



## ***Bollin Primary School***

# **Volunteers in School Policy**

<b>Policy written:</b>	September 2017
<b>Next review due in 1 year:</b>	September 2018

**The school's volunteer policy is part of the school's safeguarding systems.**

**1. Introduction**

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

Our volunteers include:

- Members of the IEB/Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- Ex-members of staff
- Local residents
- Friends of the school
- Intergen members
- Employees of local businesses

The types of activities that volunteers engage in include, but are not exclusive to:

- Hearing pupils read
- Working with whole classes and small groups of pupils to assist them in their learning
- Working alongside individual pupils
- Accompanying school visits

**2. Safeguarding**

At Bollin, we are committed to safeguarding pupils and expect our volunteers to share that commitment. We will:

- ensure that all volunteers are authorised in advance by the Headteacher;
- collect appropriate information from volunteers to ensure that our safeguarding procedures are followed;
- provide a link member of staff (usually the classteacher) for each volunteer, who will ensure that volunteers understand their role and are supported appropriately

**3. 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, usually approaches an appropriate member of staff or the Headteacher directly. Authorisation for all volunteers must be given by the Headteacher / Deputy Headteacher in advance.

Before starting to help in school, volunteers should complete the Volunteer Agreement (Appendix 2) which sets out our expectations of volunteers and asks volunteers to confirm they have received a copy of 'A helpful guide to volunteering in school' (Appendix 1).

We will seek DBS clearance for any volunteer before they come into school to protect the staff and pupils. We will only seek clearance with the Barred List check, where appropriate.

#### **4. 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 vision and mission statement:

#### **5. 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 class teacher and NOT with the parents of the pupil.

Comments regarding a pupil's behaviour or learning can be highly sensitive and, if taken out of context, can cause distress to the parents of a pupil 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.

Volunteers must also respect the confidentiality of pupils and staff, understanding that they must not discuss staff, children or events experienced in school, outside of school.

#### **6. Supervision**

All volunteers work under the supervision of the teacher in charge of the activity to which they are assigned. Teachers retain 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. Volunteers are encouraged to seek further guidance/advice from the teacher in the event of any query/problem regarding the pupil's understanding of a task, behaviour or their welfare,

#### **7. Health & Safety**

The school has a Health & Safety Policy and this is made available to volunteers working in the school. The classteacher 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 D T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the classteacher. All volunteers are given a copy of our 'Health and Safety for Visitors' leaflet, on their first visit.

#### **8. 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 '*A helpful guide to volunteering in school*' (Appendix 1) and asked to sign a *Volunteer Agreement* (Appendix 2)
- All of our volunteers must have been cleared by the Disclosure and Barring Service (DBS). A certificate issued to the individual to produce in school.
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff.

- Any concerns a volunteer has, about child protection issues, should be referred to the Head Teacher.

### **9. Complaints Procedure**

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

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 Complaints Procedure is available from the Headteacher

**Bollin Primary School**



**VOLUNTEER AGREEMENT**

Thank you for offering your services as a volunteer at 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 'A helpful guide to volunteering in school'*
- *I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential**. I understand that I must not discuss staff, children or events experienced in school, outside of school.*
- *I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken*
- *If you already have a DBS Certificate, please hand it to the school, the number will be recorded and checks made with the issuing body. A new enhanced DBS check must also be undertaken.*
- *I have been made aware of who is my designated member of staff*

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

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

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