

Redbourn Primary School



Volunteer Policy

(based on The Key model policy April 2024)

Date of Issue: May 2024

Next Review: May 2027

1. Introduction and aims

We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience. We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of the Redbourn Primary School volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the statutory safeguarding guidance Keeping Children Safe in Education (KCSIE) from the Department for Education (DfE).

2. How we use volunteers

At Redbourn Primary School volunteers may:

- Hear children read
- Accompany school visits, including swimming
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art
- Support library sessions
- Invigilate implementation of SATs

Volunteers will not usually support their own child in school or on a trip and may be asked to support a class that is not their own child's class. Volunteering would be to support the needs of the school as identified by a member of the Senior Leadership Team (SLT).

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA
- Local clergy or members of the congregation

Members of the governing board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our governor code of conduct.

3. How to apply to volunteer

Redbourn Primary School often asks for volunteers through the Head's Update, direct emails to specific year groups and through the village publication The Common Round. Applications would initially come via an email to the school admin account.

4. Appointment of volunteers

Volunteers are appointed by the Senior Leadership Team.

Appointment and induction of new regular volunteers can take 6 weeks, and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks including obtaining a character reference, and relevant training.

The headteacher reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

5. Safeguarding

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

To ensure we're 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 understood part 1 of Keeping Children Safe in Education
- Require volunteers to agree and adhere to our code of conduct (section 8 of this policy) and to read, and adhere to, the school's policies on:
 - Safeguarding
 - Use of mobile phones

- ICT and internet acceptable use
 - Online safety
 - Behaviour
 - Sign and comply with section 14 of this policy (Volunteer Agreement)
- 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 in 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
 - References from employers or other voluntary roles
 - Whether the role is eligible for an enhanced DBS check

We legally cannot carry out a DBS check on a child under the age of 16 who is volunteering at our school. We will ensure that children who are volunteering are always under an appropriate level of supervision, and conduct a risk assessment to consider any potential safeguarding issues.

The School Business Manager adds and amends details of volunteers to the single central record (SCR).

6. Induction and training

Volunteers must complete appropriate training prior to beginning work at the school. This is led by a member of SLT and covers safeguarding, child protection procedures, safer working practice/relationships and use of mobile phones. The induction will also provide more information on how to complete the tasks the volunteer will be doing- such as hearing children read or successful support on a trip.

Training requirements will be determined by the headteacher, or the appropriate member of staff.

7. 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 of the organisation.

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

This doesn't 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 Child Protection Policy and inform the designated safeguarding lead (DSL).

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

8.Code of Conduct of volunteers

Volunteers will be asked to sign a Volunteer Agreement (section 14 of this policy) and must comply with the code of conduct below:

Sign In

When arriving at school please report to the School Office, sign in and wear a 'Volunteer' badge. It is important to know who is on the school premises at all times and to be known to others on site by your identifying badge. Please sign out when you leave the school building and return your badge.

Confidentiality

All volunteers are bound by the Volunteer Agreement, which has a clear statement about confidentiality. Any concerns you have about a child or another adult in school must be directed to the class teacher or the Head and NOT with any parent or person outside of school. You may not discuss behaviour or any aspect of a child's learning with anyone other than a member of staff.

Supervision

All volunteers work under the supervision of the class teacher and support staff to which they are assigned, whether in a school setting or on a trip. At all times the Class Teacher retains the responsibility for the children, their behaviour and the activities they are undertaking. Volunteers receive clear guidance from the Teacher they are working with and you are encouraged to seek further guidance in the event of a query or problem regarding the children. You may not visit another class unless requested to do so by the class teacher.

Health and Safety

The school has a Health and Safety Policy. You will be made aware of the school evacuation procedure (eg for fire alarm evacuation) and about any safety aspects associated with certain tasks (such as using DT equipment or the kitchen). Please report any obvious hazards to the class teacher or a member of SLT. You should not undertake any first aid.

Child Protection

Designated Leaders for Child Protection: Miss Fenn, Mrs McLellan, Mrs North, Mrs Couch and Mrs Bowran

If you have any concerns about a child, either comments they make, bruising or marks or changes in their behaviour please report these concerns to the Class Teacher.

