

St Day and Carharrack Community School



Volunteer policy

Chair of Governors: *H L Collinge*

Signed: Helen Collinge

Date: Spring 2019

Date for review: Spring 2022

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 Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Ex-members of staff
- Local residents
- Friends of the school

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

- Hearing pupils read
- Working with small groups of pupils or individuals to support them in their learning
- Accompanying school visits

Safeguarding

Cornwall Local Authority and St Day and Carharrack School are committed to safeguarding pupils, young people and vulnerable adults and expect 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, should approach the class teacher or School Secretary who will direct them to the Headteacher. Volunteers then 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.

Definition

Activity which is described as 'frequent' or 'intensive' covers the meaning given in the Safeguarding Vulnerable Groups Act 2006.

- 'frequent' – once a week or more often on an ongoing basis; and
- 'intensive' – three or more occasions in a 30 day period, or overnight (between 2am –6am).

Process for recruiting Volunteer who will be working frequently or intensively

- 1) The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
- 2) Enhanced DBS check undertaken
- 3) The volunteer will be made aware of the role and responsibilities they will be undertaking

- 4) If appropriate, two references should be sought where the volunteer arrangement will continue on a regular basis
- 5) Induction - school policies and documentation explained and issued
- 6) Volunteer records to be kept in a secure place within the school office

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 confirms that they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer before they engage in any activities with pupils.

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 person 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 Deputy Headteacher. **Any information gained at the school about a child or adult must remain confidential.**

Supervision

All volunteers work under the supervision of a teacher or 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 teacher 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 the teacher.

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 DT equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the teacher or 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 volunteers must have been cleared by the Criminal Records Bureau (DBS)

- All of our volunteers meet with the designated Safeguarding person (Headteacher or Deputy Headteacher) prior to commencing work within the school
- Any concerns a volunteer has, about child protection issues, should be referred to the designated person

Complaints

Any complaints made about a volunteer will be referred to Headteacher, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The 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
- Provide the volunteer with a copy of the school's full Complaints Procedure

VOLUNTEER APPLICATION FORM

First Name:

Surname:

Date of Birth:

Address:

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Postcode:

Phone:

Email:

What activities/ areas of the school's work would you like to help with? (If you are a student please include details of your course/placement requirements)

What experience/skills/qualifications do you have related to working with children?

Are there any particular age/year groups you would like to work with? (If you have relatives in school please give details of their year groups/classes)

Are you registered with the DBS Update Service?

Yes

No

**How much time can you commit to volunteering with us on an ongoing basis?
(please circle all that are appropriate)**

Morning only

Afternoon only

All day

Days of the week (please specify):

Do you have any disabilities/other needs 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)?

Thank you for taking time to complete this Volunteer Application Form.

Please hand it to the School Office, marked for the attention of the Headteacher. Your offer of help is greatly appreciated and we will be in touch as soon as possible, to inform you of our initial decision and to invite you in to complete an English and Maths test if appropriate.

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at St Day and Carharrack 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 and the Safeguarding Policy
- I have received training from the School's Safeguarding Lead
- I agree to support the School's Aims
- I agree to treat information obtained from being a volunteer in school as strictly confidential
- I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken
- I have been made aware of who is my designated teacher and overall supervisor

Name: _____

Signed: _____ Date: _____