

WEST ASHTON



SCHOOL



VOLUNTEER POLICY

To be used in conjunction with:
Health & Safety Policy
Confidentiality Policy
Code of Conduct for Safe Practice
Safer Recruitment
Prompt sheet

Adopted by FULL GOVERNING BODY
Written – November 2017 Amended
For review -Annually . Nov 2018

1. Rationale

To ensure professional standards are maintained by all volunteers.

2. Purpose

At West Ashton School we recognise that there can be situations in which volunteers can make an appropriate and significant contribution to the work and services of the School. The policy defines the term and sets out the principles, practices and procedures which will be followed in the appointment, management and supervision of volunteers. The contribution of volunteers to the work of the School is especially valued and respected. This policy sets out how Kingdown School intend to support its volunteers.

3. Guidelines

Our volunteers include:

- Members of the governing body
- University, College and sixth form students
- Ex members of staff
- Members of the local community

The types of activities that volunteers are engaged in might include:

- Hearing children read
- Working with small groups of children
- Working with individual children
- Undertaking arts and craft activities with children
- Supporting West Ashton School staff to run after school clubs
- Working with children on the computer
- Accompanying school visits
- Duke of Edinburgh Award

Becoming a volunteer

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should read this policy. If successful, applicants will be invited in to school for an interview. Before starting in school and to ensure the safety of our pupils at all times, all volunteers will be required to complete a DBS (Disclosure and Barring Service) check. The check takes approximately two weeks to process. We are unable to have any volunteer in school unless they have been cleared by the DBS and shown their certificate in school.

Confidentiality

West Ashton School has a confidentiality policy. All volunteers will be asked to sign a confidentiality agreement and follow its principles.

Volunteers may have access to personal information about some individuals, or other information which may be confidential. West Ashton School needs to be able to trust its volunteers with such information. Volunteers who break this confidentiality will be asked to leave. Any concerns that volunteers have about the children they work with/come into contact with should be shared with the Head and not with any persons outside school.

Safeguarding

All volunteers have the responsibility to report any concern that they may have regarding Child Protection to the Designated Senior Person(DSP) for Child Protection, Debby Huxham, or Deputy Designated Senior Person(DSP) for Child Protection, Jodi Gilroy. It is not the role for the volunteer to investigate concerns.

West Ashton School's Safeguarding Policy explains the guidelines and procedures to follow regarding any suspicions. A copy of this policy is available on request.

Issues affecting adults in school

All adults in our school can expect their personal and health issues to remain confidential unless:

- it impinges on their terms of contract;
- it endangers pupils or other members of staff;
- there is a legal obligation to disclose such information;
- it is necessary for legal proceedings;
- despite the duty of confidence the staff member's interest or the wider public interest justifies disclosure.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Head teacher.

Supervision

All volunteers work under the supervision of the teacher to which they are assigned. Although teachers retain 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 should seek further advice/guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

Health and Safety

The school has a health and safety policy which is available on request. The Head teacher should ensure that individuals are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or Head Teacher. See Appendix A for a risk assessment prompt sheet.

Equal Opportunities

West Ashton School recognises that the activity of volunteering can provide an individual with experience and opportunities for self and career development. In accordance with the School's Equal Opportunity Policy, volunteer placements will therefore be open to individuals irrespective of race, gender, disability, sexuality, age or marital status. 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 this policy. A copy can be given on request.

Internet Use Code of Conduct

This code exists to safeguard and promote the proper use of the School's internet and email facilities. Volunteers are responsible for using these facilities in an efficient, effective, ethical and

lawful manner. Use of the internet and emails may be monitored at any time for legitimate business reasons.

Absence

Volunteers are expected to telephone and inform school, prior to their start time, so appropriate arrangements can be made if any cover is required.

Working Hours

The hours of volunteer work will be discussed and mutually agreed between the volunteer and the supervisor or co-ordinator. The volunteer must be committed and adhere to the voluntary placement and allocated working hours.

Please remember to sign in and out. Upon signing in you will be issued with a volunteer's lanyard which you should wear at all times whilst on the school site. Fire evacuation procedures can be found in the induction pack and a map indicating the safe route of exit in the event of a fire alarm can be found in each classroom; please make yourself familiar with these.

