



HUNTINGTON PRIMARY ACADEMY

VOLUNTEER POLICY

Signature of Chair of Trustees	<i>Paul Gething</i>
Signature of Headteacher	<i>Kim Bailey</i>
Date Approved by Trustees	6 th December 2017 Curriculum and Standards Committee
Review Date	December 2020
Review Period	3 Year

VOLUNTEER POLICY

INTRODUCTION

We are fortunate to have a number of voluntary helpers who come into our academy on a regular basis. This help takes a number of forms, some of it being provided during school hours, some in the form of help with activities outside school hours such as visits/trips.

It should be recognised that such help is in no way intended as substitution for the work of the staff of the academy. The primary objective in the involvement of such volunteers is to enhance provision for the children. An important benefit is promoting a better understanding between parents and the local community with the teachers and pupils of the academy.

Volunteer helpers are expected to respect confidentiality in every respect. All voluntary helpers should be aware that it would be inappropriate for them to discuss **any matter relating to individual pupils and/or teachers inside or outside the confines of the academy**. The importance of this cannot be underestimated and, therefore, we ask all volunteers to sign a Confidentiality Contract as shown below. Even the most innocent remark about an individual child can cause unnecessary anxiety for parents.

Key Tasks

Voluntary helpers will be working under the direction of academy staff and tasks may include: hearing readers, assisting with group work and individual projects, general administration tasks and organisation of resources, sewing, baking and other classroom activities.

All our helpers are provided with this policy statement which outlines the nature of their role in school.

The academy's requirements/guidelines

- It must be recognised that the responsibility for the general welfare, behaviour and safety of the children remains that of the class teacher.
- The whole school community operate within our CARE code (consider & respect everyone). Pupils not adhering to this code should be referred directly to a member of staff. Should a child become distressed for any reason or should you become concerned about any aspect of your dealings with a child, you should refer these to the class teacher without delay.
- We have high expectations of our pupils' behaviour and expect no less from all adults visiting the school. **Everyone** should be spoken to in a polite and friendly manner and all adults should be good role models for our pupils.
- Safeguarding is paramount and this applies to both children and volunteers. No volunteer is able to support any school without undertaking the DBS check. Occasionally, incidents may arise in school where, as a volunteer, you may wish to act spontaneously. However, your action may then leave yourself open to compromise, i.e. an example of this may be you hear children being mischievous in the toilet. You go in to investigate; you have entered a toilet alone where children are present which leaves you vulnerable. This is not to scare you, but to protect you. At any point in time, volunteers must always refer directly back to members of staff.
- If you witness anything that concerns you, please speak to the most appropriate adult; either the class teacher, Deputy Headteacher or Headteacher in private.
- If a child discloses concerning information to you please calmly reassure them they were right to tell you. Listen, don't stop them talking, and don't ask leading or closed questions. Don't express an opinion or judgement. NEVER promise to keep a secret, but explain that you will have to tell someone who will try to help them. You then need to speak to the class teacher or Deputy Headteacher or Designated Safeguarding Lead who is the Headteacher.

- If the Designated Safeguarding Lead requests written information record the child's words and/or describe their demeanor. This should then be given to the Headteacher. Ensure that you distinguish between fact and opinion and keep all your notes secure at all times until passed on.
- The role of the Designated Safeguarding Lead (DSL) was specified in the Children Act 2004 and ensured that every organisation had a "named person" for safeguarding children and young people. The Designated Safeguarding Lead has a responsibility at both a strategic level within an organisation and on a day to day basis.
- Procedures for accessing the school grounds are clear. **Please remember to sign in and out yourself as you arrive and depart. Please ensure your visitors badge is visible at all times.**
- In the event of a fire alarm all visitors must make their way to the visitor assembly point in the playground near to the picnic table using their nearest exit to evacuate the building. You must make yourself known to the member of staff checking visitors.
- The academy is happy to provide tea and coffee for all visitors and you are welcome to help yourself at break times, please speak to the office staff. Visitors must be aware, however, that other things in the staff room may well belong to individual members of staff and should be respected as such.
- It is a requirement that mobile phones are not to be used within the academy at any time unless within the staffroom or in an emergency. NO communication of events within the academy or when on an educational visit must be made by volunteers. All official information regarding the academy must come directly via official academy communication lines.
- Dress Code for volunteers - smart, casual but no short skirts, low cut tops or jeans please.
- All volunteers must have read any relevant policies
- All volunteers must have read the Child Protection and Safeguarding policy.
- All volunteers must have read the Prevent Duty Policy.

CONCLUSION

We feel it is important that in involving voluntary helpers, the academy must be seen to be acting in a fair and equitable manner, but in the final analysis it must be remembered that the Headteacher reserves the right to decline offers of assistance.

All our helpers are provided with this policy statement which outlines the nature of their role at Huntington Primary Academy and are expected to accept these contents. Experience tells us that volunteers in our academy hugely enjoy their time working with the children and that the academy benefits greatly from their input.

Please sign and return the attached slip to confirm you have read and agree to work within these guidelines.

Thank you for your support.

Mrs Kim Bailey
Headteacher



HUNTINGTON PRIMARY ACADEMY
Volunteer Confidentiality Contract

Name: _____

- I have read and understood the Volunteer Policy and the Code of Conduct for adults on the academy premises and agree to abide by the requirements of these documents policy.
- I have read the Child Protection and Safeguarding policy.
- I have read the E-Safety Policy and signed the acceptable use agreement.
- I have received a Disqualification Declaration for Volunteers (if working in EYFS only).
- I agree for HPA to contact the referees I have supplied.
- DBS Check ~ I have undertaken a DBS check and will bring it to the academy before I start as a volunteer

Signed: _____

Date: _____



HUNTINGTON PRIMARY ACADEMY

VOLUNTEER POLICY ~ HISTORY OF CHANGES

<u>Date of changes</u>	<u>Details of changes</u>
October 2017	New policy

Huntington Primary Academy ~ Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy										Existing policy (✓)			New/Proposed Policy (✓)			Updated Policy (✓)									
Volunteer Policy	To give clear guidelines for volunteers in school													✓ new in Oct 2017												
This policy affects or is likely to affect the following members of the school community (✓)	Pupils			School Personnel			Parents/carers			Trustee			School Volunteers			School Visitors			Wider School Community							
	✓			✓			✓			✓			✓			✓			✓							
Question	Equality Groups															Conclusion										
Does or could this policy have a negative impact on any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'yes' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
		✓			✓			✓			✓			✓			✓			✓			✓			✓
Does or could this policy help promote equality for any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓				✓
Does data collected from the equality groups have a positive impact on this policy?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓				✓
Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.																									
Preliminary EIA completed by						Date			Preliminary EIA approved by						Date											