

East Stour Primary School



VOLUNTEER and WORK EXPERIENCE POLICY

Date of Issue	Next Review	Version	To be read in conjunction with	Updated Information	Signed Headteacher	Signed Chair of Governors
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VOLUNTEER WORKING IN SCHOOL POLICY

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

Introduction

Volunteers at our school 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. A volunteer is an unpaid adult who provides support to our school.

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 engage in, on behalf of the school, include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working with individual pupils
- Undertaking arts and craft activities with pupils
- Supporting teachers to run after school clubs
- Accompanying school visits

Safeguarding

Kent County Council and this school are committed to safeguarding pupils, young people and vulnerable adults and expect its volunteers to share that commitment. We request that you read the enclosed document '*Keeping Children Safe in Education*' and sign the agreement to say you have done so.

Becoming a Volunteer

Anyone wishing to become a Volunteer, either for a one off event or on a more regular basis should approach their child's Class Teacher, the Deputy Head Teacher or the Head Teacher.

All volunteers with frequent or intensive contact with pupils must obtain an enhanced disclosure. This contact can be as little as one hour a week, four days or more in a month, or overnight such as a one-off residential trip. Volunteers undertaking other one-off contact are not eligible for Disclosures, such as helping on sports day, and adequate supervision must be in place. We are

unable to have any Volunteer in school unless they have been cleared by the Disclosure and Barring System (DBS) and show their certificate in school.

This can be completed through the school and should be arranged with Mrs Chambers, Business Manager. The number of this certificate will be recorded. An induction meeting with a member of the Senior Leadership Team will also be held prior to the volunteer starting to work with the pupils.

Volunteers should complete the *Volunteer Application Form* (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

Definition

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).

Process for recruiting Volunteer who will be working frequently or intensively

- 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) Enhanced CRB check undertaken
- E) The volunteer will be made aware of the role and responsibilities they will be undertaking
- F) If appropriate 2 References should be sought where the volunteer arrangement will continue on a regular basis.
- G) 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
- H) 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* (Appendices 2 & 3), which sets out the school's expectations of its volunteer 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 pupils. This is not required where a volunteer is engaged in a 'one-off' activity (please refer to Child Protection – Page 5).

Dress Code

Please ensure you are appropriately dressed. NO - jeans, strappy tops, t-shirts, trainers (unless doing PE) shorts, open-toed sandals.

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:

- Nourish the diverse talents of our pupils, widen their horizons, develop their appetite for learning thus enabling them to live life to the full
- Bring to an individual the feeling that they can cope with their environment with a sense of confidence in themselves as a significant, competent person
- Encourage pupils to feel capable of handling situations which challenge their intellectual, personal, spiritual and moral values,
- Encourage pupils to show tolerance of others.
- Equip pupils to cope with adult life and work in a fast changing society.

Our educational purpose is:

- To teach the national curriculum in a manner which excites the interest and commitment of the pupils and meets their present and future needs
- To develop attitudes, skills and knowledge which will be relevant to our learners as they prepare to meet the expectations of a changing society. We regard personal development as a lifelong learning process
- To value all pupils equally whatever their stage of development and offer experiences which give them the maximum opportunities for success
- To afford all pupils equality of opportunity and to ensure that they are not discriminated against on the grounds of class, colour, gender, religion or disability
- To provide a partnership between schools, parents and the wider community to enhance the quality of teaching and learning at the school

Confidentiality

Volunteers in school are bound by our Confidentiality Policy. All staff members, voluntary helpers and visitors should be aware that information relating to individual children or members of staff is totally confidential. Whilst in school Volunteers may hear conversations which are of a confidential nature. These cover aspects such as children's academic progress, misbehaviour, or home circumstances. All information relating to individual children and staff is totally confidential and Volunteers must respect this.

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.

The taking of photographs is strictly prohibited; as is referring to the school, staff or children on any social networking site.

The use of mobile phones is strictly prohibited in school and should be locked away either in a school locker, or away from the building.

Supervision

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 is 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 KCC's Health & Safety Statement and indemnity and Public Liability Insurance.

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 the Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2 & 3)
- All volunteers are given a copy of '*Keeping Children Safe in Education*' and the Appendix is signed to say you have read this.
- All of our volunteers must have been cleared by the Disclosure and Barring Service (DBS). A disclosure will be issued to the individual to present to the designated member of staff in school.
- References will be requested for volunteers engaged in regular activity.
- 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, must read and sign our *Off-Site Visit Agreement* (Appendix 3).
- Any concerns a volunteer has, about child protection issues, should be referred to the designated supervisor or Head Teacher. If a child discloses something, this information should be shared promptly with the child's teacher, Head Teacher or Deputy Head Teacher. The Head Teacher, Deputy Head Teacher, Assistant Head for Inclusion and the Foundation Stage Manager are the DCPCs (Designated Child Protection Co-ordinators) for our school. We cannot offer unconditional confidentiality when a child discloses something; however, reassurance can be given that the best interests of the child will be maintained.

