



Volunteers Working in School Policy

Date Policy Agreed:

Agreed Review Date:

Signed Chair of Governors / Committee:

Signed Headteacher:

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- The Childcare Act 2006
- The General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- DfE 'Keeping children safe in education' 2018
- DfE 'Disqualification under the Childcare Act 2006' 2018

At Lovelace we recognise that volunteers can make an appropriate and significant contribution to the work and services of the school. They bring with them a range of skills and experience that can enhance the learning opportunities of our pupils. The school therefore, welcomes and encourages volunteers from the local community.

Our Volunteers include:

- Members of the governing body
- Parents or family members of pupils
- Ex-pupils
- Students on work experience
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that volunteers engage in, on behalf of the school include:

- Listening to pupils read – Reading Rangers
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits
- Additional clubs e.g. gardening, library
- Assisting with swimming
- Undertaking arts and craft activities

Any volunteer working with our pupils in school does so within specific guidelines set by the teacher. It is, therefore, important that the volunteer is adequately informed regarding what is expected for both them and the pupils involved.

We will carry out an initial induction meeting to:

- Provide a safe and secure place to work
- Enable volunteers to take part in a range of activities
- Ensure that safeguarding is a key priority
- Explain our expectations of children's behaviour
- Explain and discuss the activity to be undertaken
- Have policies and working procedures available

- Make clear our guidelines of working with children and their families
- Ensure that references and DBS checks are carried out before volunteers start working in school
- Retain confidentiality of volunteer's details

The class teacher will have overall responsibility for the volunteer but all staff will ensure that working arrangements are in place. Although the teacher retains responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and seek further advice/guidance from the class teacher in the event of a query or problem regarding a child's behaviour or understanding.

Becoming a volunteer

Anyone wishing to become a volunteer for a one off event, for example a school trip, should in the first instance speak to the class teacher. If you wish to become a volunteer on a more regular basis, you will be required to fill in the Volunteer application form, available from the school office.

We welcome volunteer applications but recognise that we can only offer placements to a finite number of applicants. We therefore use the following criteria to determine offers:-

- Adults over the age of 18 who volunteer to fill one of our designated volunteer school roles. These are usually positions assigned to a particular year group.
- Work experience placements requested from local secondary schools.
- Students requiring a work placement requested by an educational establishment as part of a recognised course.
- Teaching students requiring a work placement as part of a university degree leading to qualified teacher status.
- Placements requested via an educational establishment to support the Duke of Edinburgh award .

A member of the headship team will meet with the volunteer to discuss the capacity in which they wish to volunteer. The school, if appropriate will seek references.

Disqualification under the Childcare Act

Any individual who is classified as being disqualified under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 and section 25 of the Childcare Act 2006, is unable to provide any means of childcare provision.

Any volunteer who is directly concerned with the management of childcare provision, or who works with children on a regular basis, whether supervised or not, is covered by these regulations and may be disqualified.

An individual will be classed as disqualified if:

- They have been reported on the DBS Children's Barred List.
- They have been noted as committing certain violent and sexual offences against children and adults.
- They have been refused any provision relating to childcare, or have been prohibited from private fostering.
- They have received certain orders in relation to the care of children.

The school will not employ any volunteer who is classified as being disqualified under the above regulations.

When gathering information to make decisions, the school will ensure that they act proportionately in order to minimise any intrusion into an individual's private life. The GDPR does not prevent an employer from asking questions relating to the suitability of the individual employed on safeguarding grounds.

Safeguarding children and child protection

Regulated activity - For the purpose of this policy, a volunteer will be engaging in "regulated activity" if they work unsupervised when teaching or looking after children regularly, or provide pastoral care on a one-off basis.

Volunteers will be provided with safeguarding information as determined by the governing board, using a proportional, risk-based approach. Depending on the level of interaction with a pupil, it may be necessary to obtain a DBS certificate.

The school is required to obtain an enhanced DBS certificate if:

The volunteer intends to carry out activity for the school and it gives the opportunity for unsupervised contact with pupils.

The school is not required to obtain an enhanced DBS certificate if:

The volunteer intends to carry out activity for the school and it gives the opportunity for supervised contact with pupils. (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 school will obtain an enhanced DBS certificate, including barred list information, for any volunteer who is new to working in regulated activity.

