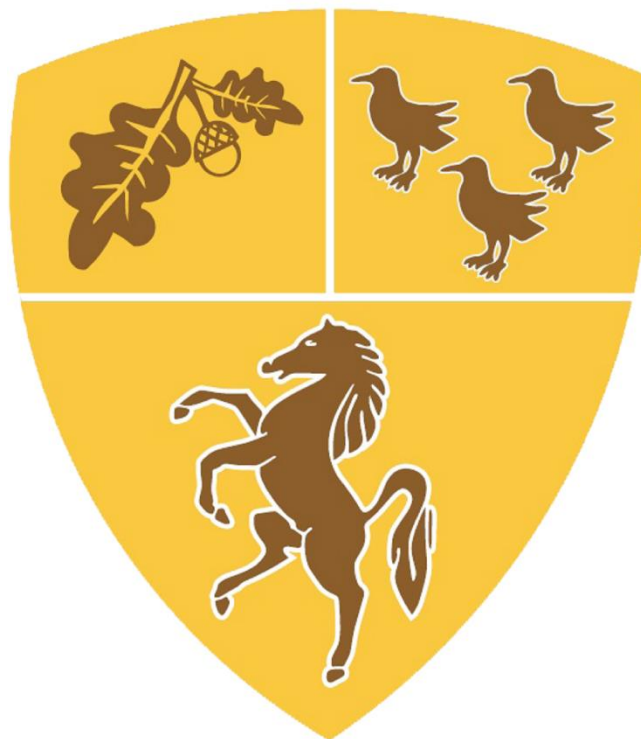


# BLEAN PRIMARY SCHOOL



## Volunteer Policy

**Policy Review Date: September 2024**

**Headteacher: Mr I Rowden**

**Chair of Governors: Mr H Samuelson**

**Date of Next Review: Autumn 2026**

## **VOLUNTEER WORKING IN SCHOOL POLICY**

**The school's volunteer policy is part of the school's safeguarding systems.**

### **Introduction**

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Governors and staff therefore, welcome and encourage volunteers from the local community.

- o Our volunteers include:
- o Members of the Governing Body
- o Parents of pupils
- o Students on work experience (Year 10+)
- o University students
- o Ex-members of staff
- o Local residents
- o Friends of the school

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

- o Hearing pupils read
- o Working with small groups of pupils to assist them in their learning
- o Working alongside individual pupils, as additional support, under the guidance of a qualified teacher
- o Accompanying school visits
- o Collaboratively running a club or an enrichment activity
- o Supporting children's home language
- o Developing the school grounds

### **Safeguarding**

This school is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment and complete a DBS as they are in school on a regular basis. We define 'regular' as 'frequent' or 'intensive' as given in the Safeguarding Vulnerable Groups Act where 'frequent' means once a week or more often on an ongoing basis and 'intensive' means three or more occasions in a 30 day period, or overnight. When the school has little or no recent knowledge of the individual, it will adopt the same recruitment measures as it would for paid staff. The school also reserves the right to request an updated DBS at any point during the volunteering period.

### **Becoming a Volunteer**

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis identified by the school e.g. hearing pupils read, usually approaches the Class Teacher, Headteacher, Senior member of Staff.

Volunteers should complete the *Volunteer Application Form* (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

## **Process for recruiting Volunteer who will be working frequently or intensively**

- A) Identify the need and role.
- B) Attract volunteers by means of the school website, school newsletter.
- C) The volunteer/s attend the school for an informal discussion to ensure the applicant is suitable for the role with either the Headteacher or the Deputy Headteacher.
- D) Enhanced DBS check undertaken.
- E) The volunteer will be made aware of the role and responsibilities they will be undertaking and will be provided with key guidance documents, including the Volunteer Agreement.
- F) Induction- school and corporate policies and documentation explained and issued. These to include Health and Safety, Behaviour Management Policies, Whistleblowing Policy, Safeguarding leaflet.
- G) Volunteer records to be kept in a central place within the school by the School Business Manager.

Before starting to help in a school, a volunteer should complete the *Volunteer Agreement* (Appendix 2), which sets out the school's expectations of its volunteer and to confirm they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer **before** they come into school, to make an informed decision when accepting volunteers to work with children. Where possible volunteers will work across the year group and not in their own child's class.

### **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

Volunteers are expected to treat confidential information with the same discretion as a salaried member of staff. Should a volunteer breach our confidentiality policy the school reserves the right to terminate the volunteer's placement.

### **Supervision**

All volunteers work under the supervision of a teacher or full time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the designated teacher as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Volunteers are subject to a trial period of six sessions to ensure that both the volunteer and school consider that the partnership is mutually beneficial.

The member of staff supervising the volunteer(s) will identify a room where refreshments can be taken if the volunteer is in school for an extended length of time.

