

Keevil CE Academy Volunteer Policy

"In everything, therefore, treat people the same way you want them to treat you, for this is the Law and the Prophets." Mathew 7:12

This policy has at its core, the above quotation and reflects the need for fairness and forgiveness.

Adopted by:
Written – January 2018
For review - annually

1. Rationale

To ensure professional standards are maintained by all volunteers.

2. Purpose

At Keevil 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 Keevil 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 Kingdown 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 informal conversation. 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. This will be arranged with the School Administration. 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. Induction packs including this document will be issued to all volunteers and confirmation of a starting date will be confirmed in advance of the placement.

Confidentiality

Keevil CE Academy 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. Keevil CE Academy 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 or a Deputy Headteacher 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, Lindsey Hermon, or Deputy Designated Senior Person(DSP) for Child Protection, Maria O'Brien. It is not the role for the volunteer to investigate concerns.

Keevil Academy'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 a senior member of staff.

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 School Admin Officer 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, Deputy Head teacher or Head Teacher. See Appendix A for a risk assessment prompt sheet.

Equal Opportunities

Keevil 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 Keevil Academy volunteers, everyone is expected to conform to high standards of behaviour and conduct whilst carrying out their duties.

Keevil Academy 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/Deputy 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 SLT.