We are unable to have any volunteer in school unless they have received their enhanced DBS certificate and have shown it to the school office. The school may also use the List 99 to check suitability of a volunteer. The Headteacher may authorise a volunteer who we have received List 99 clearing, pending the full enhanced DBS being received providing they are suitably supervised and risk-assessed.

All volunteers are expected to register with the DBS auto update service (free of charge). The Update Service is an online subscription service that lets you keep your standard and enhanced DBS certificates up-to-date. If during your volunteering role with us, you have a break of three months or more, we will ask you to allow us to re-check your certificate online.

Security

All staff, visitors and volunteers are required to be identified and located at all times. For this reason, the following process will be adhered to:

- Sign in and out of the building at the office/reception
- Visitor's badge worn at all times
- A designated member of staff – the Assistant Head – is made aware of where the volunteer is working

Confidentiality

It is essential that all adults working in school to follow our Confidentiality Policy. It is not appropriate to discuss individual children or other adults out of the school context. Volunteers may have access to personal information about some pupils, or other information which may be confidential. Lovelace needs to be able to trust its volunteers. Volunteers who break this confidentiality or suspected breach of this trust will be reported to the Headteacher and asked to leave. Any concerns that volunteers have about the children they work with should be shared with the class teacher, Designated Safeguard Lead or a member of the Headship Team and not any persons outside school.

Safeguarding and Health & Safety

Volunteers must act as any reasonable parent would do in promoting the welfare and safety of the children in their care. All volunteers have the responsibility to report any concern that they may have regarding child protection to the class teacher or a member of the Headship Team or the designated Safeguarding Officer. It is not the role for the volunteer to investigate concerns. Lovelace has a Safeguarding Policy and procedure that the school follows. A copy of this policy is available on request. All volunteers will be required to sign the Safe Working Practice Agreement.

The school has a Health and Safety Policy. All volunteers will follow the direction of the school staff in an emergency for example fire evacuation. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or a member of the Headship Team. Volunteers must never allow children to do activities that could put them in physical danger, e.g. using toxic or dangerous materials without appropriate safeguards, out of control sports or games.

Equal Opportunities

Volunteer placements will be open to individuals irrespective of race, gender, disability, sexuality, age or religion. Where a prospective volunteer demonstrates hostility to or a clear lack of support for equal opportunities, she/he will be deemed automatically unsuitable for a volunteer position. All volunteers are required to make a commitment to the School's Equal Opportunities Policy.

Visits Off School Premises with Children

Volunteers who accompany trips or journeys out of school need to pay close attention to safety and read the risk assessment. Teachers are likely to organise small groups for each adult, therefore the volunteer must regularly check the register and ensure their group stays together at all times and especially when getting on or off transport and crossing roads. Volunteers must have mobile phone contact with the trip leader; this must be established before going off site. The safety of the children is paramount importance, they must never be allowed to cross roads unsupervised. If a child within a volunteer's group does not follow the behaviour expectations for example, not listening or responding to instruction from the group leader, the class teacher must be informed immediately.

Appendix 1 Volunteer Guidance

Thank you for coming to support the work of the school. We hope you find the experience enjoyable and rewarding. Below is some guidance to help you 'feel at home', ensure that the school policy is met and that your support is used to the maximum.

Volunteers must act as any reasonable parent would do in promoting the welfare and safety of children in their care

- ❖ Please dress appropriately for the work at the school, be punctual. Please let us know if you unable to attend.
- ❖ Please be prepared to be involved in a range of activities and take part in necessary training.
- ❖ Please meet the member of staff you will be working alongside. They will brief you on the activity you are involved in and show you where any resources you might need are and outline the educational value and main teaching points of the activity. Do feel free to ask for any additional information or to clarify any points.
- ❖ The school has a Behaviour Policy which all children and adults adhere too. The children are expected to be polite, work hard and appreciate the support given to them. Please ensure children are given positive reinforcement all the time, speak to them clearly and sensitively and give praise for their actions. If you are unhappy with the way a child responds to you, please tell the class teacher.
- ❖ Please ensure children tidy up after the activity and that all resources are returned.
- ❖ Please spend a couple of minutes feeding back to the teacher following the activity either verbally or by writing note and returning any record sheets.
- ❖ Please ensure that confidentiality is maintained on any issues.
- ❖ Please respect other volunteers, students, staff and children and make them feel welcomed and valued.
- ❖ Please switch off your mobile phone unless on an off-site visit.
- ❖ Please do not under any circumstances take any photographs in school unless agreed with the Headteacher
- ❖ Please make yourself aware of the fire evacuation procedures which are placed in every classroom. If in doubt ask the class teacher.
- ❖ All school policies are available on our website and copies can be requested from the school office.
- ❖ Please read and sign the Safe Working Practice Agreement.

