



South Bersted CE Primary Volunteer Policy

Web and/or Internal	Web & Internal
This policy should be reviewed every	Every three years
Policy approved by Governors	Autumn 2018
Date of Review	Autumn 2021
Member of staff responsible	Business Manager
Policy created by	WSCC Model Policy, personalised

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Introduction

Our school benefits from developing well planned, active parental and community links. Participation by adults in the activities of the school on a voluntary basis helps to achieve this. South Bersted CofE Primary School believes that volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all pupils.

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children at South Bersted CofE Primary School without encroaching on the professional teaching responsibilities of the class teacher.

Aim

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

Categories of Volunteers

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

- Parents, carers, guardians, elder siblings or Grandparents of Pupils
- Ex-members of staff
- Local residents
- Staff family members

Types of Activities

Activities volunteers may be engaged in could include any of the following:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Accompanying school visits

- Running or assisting with an after school club
- Being a member of the Friends of South Bersted Committee

Becoming a Volunteer

Anyone wishing to work as a volunteer who will be in school on a regular basis should request a **Volunteer Application Pack** from the school office. This should be completed and returned with the necessary original Identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check, if required. The Headteacher (or staff member with delegated responsibility) will discuss the expectations with the potential volunteer and an appropriate placement will be agreed. A regular day and time will be agreed and the applicant will be expected to sign all relevant documentation (appendix to this policy).

An entry will be made on the school's **Safeguarding Single Central Record** and a file maintained with the confidential details of the volunteer which will be retained by school for 7 years after the volunteer resigns from their volunteering responsibilities.

The exceptions to this are:

- Work Experience Students or University Placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at South Bersted Primary.
- One-off volunteers i.e. assisting with a fund raising event will not require a DBS. Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care.

If there is any doubt as to the level of checks required, a decision should be sought from the Headteacher.

Information on the Role of a Volunteer

All volunteers should have access to this policy. Volunteers should also have access to the following policies which are all available from the school's website www.southbersted.co.uk.

- Health and Safety Policy
- Confidentiality Policy
- Data Protection Policy
- Safeguarding & Child Protection Policy
- Equal Opportunity Policies
- Behaviour Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)

School Values

All adults who work in school are expected to work and behave in such a way as to promote our school values and to be positive role models for our pupils.

Volunteers' Expectations from School

Volunteers in school should expect to:

- be recognised for their valuable contribution to the learning experience for the children they support
- be assigned worthwhile tasks
- access any school policies or procedures that are relevant to their role
- access any training that is necessary for the success of their activities

School's Expectations from Volunteers

School expects all volunteers to:

- Adhere to the name protocol for staff.
- Adhere to the school's Health & Safety Policy, Safeguarding Policy, Data Protection Policy, Confidentiality Policy and ICT Acceptable Use (where appropriate).
- Work under the supervision and direction of staff.
- Be role models for the children they work with.
- Wear appropriate, smart but casual dress.
- Refer any behavioural or safeguarding concerns to the class teacher and not to attempt to deal with any such issues themselves.
- Commit to a regular window of time to allow teachers to plan activities to include the volunteer.
- Advise school as soon as possible when it is not possible to attend.
- Be familiar with school evacuation procedure and follow staff instruction.

Security

All volunteers must sign in and out of the visitors' book and wear a visitor badge for the duration of their volunteering session.

Parking

There is no parking available for volunteers unless you are a blue badge holder,

Complaints Procedure

Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher (or a delegated staff member) for investigation.

The Headteacher (or delegated staff member in her absence) reserves the right to take the following action:

- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated.
- Offer an alternative placement or activity for a volunteer.
- Inform the volunteer that the placement has been withdrawn.

Please remember to sign in and out on the visitors' signing sheet each time you enter and leave the school.

Please Note: Child Protection/Safeguarding/Health & Safety

- *At South Bersted CE Primary School, the Inclusion leader is the Designated Senior Leader (DSL) for Safeguarding and the Deputy Head is the Deputy Designated Senior Leader (DDSL).*
- *If a child makes any disclosures to you, or if you become aware of anything which raises concerns about a child's safety/welfare, please notify the DSL as soon as possible and before the end of the same school day (or the DDSM in her absence).*
- *Health & safety is everyone's responsibility. If you see or experience anything which concerns you, please report it as soon as practical to the Headteacher, Deputy Head or the school office, so that action can be taken.*

Name of Volunteer:

Date of Birth:

Other names known by (including maiden names):

Address:

Phone:

What skills / areas would you like to help with in school?

Are there any particular age groups / classes you would like to work with?

Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? *(please give details)*

For Office use only:

Initial meeting

DBS

Year group

Commitment

IN SCHOOL VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at South Bersted 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 support the School's Aims and Core Values
- I agree to treat information I learn from being a Volunteer in School as confidential
- I understand that if necessary, I will undergo a DBS check to advise the school of my suitability as a volunteer

Signed: _____

Name: _____

Date: _____

Volunteer or Work Experience Confidentiality Agreement

As a volunteer or in gaining work experience with South Bersted CE Primary School you may come across confidential information about the school and personal data about its current and former staff, pupils and parents. This information may be in many forms including paper files, and through electronic and digital devices.

You must at all times respect all forms of personal information and not use the information for your own benefit or disclose the information, except where required or instructed by your line manager or permitted to do so by law.

Before starting with South Bersted School, you must sign the two copies of the confidentiality declaration agreement below. Once signed, you and the school will each retain a copy throughout the duration of your volunteer or work experience.

The wording in this agreement below reflects the requirements of South Bersted CE Primary School to comply with the Data Protection Act and the General Data Protection Regulations (GDPR)

Confidentiality Agreement Declaration

I hereby agree that I will at all times, whether on work experience or during the course of my volunteering, and except where such information is in the public domain:

- Not reveal or use any personal or sensitive data stored or accessed by South Bersted School for personal gain;
- Not reveal or use confidential information regarding systems and data for personal gain;
- Not discuss any personal or sensitive data stored or accessed by South Bersted School with anyone who is not legitimately entitled to receive this information; discussion about personal or sensitive data should only be where it is necessary by the nature of work carried out on behalf of the school and during working hours;
- Use computer equipment and access the internet only when authorised to do so and only for official employer business, as unauthorised usage could result in damage to the equipment and loss of stored data;
- Undertake to familiarise myself with the data protection procedures set down by the South Bersted CE Primary School as a result of the General Data Protection Regulations;

I understand that any breach of this agreement could result in the school's sensitive and confidential personal data being disclosed to unauthorised users and recipients and that as a consequence South Bersted School could be in breach of the Data Protection Act or the General Data Protection Regulations.

As such the school will view any failure to adhere to this agreement as extremely serious and I understand could result in the cessation of my volunteer work or my work experience with immediate effect.

Nothing in this agreement prevents me from making a protected disclosure within the meaning of s.43A of the Employment Rights Act 1996.

Volunteer/ Work Experience Applicant

Name:

Signed:

Dated:

Headteacher

Name:

Signed:

Dated:

OFF-SITE VISITS VOLUNTEER AGREEMENT

School trips are an integral part of learning at our school and afford many children 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 trip.

Please read and return this form, and sign and return the helper's slip.

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

Role of the Volunteer Helper

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their well-being 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

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 visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children 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 school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's attention we always use their name and under no circumstances are we to come into physical contact with a child.

First Aid

For each class on the school visit, there will be at least one qualified first aider. 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. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) 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.

_____01243 821678_____

I have read the Volunteer Policy

I agree to the terms and conditions as stated in the policy

I will read the risk assessment pack and sign the helper code of conduct before each trip

I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

Signed : _____ **Date :** _____