### **Health & Safety**

The school has a Health & Safety Policy and this is made available to volunteers working in the school. The supervising member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation and Lockdown Drill) and about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Headteacher. Volunteers are covered by Public Liability Insurance whilst on site. Risk assessments for activities will be shared with the volunteer.

### **Child Protection**

The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures:

- o All volunteers are given a copy of the Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2)
- o All of our volunteers must have been cleared by the Criminal Records Bureau (DBS). A DBS Disclosure will be issued to the individual to present to the designated member of staff in school.
- o For students undertaking work experience who are below the age of 18 years, a reference will be sought from the students' school.
- o Any concerns a volunteer has, about child protection issues, should be referred to the designated safeguarding lead.

Volunteers need to ensure that they are not left unsupervised with children and do not initiate physical contact. Whilst this seems harsh, it is for the protection of the volunteer as much as the children. If a child makes a disclosure to a volunteer or gives any cause for concern the volunteer will need to speak initially to the Class Teacher and follow procedures laid out in the Safeguarding Policy.

### **Complaints Procedure**

Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher or designated member of staff reserves the right to take any of the following actions:

- o To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again.
- o Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class.
- o Based upon the facts identified in the investigation, it may be necessary for the School to inform the volunteer that the school no longer wishes to use them.
- o The school reserves the right to terminate a volunteer at any time and for any reason and the headteacher's decision is final.
- o Provide the volunteer with a copy of the school's full Complaints Procedure.

**APPENDIX 1**

**Volunteer Application Form: Blean Primary School**

At Blean Primary we have three different types of volunteers: Those who volunteer weekly (for example reading volunteers); those who are willing to be called on to give one-off help (such as to accompany a school trip) and those who volunteer occasionally (for specific projects, such as a cookery unit in DT).

<b>Full Name:</b>	<b>Home Tel no:</b>
	<b>Mobile:</b>
<b>Email address:</b> (Please print)	<b>Address including postcode:</b>
<b>Your connection with the school:</b> (parent/grandparent/relative/neighbour/none)	
<b>Name of child(ren)</b>	<b>Class(es)</b>

<b>Weekly volunteering</b>					
<b>Your availability:</b> (Please circle all the times which you are					<b>available) Preferred hours:</b>
Mon AM/PM	Tues AM/PM	Weds AM/PM	Thurs AM/PM	Fri AM/PM	
<b>What kind of support would you be willing to give?</b> (E.g. an afternoon hearing 1:1 readers/ admin time to support a class teacher/ maths games with a small group of children/Early Years support/In class support)					
<b>Do you have a preferred age range you would like to volunteer with?</b> (Please note that regular volunteers will not be placed in a year group where they have a child)					
Early Years	Key Stage One	Key Stage Two	Don't mind		

**Please tell us about any relevant skills, training, qualifications, previous volunteering experience or relevant employment:**

**Volunteer Reserves (for ad-hoc support such as school trips or specific events in school)**

**Your availability:** (Please circle all the times which you are available)

Mon	Tues	Weds	Thurs	Fri
AM/PM	AM/PM	AM/PM	AM/PM	AM/PM

**What kind of support would you be willing to give?**

(Please tick all that apply)

- Accompanying different classes on trips when they are struggling to find enough parent helpers.
- Taking down a display and putting up new backing paper/mounting work.
- Helping with one off admin tasks (such as sorting new reading books)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, potential volunteers will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS.

**Rehabilitation of Offenders Act**

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all unspent convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. Please use the space below to give details of any convictions, cautions and bind-overs, including those regarded as 'spent'. If there are none please write 'none':

Please give details of two referees, one of whom should be your most recent employer (if applicable). If you are in, or have just completed full-time education, one referee should be from your school, college or university.

Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to being a volunteer.

Name:	Name:
Address:	Address:
Tel no:	Tel no:
Email:	Email:
Occupation/Relationship:	Occupation/Relationship:
How long have they known you?	How long have they known you?

**Signature:**

**Date:**

**Please return this form to the school office or email it to:**  
[office@blean.kent.sch.uk](mailto:office@blean.kent.sch.uk)



## APPENDIX 2 VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at school. Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

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.
- I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential**.
- I understand that an enhanced Criminal (DBS) check will be undertaken.
- I have been made aware of my designated supervisor e.g. Class Teacher, Year Teacher, Phase leader, Subject Leader.
- I will arrive at the agreed time, sign in and wear a school identification badge. I will make my way directly to the agreed area and report to my supervisor on arrival. When the session has finished, I will ensure my supervisor knows I am leaving and I will sign out.
- I will only use the designated staff toilets.
- I will ensure my mobile phone is switched off in school and I agree not to take photographs, or videos using my own equipment, or mention the school or any aspect of my volunteering role on social networking sites or elsewhere. My mobile phone will be locked away securely and switched off.
- I have read the Health and Safety Policy, Safeguarding Leaflet, and Whistleblowing policy and will adhere to these policies and guidance.

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

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

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