



# Volunteer Policy

## September 2023

**Approved by:** Stivichall Governing Body

**Date:** September 2023

**Last reviewed :** September 2023

**Next review due by:** September 2024

*Learning at Stivichall is a passport for life*

## **VOLUNTEER WORKING IN SCHOOL POLICY**

### **Introduction**

Volunteers at Stivichall School bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Board of Governors and school staff therefore welcome and encourage volunteers from the local community. Our volunteers can include:

- Members of the Governing Body
- Parents of pupils
- Students on work experience
- University students
- 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
- Supporting the school library
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Accompanying school trips and visits
- Supporting the school in developing its delivery of faith activities in line with the faith calendar.

### **Safeguarding**

This school is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment. It is the responsibility of the Induction Leader to ensure that all relevant safeguarding checks and risk assessments are carried out before a volunteer commences working at the school. They should also ensure that the volunteer has a clear understanding of the safeguarding policy and procedures in school.

In school, volunteers should always work under the supervision of a member of staff. They should never administer first aid to a pupil or take them to the toilet. These jobs will always be done by members of staff. Any concerns a volunteer has about child protection issues should be referred to one of the names Designated Safeguarding Leads in school.

## 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 fill in the form (Appendix 1) available on our website and email it to the school office at [school@stivichall.coventry.sch.uk](mailto:school@stivichall.coventry.sch.uk). Alternatively, you can ask for a paper copy of this form from the office. You may also approach the class teacher, or senior member of staff directly and they will direct you where to go to find out more about the volunteering process.

If an applicant volunteer has the skills and experience that match the current needs of the school, they will be invited to complete all relevant safeguarding checks and to complete the volunteer agreement. The member of staff organising the placement will complete the Volunteer Risk Assessment (see appendices). References may be sought as appropriate. Volunteers will read through and ask questions around the Volunteer Agreement form, explaining the role and responsibilities of being a volunteer at Stivichall. After this, they will be designated to a particular member of staff to whom they will be directly responsible.

Where a volunteer's skills and experience do not match the current needs of the school, the volunteer can choose for their contact details to be kept. If a volunteering opportunity arises for which they might be suitable, the school will contact them.

### **Process for recruiting Volunteer who will be working *frequently or intensively* for a set role:**

- A) Identify the need and role
- B) Attract candidates by means of a local advert/school communications system
- C) The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
- D) Staff member organising the placement completes the volunteer risk assessment
- E) Enhanced DBS check undertaken – explanation of how in appendices
- F) The volunteer will be made aware of the role and responsibilities they will be undertaking
- G) If appropriate, 2 References will be sought where the volunteer arrangement will continue on a regular basis
- H) Induction - school and corporate policies and documentation explained and issued. These to include Health and Safety, Behaviour Management Policies, Code of Conduct and Whistleblowing Policy and Volunteer Agreement
- I) Volunteer records to be kept in a central place within the school

*Definition: an 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).*

### **Volunteer Agreement**

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 confirms that 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 (e.g. helping on a trip whilst supervised by school staff). However, such volunteers, who will be under the constant supervision of school staff, must read and sign our Off-Site Visit Agreement (Appendix 3).

## **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.

At Stivichall we pursue the following aims both through our curriculum and in all aspects of school life:

- To encourage the pursuit of academic and personal achievement;
- To provide every opportunity for all children to reach their full potential;
- To foster respect for every individual;
- To provide equal opportunities for all;
- To encourage children to pursue high standards and develop individual talents in P.E. Music, Art and Drama;
- To promote an understanding of spiritual values;
- To enhance personal and social development by providing residential education opportunities and a variety of extra-curricular activities.

## **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 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 Head Teacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

## **Supervision**

A senior member of the school leadership team (normally the deputy headteacher) will complete a risk assessment prior to agreeing the volunteer placement in order to log the decision making process for asking the volunteer to apply for Disclosure Barring Service clearance. All regular or intense period placements (e.g. overnight residence volunteering) will require a DBS clearance before working with children. School will give guidance as to the process of application and ensure that relevant checks (such as photo ID and proof of address) are completed as part of this process. All volunteers work under the supervision of a teacher or full time 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 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 pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

## **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 D T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Headteacher. Volunteers are covered by the schools Health & Safety Statement and indemnity and Public Liability Insurance.

