

Yatton Federated Schools

Volunteer Policy

The Federation's volunteer policy is part of the schools' safeguarding systems.

Document Information			
Reviewed by:	PQA	Responsibility:	PQA
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Signature (FGB)	Not required	Signature (Head)	Not required

We feel that the involvement of parents/carers and other members of the community in children's education is vital and supports our Mission Statement of Together is better; achieving excellence in happy schools as well as our shared goals and values. These are:

- Be a strong united school for our community
- Have creative, happy, confident children
- Provide stability, consistency and holistic achievement for every child's journey through the primary years.



Our volunteers have a valuable role in helping us to fulfil these goals and we encourage active participation in many ways. Some volunteers come to school to help with a variety of tasks such as ICT, cooking, and especially reading. Others help when the children are taken on visits outside school.

Safeguarding

Yatton Federated Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Volunteers should be aware that most volunteers who come into school will be subject to a DBS Barred List and DBS Disclosure check. This is because they are helping on a regular basis in a "regulated activity" and that we cannot guarantee that we can supervise volunteers at all times.

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, usually approaches the Class Teacher or Headteacher directly. Volunteers should complete the **Volunteer Application Form** (attached) with their contact details, types of activities they would like to help with and the times that they are available to help.

Process for recruiting Volunteers who will be working frequently or intensively

- a) Identify the needs and role
- b) Attract candidates by means of advert/school communication systems

- c) The candidate to attend the school for an informal discussion to ensure that the applicant is suitable for the role
- d) Enhanced DBS check and barred list check undertaken is appropriate as well as completion of the self-declaration of Criminal Record form.
- e) In accordance with the DfE document, *Keeping children safe in education - statutory guidance for schools and colleges, September 2016*, references will be sought where the volunteer arrangement will continue on a regular basis.
- f) A volunteer should complete a Volunteer Agreement (see attached) which sets out the school's expectations of volunteers and to confirm that they have received a copy of this Agreement. The school will see DBS clearance and a barred list check (where appropriate) before they come into school, to make an informed decision when accepting volunteers to work with children. This is not required where a volunteer is engaged in a "one-off" activity such as a school trip, but volunteers engaged in "one-off" activities will be under the supervision of school staff and must read and sign our *Off-Site Visit Agreement*.

DBS forms are available from the school office and should be returned completed with the necessary identification. The Federation does not require one-off helpers on school trips to undertake a DBS check.

Please be assured that all information will be treated in the strictest confidence and that these checks are done only in the best interests and safety of the children. The Federation will hold a register of the checks undertaken in its Single Central Record.

- g) Once the DBS Disclosure application is processed by the DBS a Disclosure Certificate will be issued by the DBS to the applicant. Applicants will be required to share their Disclosure Certificate with the school as part of the recruitment process. Any delay in doing so may result in a delay in their appointment being confirmed and them being allowed to commence work.
- h) Once the school have received a satisfactory DBS check, a volunteer will be given an induction pack including policies and relevant documentation once their DBS check and Volunteer Agreement and any references (if appropriate) have been received and before commencing work.

Confidentiality

It is very important that all staff, volunteers and other adults working in the school work to a policy of confidentiality. A volunteer may see children struggling with work, be upset or misbehaving or hear/see other information concerning a child while they are with us in school. It is vital that volunteers do not share anything about specific children with friends or family or a child's parent. The teachers here have the responsibility of informing parents of any concerns about a child.

Volunteers working in classrooms should do so on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside the school.

Volunteers who are concerned about anything that they see in school, which may affect their work, should raise the matter with the Headteacher or appropriate senior member of staff.

Supervision

All volunteers work under the supervision of a teacher. 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 supervisor 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 first see further advice/guidance from their supervisor.

Health and Safety

The Federation has a Health and Safety Policy and this is made available to volunteers working in the school as part of their induction pack. Supervisors will ensure that volunteers are clear about emergency procedures and any other safety aspects associated with particular tasks.

Volunteer Helper Guidelines

- Parent/carers should not worry about their own child's behaviour while helping as often children will behave quite differently if mum/dad is there. Most children soon get used to their parent helping in class and settle down after a few weeks.
- Volunteers should not have favourites - as humans we are drawn to certain individuals but it is important that all children in school are given equal time and attention.
- Volunteers should encourage the children to be independent - we expect children to try everything themselves before we help them.
- Volunteers should not lift, carry or move a child in any way.
- Volunteers should not have their mobile phones accessible whilst in school.
- If a child does or tells a volunteer something that causes concern, they should please tell the class teacher or headteacher as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.

VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER

This role is subject to DBS Disclosure check, a DBS Barred List Check, a Disqualification check and satisfactory references.

Name of Volunteer;

Date of Birth;

Address;

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Phone: Home Mobile

Email address (important as DBS checks are online):

What activities/areas of the school's work would you like to help with?

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

Do you have any disabilities/other needs that we need to take into account or adjustments we need to make to allow you to work as a volunteer in school? (Please give details).

Please supply the names, addresses and contact details of two referees (not related to you).

Referee 1	Referee 2
Name:	Name:
Relationship:	Relationship:
Address:	Address:
Telephone:	Telephone:
Email address:	Email address:

Thank you for taking the time to complete the Volunteer Application Form. Please hand it to the school office. Your offer of help is appreciated and we will be in touch as soon as possible.

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 the school office.

You will receive a copy of it for your records.

- I have received a copy of the Federation's Volunteer Policy.
- I agree to support the Federations' Aims.
- I agree to treat information obtained from being a volunteer in school as **strictly confidential**.
- I have read and understood the leaflet "Information for Visitors" which outlines what I should do if I have any concerns that a child is being harmed, at risk of harm, or I receive a disclosure.
- I have read and understood the DfE document, "*Guidance for safer working practice for those working with children and young people in education settings*", which the Federation has adopted as our Code of Conduct for staff and volunteers.
- I have signed the school's Acceptable Use Policy for Volunteers.
- I accept that my appointment as a volunteer is subject to a DBS Barred List check, a satisfactory Enhanced Disclosure and Barring Service (DBS Disclosure) and a disqualification check. I have let the school see my DBS certificate and accept that these checks may be required to be repeated at any other time during my employment in this post as deemed reasonable by the School.

Failure to give consent to these checks being undertaken on this basis, or if information is received which renders you potentially unsuitable to work with children/vulnerable adults may mean that your continued role as a volunteer will need to be considered. You are referred to the Schools' DBS Disclosure Policy and Procedure.

Name Date

Signed

Please read the attached policies before starting work as a volunteer.

Appendix 3

OFF-SITE VOLUNTEER AGREEMENT

School trips are an integral part of learning in our schools and afford many pupils opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you have an important role to play in the success and safety of this school trip.



Please read this agreement and complete and sign the slip. This is part of the school's risk assessment and safeguarding arrangements.

Role of the Volunteer Helper

- To be responsible and look after, all of the pupils in your group under the overall supervision of the School Trip Leader. The class teacher will give a volunteer helper a list of children for whom they are responsible - this will probably *not* include your own child if you are a parent/carer.
- To stay with your allocated group of pupils, ensuring that their well-being and safety is maintained for the total duration of the school trip. All children are told that they must stay with their group and the group adult at all times.
- If the trip involves a coach journey, please help the children in your group put and fit their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher has sick bucket/bags, if needed.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of the school!
- 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

- The class teacher leads the rules, routines and expectations for the day. Please help the teacher by ensuring your group follows all instructions e.g. when to eat and drink.
- Please show a commitment to the children in your group by taking an interest in the focus of the 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 the areas of interest.
- Please do not take photographs of pupils using your own mobile phone or camera or give/buy your group treats such as ice-creams or sweets at any time on the trip.
- Volunteers must not leave their group whilst on a trip and remember that it is not your responsibility to undertake personal care for a child. Unless you are a regular helper who has undertaken a full DBS disclosure, a member of staff should *always* be asked to take a child to the toilet.
- Volunteers are asked to keep the same degree of confidentiality as in school.
- 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 school staff.
- If you have an emergency, please inform a member of staff as soon as possible. If you become separated from the rest of the school party, please telephone the emergency contact given to you on the day, or phone the school.

OFF-SITE AGREEMENT SLIP

Trip Date

I have read the Off-Site Agreement and agree to support pupils in enjoying the trip and actively contribute to the smooth running of the trip.

I will treat any information I may hear about pupils as confidential and will not discuss or disclose information out of school.

Name

Signed

Emergency contact name.....

Emergency contact number

Relationship