the pupil's teacher or head teacher. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Head teacher.

## **Supervision**

All volunteers work under the supervision of the class teacher to which they are assigned. Although teachers retain responsibility for pupils at all times, this does not require volunteers that have a DBS clearance to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/guidance from the teacher in the event of a query or problem regarding a pupil's behaviour or understanding of a task.

## **Health and Safety**

The school has a health and safety policy which is available on request. Class teachers should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school educational visit, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or head teacher.

## **Complaints Procedure**

Any complaints made about a volunteer or by a volunteer will be referred to the head teacher for investigation.

The school has the right to take the following actions:

- Speak with the volunteer about a breach in the volunteer agreement
- Inform the volunteer that they are no longer required to help in school

This policy will be reviewed every three years or in the light of new guidance from either the DfE or the Local Authority.

## APPENDIX 1

### School Volunteer - Application Form

**Name of school: Chapmanslade CE VA Primary School**

Name	
Current Address	
	Town Postcode
Telephone (Include mobile)	
Email Address	
Occupation	
Name of Emergency Contact	
Relationship to Volunteer	
Emergency Daytime Telephone	
Emergency Evening/Mobile Telephone	
Why do you want to volunteer with us?	
Please describe any skills, hobbies or experience that you particularly want to use or may be useful as a volunteer?	
When are you available to volunteer? (For example, during the day, at weekends or evenings)	

## References

Please name two people who we can contact for a reference. One of these should, if possible be someone you know in a professional capacity, for example, a present or previous employer, a tutor, teacher or someone for whom you have previously volunteered.

### Referee 1

Name	
Relationship to volunteer	
Address	
	City Postcode
Daytime telephone	
Evening/mobile telephone	
E-mail address	

### Referee 2

Name	
Relationship to volunteer	
Address	
	City Postcode
Daytime telephone	
Evening/mobile telephone	
E-mail address	

Signature of applicant: .....

Date: .....

## APPENDIX 2

### REGULAR VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at Chapmanslade Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

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 treat information I learn from being a volunteer in school as confidential
- I understand that I am required to undergo a Disclosure & Barring Service check to advise the school of my suitability as a volunteer. If you already have a DBS Certificate, please hand it to the school and a copy will be made for the school records.
- I have completed Appendix 3 Educational Visits Volunteer Agreement (if applicable)
- I have completed Appendix 4 Mobile Phone Use In School/Trips

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

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

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

## **APPENDIX 3**

### **EDUCATIONAL VISITS VOLUNTEER AGREEMENT**

Educational 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 educational visit. Please read and return this appendix, and sign and return the helper's slip.

This is part of our school's risk assessment planning.

#### **Role of the Volunteer Helper**

##### **Under the direct supervision of the lead teacher if no DBS has been obtained**

- to be responsible and look after, in equal measure, all of the pupils in your group
- to stay with your allocated group of pupils, ensuring that their well-being and safety is maintained for the total duration of the educational visit
- 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 educational visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- to contact your pupil's class teacher/member of staff immediately if there are issues with first aid, safety and/or behaviour

#### **Working alongside school staff**

School staff expect volunteer helpers to:

- comply with all of the above whilst being under the direct line management of school staff
- show a commitment to their group, an interest in the focus of the educational 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 areas of interest
- follow guidance from the school staff

#### **What is not permitted:**

- Volunteer helpers are not allowed to bring additional siblings on the educational visit.
- Volunteer helpers are not allowed to re-organise educational visit groups.
- Volunteer helpers are not allowed you use mobile phones whilst in school or during educational visits
- Volunteer workers are not allowed to take photographs of pupils, either whilst in school or during educational visits
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the educational visit.

- Volunteers are not allowed to touch or reprimand pupils but should speak to a school staff member if there are any difficulties. If you need to move a pupil or gain a pupil's attention we always use their name and under no circumstances are we to come into physical contact with a pupil.

### **First Aid**

For each class on the educational visit, there will be at least one qualified first aider. You will be informed if any pupil in your group requires medication or has any other needs. If medicine needs to be administered, this will be done by a trained member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid equipment will be carried by staff.

### **Emergencies**

In the event of any emergency, you must 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.

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- 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 educational visit and actively contribute to the smooth running of the occasion.
- I have completed Appendix 4 Mobile Phone Use In School/Trips

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

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

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

## Appendix 4

### MOBILE PHONE USE IN SCHOOL/TRIPS

Dear Volunteer,

Re: Use of Mobile Technologies on School Premises

Our policy on use of mobile technologies exists to safeguard the welfare of children in our school.

Mobile phones and smart watches may be brought into school. While working or visiting the school, phones should always be out of sight, turned off/silent. Under no circumstances (including on school trips) may mobile phones be used to take pictures or make sound or video recordings of children. Mobile phones are only to be used in the Staff Room, Headteacher's Office or Main Reception Office while children are on site.

A copy of our acceptable use policy is available to view on the school website or a paper copy is available from the office on request.

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- I agree to abide by the school's acceptable use policy and only use my mobile phone or smart watch in the designated areas.

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

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

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