- There is no smoking allowed anywhere on the school site
- Do not use your mobile phones whilst in the vicinity of children
- Do not under any circumstances take photographs in school unless agreed with the Head Teacher.

We value having volunteers helping in our school and we want you to feel successful and valued. Please never hesitate to ask if you are not sure about something – or for advice if you feel something you are doing is not working well. We'll do whatever we can to ensure your time with us is rewarding.

Volunteer Code of Conduct

As West Ashton school volunteers, everyone is expected to conform to high standards of behaviour and conduct whilst carrying out their duties.

West Ashton School expects that volunteers will:

- Respect other volunteers, students, staff and children and make them feel welcomed and valued.
- Be sensitive towards others.
- Be approachable and pleasant.
- Dress and behave in a manner which promotes healthy and safe working practices.
- Maintain the confidentiality of personal information at all times.

All volunteers should be aware how their behaviour can affect both colleagues and children. Everyone has the responsibility to avoid becoming involved in situations that could bring the School into disrepute.

Complaints Procedure

Any complaints made about a volunteer or by a volunteer will be referred to the Head Teacher for investigation.

This policy will be reviewed annually or in the light of new guidance from the DfE.

Evaluation

To be monitored by the leadership team under careful scrutiny of the Head Teacher. The policy will be supported by the confidentiality statement, the standards and expectations form and the volunteer/ work placement evaluation and feedback form.

PROMPT SHEET – This sheet should only be used for guidance, in order for you to complete your own risk assessment on Volunteers Activities. Please refer to the Guidance Note on Risk Assessment for Volunteers Activities before carrying out this assessment.

	Hazard (Something with a potential to cause harm)	If hazard exists and who it could harm ✓	Suggested Action/Control Measure (prevention measures). This list is not exhaustive. Below are some control measures which you may find useful when completing your Risk Assessment.
01.	Poor selection process for volunteers		<ul style="list-style-type: none"> • Carry out a suitable and sufficient selection process to ensure volunteers are suited to the tasks they perform. • Minors are not permitted to take part in volunteer work unless supervised. • In-house training to be made available for volunteers who require it.
02.	No DBS check for unsupervised volunteers (Refer to guidance notes, page 3-4 for further information regarding DBS)		<ul style="list-style-type: none"> • Volunteers who works unsupervised or are directly responsible for children or vulnerable adults should have a DBS check and a copy to be to be kept securely on site. • Volunteers must be DBS checked if they are in regular contact with children under 18 or vulnerable adults as part of their normal duties.
03.	Lack of induction for volunteers		<ul style="list-style-type: none"> • All volunteers are briefed prior to working on site. • All volunteers to be told about relevant parts of policies and guidance and perhaps provide with specific parts of policies and guidance. • A risk assessment for volunteer role to be produced and explained to each individual; pointing out the relevant control measures.
04.	Poor equipment maintenance used by volunteers		<ul style="list-style-type: none"> • Inspection and maintenance regime in place for equipment used by volunteers. • Electrical equipment provided by volunteers must not be used unless it has been PAT tested by a competent person. • Any ladders used or provided by volunteers must be inspected before use. Consideration to the work being carried out needs to be assessed in order to select the correct ladder to use. A separate work at height R.A. is also required.
05.	Cooking (Refer to Client Services for guidance)		<ul style="list-style-type: none"> • All volunteers are to be made aware of applicable contents in the Food Hygiene Policy. • All volunteers are briefed on safe procedures before working. • Volunteers are provided with appropriate PPE e.g. hairnets, gloves etc. • Volunteers are supervised by staff. • Volunteers to be provided with food hygiene training wherever possible. •

