



## **DALE HALL PRIMARY SCHOOL VOLUNTEER POLICY**

**This policy should be carried out in the context of and in conjunction  
with Dale Hall CP School's Safeguarding Policy.**

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### **1. The volunteer role**

At Dale Hall Community Primary School, we recognise and value the effort taken by parents and other volunteers who contribute towards the learning of our pupils. Volunteers are an important and invaluable part of daily school life.

By applying to be a volunteer at our school, volunteers are entering a formal agreement between them and the school. The information below explains the volunteer and school agreement.

#### **We at Dale Hall School will agree to:**

- Support you as a volunteer by providing a full induction and training when appropriate
- To respect your skills, time and treat you with respect at all times

#### **You as a volunteer will agree to:**

- Work reliably to the best of your ability and to notify school when you cannot volunteer
- Respect the ethos, visions and values of Dale Hall Primary School and to follow safeguarding procedures (full information provided in induction)
- Treat school information as confidential and act professionally at all times
- Treat pupils and staff with respect at all times

This policy sets out the practices and procedures, which will be followed when appointing, managing and supervising volunteers. It also contains information on the application process we follow.

All volunteers are line managed by the Deputy Head teacher and report to the class teacher they are allocated to.

**School volunteers may include:**

- Parents/grandparents
- members of the local community
- Students from local colleges or secondary schools

**Activities that volunteers are engaged in might include:**

- Assisting on school visits / trips
- Supporting pupils during lessons
- Hearing pupils read
- Supporting teachers with admin tasks
- Supporting staff to run clubs

**2. Statutory guidance on the recruitment of a volunteer**

- the school will regard the DfE statutory guidance, 'Safeguarding children and safer recruitment', which states that if a school seeking volunteers has little or no recent knowledge of the individual, it should adopt the same recruitment measures as it would for paid staff
- in circumstances where a school approaches a parent volunteer who is well known to the school, a streamlined procedure can be adopted: background checks, references, conducting an informal interview to gauge the person's ability and aptitude, and undertaking a List 99 and a Disclosure and Barring Service (DBS) check
- if the volunteer's role is a one-off, such as accompanying teachers and pupils on a day trip, for a school fete or concert, measures are not required, as long as the person is not left alone in charge of children
- if the volunteer is recruited by another organisation to work in a school, for instance, sports coaches from a local club, the school should receive assurance from the organisation that the person has been properly vetted

*Please see our volunteer application form for full details on the information collected during the application process.*

### **3. The application process at Dale Hall:**

Volunteer enquires at school office about volunteering
Office give out a volunteer application pack
Volunteer returns completed pack along with evidence of ID
Application is approved to approve by Deputy Headteacher
DBS check is processed
Notification that DBS check is completed
Office to inform Deputy Headteacher when all documents are complete
Volunteer to be booked onto next induction and notified of date
Induction training completed with Deputy Headteacher
Volunteer allocated a class and regular slot

### **4. Suitability for the role**

As part of the application process volunteers are asked to explain why they have an interest in volunteering and to outline any relevant experience they have. They are also asked to complete a skills audit (see below)

	Very confident	Quite confident	Not done before but open to learning	No experience
Supporting with English learning				
Supporting with Maths learning				
Supporting with reading				
Supporting children with general learning				
Supporting children with their play				
Supporting pupils with learning needs				
Supporting on school trips				
Improving the school outdoor environment				
Photocopying				
Word processing				
Filing/admin tasks				
Helping with classroom displays				
Making resources				
Helping to organize small group activities				

## **5. Safeguarding children and child protection**

Anyone wanting to regularly volunteer in school will be asked to fill out a DBS and self-declaration form. This is standard practice for anyone in regular contact and / or in a position of trust with children. Any criminal convictions must be declared.

In September 2012, the Independent Safeguarding Authority (ISA) and Criminal Records Bureau (CRB) merged functions to create a new Disclosure and Barring Service. The law requires any persons who will come into unsupervised regular contact with children in any of the following capacities to undertake a DBS check:

- teach
- train
- instruct
- care for or supervise children
- provide advice / guidance on well-being
- drive a vehicle only for children
- personal care for a child
- child-minding / foster care

### **Equal Opportunities**

At Dale Hall Community Primary School, we do not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender, sexual orientation or marital, social or financial status. All volunteers are required to make a commitment to this policy and treat everyone with respect at all times.

