



Adult Volunteers Policy

Date last reviewed:	Summer 2017
Frequency of review:	2 Years
Date next review due:	Summer 2019
Version:	2.0

The schools volunteer policy is part of the schools safeguarding system and policy.

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children. The Board of Governors therefore, welcomes and encourages volunteers from the local community.

We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security.

The whole school community has the responsibility to work together to create a positive learning atmosphere, where we all show self-discipline and self-control. We encourage all stakeholders to feel a sense of community through our shared values.

The recruitment of new volunteers can take up to half a term and intake of new volunteers will be dependent on the candidate and available spaces within school. Senior Management maintains the right to refuse volunteers and also terminate placements.

The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

Paid full or part-time staff employed by the school:

- teachers;
- learning support assistants;
- SEN assistants;
- site manager;
- cleaners;
- mid-day assistants;
- office manager;
- assistant office staff;
- external coaches/PPA providers;
- school governors.

Adult workers employed by another organisation:

- trainee teachers;
- LA advisers and inspectors;
- health visitors;
- grounds maintenance staff;
- contract workers (e.g. an electrician or heating engineer);
- School Improvement Partner [SIP].
- external medical support e.g. occupational therapists;
- specialist teachers;
- SEN support such as Speech Therapy.

Volunteer helpers:

- parents/carers of children;
- grandparents;
- members of the governing body;
- students on work experience;
- ex-children;
- ex-members of staff;
- local residents;
- friends of the school.

This policy sets out the arrangements for volunteer helpers only.

Volunteer helpers

Volunteer helpers support the school in a number of ways, including:

- hearing children read;
- classroom organisation;
- working with small groups of children to assist them in their learning;
- working alongside individual children, as an additional tutor;
- accompanying school visits;
- art or subjects involving other practical activities.

Volunteer helpers are not allowed to do the following activities:

- take responsibility for all or some of the whole class;
- change very young children, or supervise them changing;
- supervise children engaged in PE or other specialist activities;
- take children off the school site without a teacher in charge.

The responsibility for the health and welfare of the child remains with the class teacher at all times.

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, as identified below:

School Vision:

As Doddinghurst Infant School all our children will be given the opportunity and experiences to nurture their talent, realise their potential and achieve success in academic and personal development. We will value each other, our families and the wider community;

- The school is driven by a strong sense of equality and entitlement.

- Its core purpose is to give children aspirations ambition and life chances – nothing is more important.
- The quality of the day to day teaching and learning gives the children life chance they rightly deserve.
- All staff are dedicated to making sure these aims are met.

Becoming a Volunteer

Anyone wishing to become a volunteer usually approaches the class teacher, headteacher, senior member or member of staff. It is the schools decision to take on volunteers and this will depend on the time of year, the number of volunteers we already have and the potential impact on the children.

Volunteers should complete the Volunteer Application form (Appendix 1) with a covering letter requesting interest. This form requires the volunteer to give their contact details, types of activities they would like to help with, and the times they are available to help.

Child Protection and Safeguarding

Safeguarding is our priority and we follow the safer recruitment guidelines to ensure that we are committed to safeguarding children, young people and vulnerable adults. Doddinghurst Infant School expects its volunteers to share that commitment. The process of recruitment of volunteers mirrors the safe recruitment of paid staff to ensure the most suitable adults for our school. A list of volunteers will be kept in the main admin office; this will be kept up to date and the responsibility of the Office Manager.

To ensure the safety of our children, we adopt the following procedure:

- All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2).
- All of our frequent volunteer's must have been cleared by the Disclosure and Baring Service (DBS). A DBS Disclosure will be issued to the individual to present to the designated member of staff.
- Volunteers have a clear job description (Appendix 4) and their supervision will address any concerns in their work.
- Volunteers agree to the visitors' code of practise daily when they sign the visitors' book at reception.

Online Safety

Online Safety relates to the teaching and learning of technology and through technology in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM), viruses and spam. Volunteers, like staff are expected to follow the Online Safety Policy which is available from the main office or the school website - Ellie Newman leads on Online Safety.

Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in school during class time. Staff may not make or receive calls during teaching time. Use of phones or phone watches must be limited to non-contact time when no children present. Staff should keep devices out of sight in desks or cupboards when on school property. Staff must only use school owned devices for capturing, recording and storing data or photos of children.