Complaints Procedure

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

The Headteacher 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

Monitoring and Review

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

DBS (Disclosure & Barring Service) and Border Agency check

It is required by law that we complete these checks even if you have been employed already in the Kent.

Please arrange to make an appointment with me in order for me to complete these checks and you will need to bring all of the following information with you. Please see overleaf for the Group Documents.

Can you produce a Group 1 document?

If yes, then you must also produce 3 documents:

- 1 document from Group 1 **and**
- 2 further documents from Group 1, 2a or 2b; one of which must verify your address.

If no, then you must produce

- 3 documents from Group 2 comprising of:
 - 1 document from Group 2a; **and**
 - 2 further documents from Group 2a or 2b; one of which must verify your current address.

If you are unable to provide the relevant documents for either Route then please speak to me.

In addition to the above documents I will require to see original training/qualification certificates.

Thank you for your co-operation with this.

List of Valid Identity Documents

Group 1 – Primary Trusted Identity Credentials

- Current valid Passport.
- Biometric Residence Permit (UK).
- Current Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands;
- Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey).
- Birth Certificate (UK and Channel Islands) - issued at the time of birth;
- Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable).

Group 2a – Trusted Government/State Issued Documents

- Current UK Driving licence (old style paper version).
- Current Non-UK Photo Driving Licence (valid for up to 12 months from the date the applicant entered the UK).
- Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable).
- Marriage/Civil Partnership Certificate (UK and Channel Islands).
- Adoption Certificate (UK and Channel Islands).
- HM Forces ID Card (UK).
- Fire Arms Licence (UK; Channel Islands and Isle of Man).

Group 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA)** (Non-EEA statements must not be accepted).
- Bank/Building Society Statement (UK and Channel Islands or EEA)* (Non-EEA statements must not be accepted).
- Bank/Building Society Account Opening Confirmation Letter (UK).
- Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted).
- Financial Statement ** - e.g. pension, endowment, ISA (UK).
- P45/P60 Statement ** (UK & Channel Islands).
- Council Tax Statement (UK & Channel Islands). **
- Work Permit/Visa (UK) (UK Residence Permit) (valid up to expiry date). **`
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application).
- Utility Bill (UK)* – Not Mobile Telephone.
- Benefit Statement* - e.g. Child Allowance, Pension.
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security.
- EU National ID Card.
- Cards carrying the PASS accreditation logo (UK and Channel Islands).
- Letter from Head Teacher or College Principal (16/19 year olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted) (UK).

Please note:

If a document in the List of Valid Identity Documents is:

- Denoted with * - it should be less than three months old.
- Denoted with ** - it should be issued within the past 12 months.
- Not denoted – it can be more than 12 months old.

APPENDIX 1

VOLUNTEER APPLICATION FORM

Name of Volunteer: First Name.....

Surname.....

Date of Birth: National Insurance Number:

Address:

.....

Phone: Home..... Mobile

Email address:

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 the names and addresses of two people who can provide references:

Name:	Name:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
Occupation:	Occupation:

Thank you for taking time to complete both sides of this Application Form.

Your offer of help is greatly appreciated and we will be in touch as soon as possible.

PLEASE COMPLETE THE OTHER SIDE.

APPENDIX 2

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.

1. I have read a copy of the School's Volunteer Policy
2. I agree to support the School's Aims
3. I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential**
4. I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken
5. I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Teacher, Head of Department
6. Discuss any concerns in relation to school matters with the appropriate staff member or a member of the senior management of the school.
7. Keep all school related matters confidential and under no circumstances approach parents or community members in relation to issues arising at the school. I understand this is the responsibility of the Principal.
8. Abide by the terms and conditions detailed in the volunteer policy which will include a Criminal History Screening Check.
9. I have participated in an induction program and I understand my responsibilities regarding mandatory reporting, occupational health safety & welfare procedures, care to students and confidentiality. I have also received training specific to my area of volunteer work.
10. I have read the document '*Keeping children safe in education; information for all school and college staff*'. Published by the Department of Education and completed the 'Childcare Disqualification declaration form attached with this policy.
11. I understand that if I breach any of the above agreements my services as a volunteer may be terminated.

Signed: _____

Print Name: _____

Date: _____

APPENDIX 3 – Off-Site Visits ONLY

Off-Site Visits Volunteer Agreement

School trips are an integral part of learning at our school and afford many pupils 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 and safeguarding arrangements.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip
- To stay with your allocated group of pupils, 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 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 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 supervision of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils 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 pupils e.g. siblings or pupils 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 pupils
- 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 box(es) 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 pupils as confidential and will not discuss or disclose it out of school.

VOLUNTEER

Signed _____ Date _____

Name _____

Headteacher (OR DELEGATE)

Signed _____ Date _____

Name _____ Title _____

**PLEASE RETURN ALL COMPLETED FORMS TO CATHY CHAMBERS,
BUSINESS MANAGER AND ARRANGE TO HAVE YOUR I.D. DOCUMENTS
VERIFIED.**