## **Complaints Procedure**

Any complaints made about a volunteer will be referred to the Head Teacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Head Teacher or 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.

## Appendix 1 – Volunteer Information Sheet – for new volunteers



### VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS

Name of Volunteer:

Date of Birth:

Address:

Phone:

What 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 School Office, marked for the attention of the Deputy Head Teacher, or email an electronic copy (which may be downloaded from the school website) to [school@stivichall.coventry.sch.uk](mailto:school@stivichall.coventry.sch.uk).  
Your offer of help is greatly appreciated and we will be in touch as soon as possible.*

Appendix 2 -Volunteer Agreement

### Volunteer Agreement



Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer helper:

#### **As a school we will:**

- Provide you with induction information

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children
- Share the school behaviour and ethos policy with you to help you understand how we manage behaviour
- Ensure that the children you work with behave and work well
- Treat you with the highest respect and care
- Inform you of any changes to the school day that will affect you for example if we need to cancel one of your sessions due to an educational visit or an event in school
- Treat anything you tell us with confidentiality
- We will not ask you to deal with difficult or challenging behaviour
- Only ask you to complete tasks that you are confident and able to do

**As a volunteer helper I agree to:**

- Follow the school behaviour policy and inform the teacher if I see any inappropriate behaviour
- Inform a member of staff if I observe or hear anything that concerns me in school
- Treat any information with total confidentiality
- Inform the school if I am unable to come into school for any reason
- Respect and listen to the guidance of the teacher at all times
- Complete the appropriate safeguarding checks
- Give details of any medical need that school should be aware of

**I agree not to:**

- Share any information about pupils or staff with anyone outside the school staff team, including via social media
- Use any personal recording devices, including mobile phones, in school

Induction

Leader.....

Signed:..... Date: .....

Volunteer Helper:

..... (Printed Name)

Signed:..... Date: .....



## Volunteering on Education Visits Agreement

Thank you very much for offering your time to help taking children on an educational visit. We appreciate the contribution that you are making to our children's learning. Please read, sign and return this agreement to the class teacher and ask them if you have any questions about this form. Thank you.

The teacher responsible for the visit will tell you the itinerary and give you any relevant risk assessments. They will provide details of the group you will be working with and any other important information.

### When walking with groups of children:

- Adults walk on the road side of the pavement and spread out down the line of children ensuring that the children stay together.
- Where possible, pedestrian crossings should be used to cross the road. If there are none available, a member of staff will cross to the middle and will stay there to hold traffic up as the children cross.

### First Aid

- There will be a member of staff who is a trained First Aider who will administer all first aid. Please inform them of any injuries or illness.
- In the event of an emergency, please inform a member of staff as soon as possible – by mobile phone to the staff on your contact list if necessary

### Child Protection

- Stivichall Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If a child tells you something in confidence or you feel concerned about a child, you **must** speak to the teacher, the Head Teacher, the Deputy Head or the Inclusion Leader (SENCo).

### We appreciate your support and would ask you to take the time to read the following guidelines that will ensure the visit runs smoothly:

- If you have any concerns about the behaviour of a member of your group, please speak to a member of staff immediately.
- Please do not take children to the toilet. Notify a member of staff who will take them.
- Please do not use mobile phones and headphones while you are looking after children.
- Please remain vigilant and notify a member of staff of any concerns that you may have.
- Please do not take photographs of the children. Staff will take photos as they are aware of photograph permissions.

*PTO for signed part of agreement ...*

If you have any questions, do not hesitate to ask any members of staff who will be happy to help you. Thank you again for your support.

**We hope that you have a great time on the educational visit.**

**Please sign here:**

I have read the Volunteering on Education Visits Agreement (above).



I agree to the terms and conditions as stated in the agreement.

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 pupils as confidential and will not discuss or disclose it out of school.

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

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