Frequent or Intensive Volunteers

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 on-going basis; and 'Intensive' – three or more occasions in a 30 day period, or overnight (between 2am – 6am).

Volunteers who are frequent or intensive need a DBS. If a volunteer does not have a DBS they should not

under any circumstances be left with a child alone.

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 required. However, such volunteers, who will be under the constant supervision of school staff, must read and sign our Off-Site Visit Agreement (Appendix 3).

Volunteers for school visits

School visits are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. The class teacher or staff member leading the visit will brief the volunteer regarding the risk assessment, daily schedule and any other important pieces of information. The visit lead, who will be a staff member, has ultimate responsibility for the children. Children should never be left with a volunteer unsupervised.

Process for recruiting Volunteers who will be working frequently or intensively

- Volunteers will be directed to the school office and will be given the volunteer policy.
- They will be asked to complete Appendix 1 with a supporting covering letter and return.
- References will be requested.
- A responsible officer will identify the need and role for volunteers.
- Candidates will be attracted by means of a local advert/school communications system.
- The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role.
- Enhanced DBS check undertaken.
- The volunteer will be made aware of the role and responsibilities they will be undertaking.
- Two references should be sought where the volunteer arrangement will continue on a regular basis.
- Induction - School and corporate policies and documentation explained and issued. These too include Health and Safety, Behaviour Management Policies and Whistleblowing Policy.
- Volunteer records to be kept in a central place within the school.
- 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 volunteers and to confirm they have received a copy of this agreement. The school will seek DBS clearance for a volunteer before they come into school, to make an informed decision when accepting volunteers to work with children. This is not required where a volunteer is engaged in a 'one-off' activity.

Work Experience/Placement Students

Doddinghurst Infant School has a long standing relationship with various local secondary schools, colleges and universities. We are happy to take students on placement if we have suitable experiences available based on the smooth running of Doddinghurst Infant School. Secondary schools, colleges and universities wanting students to be placed with us need to formally make contact with the headteacher or deputy head teacher, outlining the aims of the placement and duration.

If the placement is as part of a teaching course (BA/Bed. or PGCE) the deputy head teacher will deal with further correspondents/details. If the placement is just for work experiences purposes the school/college is asked to provide the reference for the student and the student is requested to complete the volunteer's paperwork. Doddinghurst Infant School retains the authority to refuse or terminate a placement to ensure the smooth running of Doddinghurst Infant School.

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 designated supervisor 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 appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

Supervision

All volunteers work under the supervision of a teacher or full time member of staff. Teachers have ultimate responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the designated supervisor 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 children's understanding of a task, behaviour or their welfare; volunteers must seek further advice/guidance from their designated supervisor.

Health and 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 children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated supervisor/school business manager.

Complaints Procedure

Any complaints made about a volunteer, the person concerned must follow the schools complaints policy which is found on the school website.

Monitoring and Review

This policy has been approved by the Governing Body and will be regularly reviewed and updated.



VOLUNTEER APPLICATION FORM

APPENDIX 1

Name of Volunteer:

Date of Birth:

Address:

.....

.....

Home phone: Mobile:

What activities/areas of the school's work would you like to help with?

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 or adjustments we need to make to allow you to work as a volunteer in school? (Please give details)

Please provide details of two people who can provide professional references for you:

(If this is a work experience placement from a secondary school you only need to provide one reference from the school that you attend)

Name:	Name:
Address:	Address:
Phone number:	Phone number:

Thank you for taking the 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.



VOLUNTEER AGREEMENT

APPENDIX 2

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 will follow the Doddinghurst Infant School Child Protection and Safeguarding Policy.
- I have received a copy of the school's Volunteer Policy.
- I agree to support the School's Aims.
- I will follow the Visitors Code of Conduct.
- 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,
- 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 be undertaken.
- I have been made aware of who is the schools designated leader e.g. class teacher, senior staff member, headteacher and deputy head teacher.
- I agree to follow the Online Safety Policy,

Signed: _____

Name: _____

Date: _____



OFF-SITE VISITS VOLUNTEER AGREEMENT

APPENDIX 3

School visits 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 schools visit.

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

Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all of the children in your group under the instruction of the Leader of the school trip.
- To stay with your allocated group of children, ensuring that their wellbeing 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 visiting 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 issues with first aid, safety and/or behaviour.
- To follow the schools E-Safety policy on the use of mobile phone procedures.
- Working alongside school staff.

School staff expects volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision 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 the areas of interest.
- Follow guidance from the school staff.
- What is not permitted.
- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer, on the school trip.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets – before, during or after the school trip.

First Aid

You will be informed 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 you are the Parent/Carer of the 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 boxes will be carried by staff.



Emergencies

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

If you 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.

- 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 event.

I will treat any information I may hear about children as confidential and will not discuss or disclose it out of school.

Signed: _____

Date: _____

Name: _____

Designation: _____



VOLUNTEER JOB SPECIFICATION

Appendix 4

Title of Job:

- Volunteer Teaching Assistant

Person reports to:

- Member of school management or senior teaching assistant, with work directed by class teachers.

Purpose of job:

- To support the education and welfare of children as directed by class teachers, having due regard to the school's aims, objectives, schemes of work and policies, and relevant national requirements.
- To share in the corporate responsibility for the well-being and discipline of all children.

Equal opportunities:

- The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

Duties and Responsibilities

- To take every opportunity to develop children's language, reading, maths and related skills as directed by class teachers.
- To assist in monitoring and recording the progress of individual children in accordance with school procedures, and reporting to class teachers.
- To give oral and written feedback to children on their attainment in order to promote further progress.
- To work with teachers to identify and respond appropriately to children's individual needs, assisting children in areas of specific difficulty.
- To assist the teacher in setting appropriate learning and behaviour expectations of children and supporting children appropriately to achieve these.
- To help promote and reinforce children's self-esteem, encouraging inclusion of the children with Special Educational Needs (SEN).
- To help create and maintain a purposeful, orderly and supportive environment for children's learning, ensuring that children are able to use equipment and materials provided.
- In the presence of the teacher, present agreed learning tasks in a clear and stimulating manner to help maintain children's interest and motivation; to work with children individually and collectively by contributing to decisions about the most appropriate learning goals and strategies.
- Outside the classroom, to work with groups of children. The number of children included will reflect the nature of the task, the children concerned, the location involved and the length of time to be supervised. At all times a named teacher will have ultimate responsibility and be available to be called to give support and take appropriate decisions.

- Volunteers will always be supervised.
- To provide information that supports the preparation and review of Individual Education Plans (IEPs) and to action appropriate tasks from IEPs.
- To use a range of supporting techniques, including computers and other resources, and consider in consultation with the teacher when and how to deploy them.
- To produce and maintain classroom resources, displays and classroom layout in consultation with the teacher.
- To help train children in the individual and collaborative study skills necessary for learning.
- To work alongside other adults, including teachers, trainee teachers, and other support staff.
- To supervise children during breaks and/or lunchtimes if required.
- To maintain confidentiality at all times with regard to both supported children and the wider school.
- Other appropriate duties relevant to the purpose of the post, as reasonably required by the teacher/headteacher.

Safeguarding

- Volunteers are required to undergo safeguarding training and have the same responsibility as staff in relation to child protection and safeguarding. This will be arranged on the first day as part of the induction process.

Visitors Code of Conduct

All visitors and school volunteers must:

- Everyone who is part of the school community must adhere to the Equalities Policy which is available on the web site or from the main office.
- Use appropriate language and behaviour with children.
- Please sign in and out of the premises and wear a visitors badge at all times.
- Report any breakages or accidents to the main office.
- If you feel any way uncomfortable about the behaviour of a child please discuss this with the child protection lead.
- Seek permission to bring a vehicle on to the school premises from the main office before arrival. The business manager/assistant business manager will need to assess the risk.
- Never give a child a lift in your vehicle unless you have appropriate insurance, parental consent and a member of staff present.
- Mobile phones should be turned off when on site. In an emergency please use the phone in the main office.
- All photography and filming within school is prohibited unless permission is granted from the headteacher, deputy head teacher or child protection lead.
- If a child attempts to make contact with you through a social networking site, screen print the page, inform the school immediately and do not respond.
- All visitors should be aware that Doddinghurst Infant School has a Whistleblowing, Child Protection & Safeguarding and Online policies; these are available on the school website or at the main office.
- Clothing should be worn respectfully with the children, staff, their working environment and community in mind.
- Professionals should bring photographic ID and proof of DBS, we request that all professionals make appointments so that their visit is organised and purposeful and does not interfere with the classroom learning.

In signing the visitors' book you are agreeing to the above code of conduct.