Thank you for your support, it is very much appreciated and enhances the life of the school. Please do not hesitate to contact us should you require any additional information or wish to make any comments regarding our procedures.

For VOLUNTEERS

You should never:

- Behave in a manner that could lead a reasonable person to question your conduct, intentions or suitability to care for other people's children.
- Touch children in a manner which is or may be considered sexual, threatening, gratuitous or intimidating.
- Discriminate either favourably or unfavourably towards any child.
- Give personal contact details, text, email or telephone except for agreed work purposes using work IT, or make arrangements to contact, communicate or meet children outside of work.
- Develop 'personal' or sexual relationships with children.
- Push, hit, kick, punch, slap, poke, throw missiles at or smack a child or threaten to do so.
- Be sarcastic, embarrass or humiliate, make remarks or "jokes" to children of a personal, racist, discriminatory, intimidating or otherwise inappropriate* or offensive nature.
- Give or receive (other than 'token') gifts unless arranged through your Line Manager/Headteacher, for example, outgrown sports kit, football boots or uniform.
- Allow, encourage or condone children to act in an illegal, improper or unsafe manner e.g. smoking or drinking alcohol.
- Behave in an illegal or unsafe manner, for example, exceeding the speed limit, being under the influence of drugs or alcohol, driving a vehicle which is known to be un-roadworthy or otherwise unsafe or not having appropriate insurance, using a mobile phone whilst driving, fail to use seatbelts and drive in a safe manner at all times when transporting children.
- Undertake any work with children when your are not in a fit and proper physical or emotional state to do so. For example; under the influence of medication which induces drowsiness; with a medical condition which dictates that you should not be caring for children; under extreme stress which is likely to impair your judgement.

I confirm that I have received a copy of the Volunteer's Guidance

***Please note:**

It is the perception of the person subject to a remark or action rather than your stated intention that defines 'appropriate' or 'inappropriate'.

I agree to abide by the Safe Working Practice guidance as outlined above

Signed..... Date.....

The Headteacher and Governors of Lovelace Primary School thank you for your support of the arrangements made for the safety and care of children, young people and adults in the school community.

..... Headteacher

Lovelace Primary School

All school staff:

Confirmation of receipt of safeguarding children and child protection policy

Name:

Date of joining school:

Post:

Date of induction:

Name and designation of staff member responsible for induction:

- I confirm that I have received and read the school child protection policy.
- I have read part one of Working Together to Safeguard Children
- I have been made aware of my duty to safeguard and promote children's welfare.
- The procedure for reporting concerns about a child has been explained to me.

Signature: _____

Name: _____

Date: _____

Please sign and return this form to the designated senior person / headteacher

Appendix 3

Lovelace Primary School Volunteer Application Form

> Tell us who you are and how to get in touch with you

| | | | |
|---------------|--|---------------|--|
| Full name | | Date of birth | |
| Address | | | |
| Telephone | | Mobile | |
| Email address | | | |

> Use this section to tell us about your skills and interests

| | | | | | | |
|-------------------|---|---|---|---|---|---|
| Your availability | Mon | Tues | Weds | Thurs | Fri | Totally flexible |
| | <input type="checkbox"/> <input type="checkbox"/> |

Tell us about any volunteering experience or any previous employment you have?

Do you have any relevant qualifications, specialist skills, interests or hobbies?

Are there any particular skills & qualities you would like to develop by volunteering with us?

Why do you want to volunteer at Lovelace?

Referees: please give details of two persons who can act as a referee (these should not be persons related to you or family friends – ideally previous employers):

Name

Address

Email:

Relationship to you:

Name

Address

Email:

Relationship to you:

I am committed to safeguarding and promoting the wellbeing of children at Lovelace Primary School and agree to follow the relevant Lovelace policies for equality, confidentiality etc., I understand that the school may end my volunteering placement at any time without giving a reason.

I understand that I am a volunteer and will therefore not receive payment for my duties, including travel expenses:

Signed

Date