If a child should say anything to you about something that has happened to them or something someone has done to them, you need to be aware of the steps you need to take. Please do not ask any leading questions; simply listen, make no promises of confidentiality or ask any questions, then write down what the child said on a Record of Concern form (in volunteer folder) and hand this to one of the Designated Leaders without delay:

If the disclosure or allegation is made about a member of staff, please report this to the Head. If the allegation is about the Head please report to the Chair of Governors, Mrs Cara Brazier.

Appropriate Behaviour

- Please provide a good example and be a positive role model by behaving in a respectful, mature, safe, fair and considered manner at all times.
- We ask you to be reliable. If you cannot make an arranged time, please let the school know as soon as possible.
- You must maintain appropriate relationships with the children based upon mutual trust and respect.
- Avoid being tactile towards pupils, only touch children for professional reasons and where necessary and appropriate for the well-being or safety of the child. Whilst in school this also applies to your own child and those you may know.
- Treat all pupils equally, never build a 'special' relationship or confer favour on any particular pupil. If working with your own child or those you know well, please ensure you treat all pupils the same professional manner.
- If working on a one to one basis with a child stay in an open area of the school or work in a room where the door is open and you are visible to others.
- Avoid the use of a mobile phone or any electronic device at all times when in school. This should be locked in the classroom cupboard. Do not make calls, exchange texts, e-mails, phone numbers or personal details or access social networking sites whilst in school. Do not use any form of communication to discuss or make statements about children, behaviour or activities in school.
- Do not take photographs of any pupil unless specifically requested to do so by the class teacher.
- Do not give or receive, other than token, gifts unless arranged through the school.
- Do not comment on matters relating to school on any social media platforms.
- Respect the school code of dress.

Additional Information

Insurance

All volunteers are covered by Redbourn Primary School's Public and Personal Liability Insurance if they are engaged in agreed Redbourn Primary School volunteer activity. Your personal property is not insured within this arrangement.

Equal Opportunities

Redbourn Primary School is against discrimination and is committed to working equally with people whatever their sex, marital status, race, colour, nationality, ethnic or national origin, religion, disability, age or sexual orientation.

Leaving your volunteering

If you have to finish your volunteering role for any reason it is very helpful to us if you let us know in advance so that there is as little disruption as possible to people who use our services, and to other members of the team.

When you leave we would greatly value your feedback about your volunteering experience.

9. Expenses

Any expenses incurred should be agreed in advance by a member of SLT. The school may reimburse out of pocket expenses on production of a VAT invoice or receipt. Volunteers must provide their bank details and payee name in order for this to be processed.

10. Insurance

The school's public liability 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 governors and 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

12. Monitoring and review

This policy has been approved by the governing board and will be reviewed regularly.

13. Links to other policies

This volunteering policy is linked to our:

- Child Protection Policy and procedures
- Staff Code of Conduct

14. Volunteer Agreement

The staff of Redbourn Primary School are very pleased to welcome and engage with voluntary helpers who are keen to work alongside them in school. We believe it is of great value to the children and to the whole school community. It is important that the relevant roles are fully understood from the outset in order to avoid any blurring of roles or ambiguity and for the relationship to be of greatest value to all.

We hope you will understand and appreciate why such a contract is necessary to protect everyone at school and can agree to the following statements. If you do need to discuss any point before signing the contract please contact the School Office.

- I wish to help on a voluntary basis at Redbourn Primary School.
- I have read and understand the Volunteer Policy and section 8 Code of Conduct.
- I am happy to work to the direction of a member of staff, and will seek clarification and assistance with any work, which I do not fully understand.
- I am willing to be DBS checked and to complete a childcare disqualification declaration form and provide two references if required.
- I understand that anything I see or statements that I hear are of a confidential nature. If I have cause for concern arising from something I hear or from something I see I

will speak to the member of staff with whom I am working or to an Assistant Head or the Head as appropriate.

- I fully understand that I must respect the privacy of the children, staff and parents in school and will not discuss any child, member of staff or parent with anyone outside of school.
- I will make myself familiar with the following policies found on the school website: Safeguarding, Health and Safety, Online Safety and Whistleblowing.
- I understand that I may need to attend Safeguarding training every three years offered by the school, free of charge but within my own time.
- I understand that volunteers will not usually support their own child in school or on a trip and may be asked to support a class that is not their own child's class. Volunteering would be to support the needs of the school as identified by a member of the Senior Leadership Team (SLT).

Signed.....

Full name (printed).....

Date.....

Thank you for agreeing to the above and we look forward to you working with us. Please return signed form to the School Office.