### **Safety of Volunteers**

All staff, visitors and volunteers are required to be identified and located at all times. For this reason, please make sure the following process is adhered to:

- Volunteers must sign in and out of the building at the office
- wear the visitor's badge at all times

notify the Deputy Head teacher if you wish to make changes to your volunteering commitment (eg class, time, day)

### **Absence**

Volunteers are required to inform the school if they are unable to attend when expected. If volunteers are called away in the event of an emergency or personal matter whilst volunteering, they have a responsibility to let the class teacher know and to sign out before leaving the premises.

### **School Policies**

As part of the induction training session volunteers will be made aware of the relevant parts of the following policies and procedures:

- Dale Hall Community Primary School's Safeguarding and Child Protection Policy
- Dale Hall Community Primary School's Complaints Policy and Procedure
- Dale Hall Community Primary School's Behaviour Policy
- Dale Hall Community Primary School's Whistleblowing Policy and Procedure

## **6. Health & Safety**

Volunteers are required to comply with the school's Health and Safety Policy. During their induction they will be made aware of emergency procedures (eg evacuation) and safety aspects of being involved in any particular tasks. They will also be made aware of their duty to report any potential hazard which they feel might put people at risk of injury or harm.

## **7. Confidentiality and Internet use**

During their induction Volunteers are informed that all information on individual pupils and members of staff is confidential and that the sharing of data is protected under the Data Protection Act. Volunteers should be aware that they are not permitted to discuss children or staff members outside of the volunteering role.

There may be instances where volunteers MUST pass information on. This could include safeguarding, whistle blowing or bullying. Volunteers are advised not to report any information directly to the child's parents / carers.

Volunteers are expected to behave in an ethical and lawful manner with regard to the use of the internet. Volunteers must not attempt to contact pupils via the internet and should never make arrangements to meet outside of school.

Care and attention should be taken while using social networking sites. The school you're your volunteering role should not be mentioned. This includes anything which may bring the school into disrepute and / or may cause us to question your suitability to work with children.

### **Code of conduct for volunteers**

Volunteers are expected to maintain high standards of behaviour and conduct while involved in activities at school. The following is a guide to appropriate conduct while working in or on behalf of a school. This is also discussed at induction.

#### **Volunteers should:**

- observe high standards of behaviour and ethical conduct
- respect other volunteers, members of staff and pupils, and make them feel valued
- be a positive role model for pupils
- adhere to all school policies, visions and values
- maintain confidentiality of personal information at all times, unless there is a need to report something
- treat all children and members of staff equally
- dress and behave in a manner which promotes healthy and safe working practices
- accept and follow directions from your supervising staff member and seek guidance through clarification where you may be uncertain of tasks or requirements
- observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report to the supervising staff member any potential hazard in the workplace
- avoid waste or extravagance and make proper use of the resources of the school
- conduct your work in a co-operative manner
- turn your mobile phone to mute whilst you are on school premises
- be aware the school is a no smoking site

#### **Volunteers should never:**

- tell a child off or used a raised voice. As a volunteer, you are not expected to discipline children. If there are any problems, tell the class teacher straight away and he or she will deal with the situation following our behaviour policy.
- shout, hit, threaten or manhandle a child
- take photographs in school
- develop 'personal' or sexual relationships with pupils
- work with children when you are not in the proper physical or emotional state to do so. For example: under medication which makes you drowsy, or under extreme stress which may impair your judgement
- behave in an illegal, improper or unsafe manner. For example: smoking or drinking alcohol
- share your personal contact details with pupils or make personal arrangements to meet children outside school. This includes all social media, eg Facebook
- discriminate favourably or unfavourably towards a child
- make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature
- behave in a manner which may bring the school into disrepute when representing the school
- give or receive (other than 'token') gifts, unless arranged through your Headteacher, for example, outgrown sports kit, football boots or uniform. These would be given to the school, for the school to distribute accordingly.

### Document History

Date	Description
18 October 2016	Adopted at Personnel Committee meeting
16 October 2018	Moved document history to the end of the policy Contents list added Wording added to para 3 section 1 Code of conduct headed up as volunteer agreement Clarified each of the section headings relating to the contents list Request to turn mobile off changed to "mute"
19 November 2019	Document changed and updated to reflect changes to volunteer systems Application flowchart added Contents list updated