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06.	Home-made food being sold on site causing food poisoning. (Refer to Client Services for guidance)		<ul style="list-style-type: none"> • All Volunteers are to be provided with information on good hygiene and storage procedures e.g. clean hands and equipment. • Ensure food is in date and properly stored; as potential risk to causing salmonella or other illnesses. • Foods that contain nut are to be labelled; due to allergies.
07.	Minor improvement works (Work-parties) e.g. painting		<ul style="list-style-type: none"> • Volunteers do not work on mechanical, gas or electrical equipment unless qualified to do so. • All minor improvement works are specifically risk assessed. • Volunteers doing improvement works on site are supervised by a competent member of staff. • Volunteers not to work at height unless trained through recognized training providers. • Works to be carried out in school holidays, otherwise DBS checks will be required if volunteers are to be left alone, unsupervised.
08.	Moving and Handling of Heavy Equipment (Refer to Kingdown School Manual Handling Policy)		<ul style="list-style-type: none"> • All volunteers are to be briefed on safe manual handling procedures. • Manual handling aids (e.g. trolleys) to be used where appropriate.
09.	Lack of adequate teacher supervision for pupils on school trips (Refer to Health and Safety of Pupils on Educational Visits).		<ul style="list-style-type: none"> • A relevant risk assessment should be discussed with volunteers for each separate occasion. • Arrange for an adequate amount of volunteers to assist with pupil supervision; to complement staff numbers, not replace them.
10.	Lone working (Refer to Working Alone Policy)		<ul style="list-style-type: none"> • An individual risk assessment for specific volunteers working alone on site must be produced and communicated.
11.	No Public Liability Insurance Cover		<ul style="list-style-type: none"> • Check with either your Insurance Company or insurance and Risk Management Team, to confirm that adequate Public Liability Insurance is in place.

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12.	Driving		<ul style="list-style-type: none"> • Only volunteers known well to the school to be used for minibus or private vehicle driving. • Driving license, MOT certificate and insurance of every volunteer driving a private vehicle are checked. • For minibus driving entitlements regarding volunteers, guidance document INF28 by the DVLA should be consulted. • Volunteers to complete and sign a Volunteer Driver Form. • Occupational Road Risk policy and Minibus policy are issued to all volunteers. • Volunteers to be briefed on legal responsibilities for the safety of those in the car. • Volunteers driving young people (other than their own children) are not to be alone with them. • Parents of other children to be asked for written consent if a volunteer's private vehicle is used to transport their children.
13.	Walking Bus Schemes		<ul style="list-style-type: none"> • For new schemes, Road Safety should be contacted. • All volunteers involved with the scheme to be DBS checked. • A minimum of 2 adults (volunteers) must be place for walking bus routes. • All volunteers must be made aware of the route risk assessment. • All volunteers must be issued with suitable personal protective equipment e.g. Hi-Vis jackets.
14.	Discotheques on site		<ul style="list-style-type: none"> • Volunteers are included on a specific risk assessment for the event and communicated. • Electrical equipment provided by volunteers must not be used unless it has been PAT tested by a competent person.
15.	Lack of supervision for after school clubs		<ul style="list-style-type: none"> • Volunteers to be made aware of the risk assessment content for the after school club activity. • Volunteers only assist qualified teachers and/or coaches. • Volunteers are not left unsupervised with children.
16.	No First Aid Provision		<ul style="list-style-type: none"> • Ensure that a fully qualified first aider is present at all times. • Ensure all volunteers are briefed on first aid provision, where you go for medical assistance and the name of the first aider available on specific day.

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17.	Bonfires		<ul style="list-style-type: none"> • Volunteers are included on a specific risk assessment for the event and communicated. • Volunteers are issued with appropriate personal protective equipment e.g. Hi-Vis jacket.
18.	Gardening (Refer to: a brief guide to Working at Height Regulations; the Ladders Guidance Note and the Control of chemicals hazardous to health Regulations).		<ul style="list-style-type: none"> • Good housekeeping in place to ensure trip hazards are avoided; sharp tools and chemicals are put away after use. • Personal protective equipment to be issued if any machinery are in use e.g. mowers, strimmers, etc. • Consider wet weather conditions when using machinery. • Volunteers who cut themselves must keep the wound covered, to prevent possible tetanus infection. • No Volunteers under the age of 18 should use chainsaws and only then, if competent to do so. • Only select competent volunteers to carry out Work at Height activities, this should also have a separate section within this risk assessment. • Chemicals used under staff supervision by volunteers need to have the COSHH regulations considered and written into risk assessment.
19.	No instruction or Information provided to volunteers.		<ul style="list-style-type: none"> • Ensure all volunteers are briefed of all risk assessments that are relevant to them. • Ensure sufficient information and instructions are given to the relevant volunteers.