



Plym Academy Trust

Adult Volunteer Policy

February 2019

Chaddlewood Primary School

Review February 2020

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 school therefore, welcomes and encourages volunteers from the local community.

Our volunteers include:

- Members of the LAB
- Parents of pupils
- Ex-pupils
- Students on work experience
- Ex-members of staff
- Local residents
- Members of the Friends Group

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

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits

Safeguarding

Chaddlewood Primary School is committed to safeguarding pupils and expects its volunteers to share that commitment.

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, 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) The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
- b) Enhanced DBS check undertaken
- c) The volunteer will be made aware of the role and responsibilities they will be undertaking
- d) If appropriate, 2 References should be sought where the volunteer arrangement will continue on a regular basis
- e) Induction - school policies and documentation explained and issued.
- f) Volunteer records to be kept in a central place within the school

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 are left unsupervised with any pupils. This is not required where a volunteer is engaged in a 'one-off' activity.

Our School Aims

All adults / young people who work in our school, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our school aims and educational purpose.

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.

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 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 seek further advice/guidance from their designated supervisor.

Health & Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) 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.

Child Protection

The welfare of our pupils is paramount.

To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2)
- All of our frequent volunteers must have been cleared by the Criminal Records Bureau (DBS).
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required
- Any concerns a volunteer has, about child protection issues, should be referred to the designated supervisor or Head Teacher.

Complaints

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 the following action

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class
- 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

For office use only:

Volunteers tour and interview date: _____ Start Date: _____ Refs collected: Yes/No



Chaddlewood Primary School
Volunteer Application Form
(Please complete in black/ blue ink)

Full name			
Address			
Telephone		Mobile	
e-mail			

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

Your availability:	Mon		Tue		Wed		Thur		Fri	
Please circle:	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Tell us about any volunteering experience or any previous employment you have?										
Are you applying for or studying for a course at present? If so please provide details.										
Have you got children who attend Chaddlewood Primary School? If so what are their names & classes?										

Please provide the name and contact details of a 2 people who can provide you with a reference:

Name: _____ **Relationship to applicant:**

Address:

Telephone number: _____ **Email:** _____

Name: _____ **Relationship to applicant:**

Address:

Telephone number: _____ **Email:** _____

I declare the information I have provided is true and that I know not of any reason that I cannot work with children or in a school environment:

Signed: _____ **Date:** _____

Do you have any medical conditions that we should be aware of and that will affect your role?

Emergency Contact details:

Who would you like us to contact in case of emergency at school?

Name: _____ **Telephone number:**

APPENDIX 2 VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Chaddlewood Primary 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 & Values
- I agree to treat information obtained from being a volunteer in school as strictly confidential and will not discuss a child with a parent/carer
- I will respect colleagues, particularly when making any assessments or observations of their work, making objective judgements, comments, observations or assessments at all times.
- I will not use social networking sites to comment about the school or activities which may bring the school into disrepute
- I understand that an enhanced DBS check will be undertaken
- I have been made aware of who is my designated supervisor e.g. Class Teacher, Deputy Headteacher and Headteacher

Name: _____ **Signed:** _____

Date: _____

Off-Site Visits Volunteer Agreement

School visits are an integral part of learning at our school and afford many pupils 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 visits. Please read and return this appendix, and sign and return the helpers slip. This is part of our school's risk assessment planning and safeguarding.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip
- To stay with your allocated group of pupils, ensuring that their wellbeing 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.
- To follow the schools E-Safety policy on the use of mobile phone procedures.

Working alongside school staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff.
- Show a commitment to their group, 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
- Follow guidance from the school staff

What is not permitted

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip