

# WEST KIRBY PRIMARY SCHOOL

## Volunteers Policy Sep 2016

Please refer to national statutory guidance “Keeping Children Safe in Education, DfE” and “Working together to safeguard children, DfE”

For Wirral policies, procedures and guidance go to: [wirrallscb.proceduresonline.com](http://wirrallscb.proceduresonline.com)

Please refer to the following school policies for related information and guidance:

Behaviour Statement, Staff Code of Conduct, Safer Recruitment Policy, Child Protection Policy, Behaviour and Anti-bullying Policy, Health & Safety Policy, First Aid Policy, Intimate Care Policy, First Aid Policy, SEND Policy, SRE Policy, E-safety Policy, Acceptable Use of technology including Social Networking Policy, Whistleblowing Policy, WLSCB Prevent Policy

### Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers from the local community.

Our Volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that Volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- Working with children on the computers
- Accompanying school visits

### 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 children read, usually approaches the School Office or a member of staff Headteacher or Deputy Headteacher directly.

Volunteers should complete the *Volunteer Information Sheet* (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help. And will then be invited for an interview.

Before starting to help in school, volunteers should complete the *Volunteer Agreement* (Appendix 2), which sets out the school's expectations of volunteers and asks Volunteers to confirm they have received a copy of this policy.

All adults 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 ethos which are underpinned by the school's aims and values.

### **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with / come into contact with should be voiced with the Class Teacher and NOT with the parents of the child / persons outside school. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher or Deputy Headteacher.

### **Supervision**

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's 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. Volunteers are encouraged to seek further advice / guidance from the teacher in the event of any query / problem regarding children's understanding of a task or behaviour.

### **Health & Safety**

The school has a Health & Safety Policy and this is made available on request to Volunteers working in the school. Class Teachers ensure that Volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment / accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Headteacher.

### **Safeguarding**

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- All Volunteers are given a copy of the Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2)
- To ensure the safety of our pupils at all times, Volunteers working with pupils on a regular basis (which is defined as *once a week or more or four or more times in any 30 day period.*) will be asked to complete a DBS Disclosure Application Form. This will not apply to volunteers who assist in school activities such as assisting in walking children to a local venue or in activities such as PTA events where activities are supervised by a member of staff or a responsible adult (those for whom we have certification of a satisfactory DBS).
- Where a Volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out. These volunteers, who are under constant supervision of school staff, must read and sign our *Off-site visit agreement* (Appendix 3). Volunteers are asked not to use mobile phones whilst in this role (with the exception of to contact school staff in the case of an emergency during a school trip).

### **Complaints Procedure**

Any complaints made about a Volunteer will be referred to the Headteacher / Deputy Headteacher for investigation. Any complaints made by a Volunteer will be referred to the Headteacher / Deputy Headteacher.

The Headteacher 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;
- Inform the Volunteer that the school no longer wishes to use them. The full Complaints Procedure is set out on the school website or from the school office.

### **Monitoring and Review**

This Policy has been approved by the Governing Body and will be reviewed bi-annually and updated in the light of new guidance from either the DfE or LA.

**Date Approved by Governors:**

**Date to be reviewed: Autumn 2017**

*With thanks to East Bergholt CEVC Primary School for the model policy*

**VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS**

Name of Volunteer:

Date of Birth:

Other names known by (including maiden names):

Address:

Phone:

What skills / areas would you like to help with in school?

Are there any particular age groups / classes you would like to work with?

Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? *(please give details)*

Thank you for taking time to complete this Volunteer Information Sheet.

Please hand it to the Headteacher / Deputy Headteacher via the School Office.

Your offer of help is appreciated and we will be in touch with you shortly

## VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at West Kirby Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

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
  
- I agree to support the School's Ethos, Aims and Values
  
- I agree to treat information I learn from being a Volunteer in School as Confidential
  
- I understand that I am required to undergo a Disclosure and Barring Service (DBS) check to advise the school of my suitability as a volunteer if required

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## OFF-SITE VISITS VOLUNTEER AGREEMENT

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this school trip.

Please read and return this appendix, and sign and return the helper's slip. This is part of our school's risk assessment planning.

### Role of the Volunteer Helper

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their well being and safety is maintained for the total duration of the school trip
- to promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school.
- to ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- to contact your child's class teacher/member of staff if there are any issues with first aid, safety and/or behaviour

### Working alongside school staff

School staff expect volunteer helpers to:

- comply with all of the above whilst being under the direct line management of school staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/ labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- follow guidance from the school staff

### What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or to engage in any illegal practices.
- Volunteer helpers are not permitted to use mobile phones (other than to contact school staff or be contacted in an emergency during the trip) and not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice cream, biscuits, sweets, gifts – before, during or after the school trip.

### First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed by a member of staff if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless it is your child who requires medicine in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid box(es) will be carried by staff.

### Emergencies

You are expected to inform a member of staff as soon as possible.

If you, or any child have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school immediately.

I have read the Volunteer Policy

I agree to the terms and conditions as stated in the policy

I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

Signed : \_\_\_\_\_ Name: \_\_\_\_\_ Date : \_\_\_\_\_

*Thank you for your offer of help which is greatly appreciated.*

### REVISION HISTORY

Revision	Date	Changes
1	Autumn 2014	Policy created in consultation with staff and governors (Staffing Committee)
2	September 2015	Cross references to safeguarding policies added
3	September 2015	Policy reviewed to include responsibilities under the Prevent Duty and references to key documents
4	September 2016	Policy reviewed and revised Induction notes for volunteers added to the appendix (Appendix 4)

**WEST KIRBY PRIMARY SCHOOL  
HEALTH AND SAFETY INCLUDING FIRE SAFETY  
SAFEGUARDING INCLUDING CHILD PROTECTION BRIEFING NOTES  
*-induction notes for visitors and volunteers***

Welcome to West Kirby Primary School and we hope you will enjoy your time with us. Please take a few minutes to read the following important information carefully and be sure to stick to the procedures and protocols contained here for the safety and protection of everyone. Ask for guidance from a senior member of staff (Head, Deputy or your mentor) about anything which is unclear.

More detail may be found in our policy documents which you may request from the school office.

### **Health and Safety**

Every one of us has a responsibility for Health and Safety, for ourselves and for other adults and children.

If you are asked to undertake a task or use a piece of equipment you have not done or used before, you should inform the person instructing you and ask for guidance and supervision.

If you become aware of anything at all which may present a risk to the health and safety of anyone in school, you should report it immediately to a senior member of staff.

In the event of a medical emergency, there are five fully qualified First Aiders on the staff: Mrs Emma Green (Senior Teacher), Mrs Cath Smith (Senior Teacher) and Rebecca Oxton (Teacher) who are full time staff and Mrs Belinda Hope and Ms Kim English (Teaching Assistants) who should be called upon to advise &/or respond. You should follow their instructions.

The Headteacher has overall responsibility for Health and Safety.

Refer to our Health & Safety Policy on our school website for more details.

In addition, please make sure that you adhere to the following points:

- Ensure fire exits are kept clear
- All fire call points must be visible at all times and not obstructed by equipment or displays
- Check any electrical equipment for safety (worn leads etc) before use
- If you are retrieving objects from high shelving in the classroom or storeroom, ensure that the weights are manageable. Two people should be present and the school step ladders are used, not a table or chair.
- Never leave anything combustible on top of a computer monitor or in the vicinity of electrical appliances
- Ensure that in the case of a fire, evacuation of the building occurs in line with the fire precautions training you have received (i.e. in line with the recognised school system used at our termly fire practices and the safety notices displayed in each classroom and throughout school)

### **Fire Safety Instructions**

In the event of a fire, we need to evacuate the building as quickly and calmly as possible.

You need to familiarise yourself with the nearest exits to the room you are in and the location of the nearest fire alarm activation point (red box on wall)

There is a smoke detection system throughout the building. When activated it sets off a flashing light on the alarm box in the office corridor.

**If you ever see this light flashing you must activate the alarm system then leave the building and call 999 to report the fire.**

If you detect a fire anywhere in the building, activate the alarm system then leave the building and call 999 to report the fire.

- If you are the adult in charge, ask the children to leave the building in an orderly line, in silence and assemble in the playground.
- A register of all pupils should be taken by each Class Teacher at the assembly point.
- Report any absent pupils or members of staff to the Head/ Deputy or confirm that all pupils and staff in your care are present.
- Ensure all doors you pass through are closed as you leave the building
- Do not return to the building for any reason until instructed by the person in charge.

### **Behaviour**

Our Code of Conduct is displayed all around the school and sets out our expectations for behaviour. We expect all adults to set an example and model this and to praise children who are modelling it. If it is not being followed, please draw the child/ children's attention to the Code of Conduct and remind them of the expectation. Most children will respond to a clear reminder and if not, please refer to and follow the sanction steps displayed beside the Code of Conduct. Refer to our Behaviour and Anti-bullying Policy on our school website for more details.

### **Bullying**

If you observe any behaviour which could be interpreted as bullying, please immediately inform the nearest member of staff and then the class teacher.

If anyone tells you they are being bullied, please inform the class teacher.

Refer to our Anti-bullying Policy for more details.

### **E-Safety and mobile devices**

We teach pupils how to keep themselves safe on line and not to give out personal information.

Adults working in schools (also pupils) are not permitted to use their personal mobile phones in school time. Please give School Office contact details to next of kin for use in emergencies.

Photographs may not be taken without permission from the Headteacher and must not be taken on personal devices or taken off the school site.

### **Child Protection**

The designated Senior Teacher for Child Protection is the Headteacher, Kate Takashima (and in her absence, the Deputy Headteacher, Emma Bailey).

We all have a duty to protect the children in our care. Be vigilant and report any concerns, no matter how small. . This includes the duty to protect children and young people against the messages of all violent extremism .We have a "record of concern form" for this purpose. Concerns must be reported the same day.

Refer to our Safeguarding/ Child Protection Policy on our school website for more details.

### **Key documents**

Keeping Children Safe in Education: Statutory requirement for **all staff** to read Part One

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

The full Government Prevent Strategy can be viewed at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/97976/prevent-strategy-review.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97976/prevent-strategy-review.pdf)

### **Confidentiality**

As explained above, in cases where there is concern regarding the safety of a child, you have a duty to report it.

Whilst in school, you are part of our team and may discuss any issues arising with our staff.

You should respect the confidentiality of all individuals and not discuss any personal information about children or adults to anyone outside of school.

*I acknowledge that the above mentioned points have been drawn to my attention and that I understand my role and responsibilities relating to the above.*



## Disclosure & Barring Service

### A guide to eligibility for criminal record checks

#### Legal responsibilities

Before an organisation considers asking a person to apply for a criminal record check through DBS, they are legally responsible for ensuring that they are entitled to submit an application for the job role. This means that if you are a countersigning officer you must satisfy yourself that the position is eligible under the current legal provisions before you countersign each application form. The Annex describes the most commonly submitted positions and duties that are known as the exceptions to the Rehabilitation of Offenders Act 1974. It should be noted that this is not an exhaustive list.

#### Levels of criminal record check available

- standard checks** – To be eligible for a standard level DBS certificate, the position **must** be included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975.
- enhanced checks** – To be eligible for an enhanced level DBS certificate, the position **must** be included in both the ROA Exceptions Order **and** in the Police Act 1997 (Criminal Records) regulations.
- enhanced checks with children's and/or adults' barred list check(s)** – To be eligible to request a check of the children's or adults' barred lists, the position **must** be eligible for an enhanced level DBS certificate as above **and** be specifically listed in the Police Act 1997 (Criminal Records) regulations as able to check the appropriate barred list(s).

You can access the various Police Act 1997 (Criminal Records) regulations by searching for them on Legislation.gov.uk. This will not provide a list of job roles – such a list does not exist. Instead each regulation can be opened to identify what roles, duties or activities have been included from the date that the regulation was brought in. It is important to note that the regulations can also remove roles, duties or activities.

#### Applicant eligibility

The DBS definition of a volunteer is defined in the Police Act 1997 (criminal records) Regulations 2002 as:

“Any person engaged in an activity which involves spending, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative.”

To qualify for a free-of-charge criminal record check, the applicant must not benefit directly from the position the DBS application is being submitted for. The applicant must not:

- \*benefit directly from the position for which the DBS application is being submitted
- \*receive any payment (except for travel and other approved out-of-pocket expenses)
- \*be on a work placement
- \*be on a course that requires them to do this job role
- \*be in a trainee position that will lead to a full time role/qualification

It states on the DBS application form 'By placing a cross in the yes box (at section 68) you confirm that the post meets the DBS definition for a free-of-charge volunteer application. Please note that

DBS may recover the application fee if box 68 is marked in error and this could result in the cancellation of your DBS registration'.