

Volunteer policy

Approved by: [Name] Date: [Date]

Last reviewed on: [Date]

Next review due by: [Date]

1. Introduction and aims

We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of the volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the Department for Education's statutory safeguarding guidance, *Keeping Children Safe in Education*.

2. How we use volunteers

At our school, volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT, foreign languages or art
- Work in the school library

Volunteers may be:

- Members of the governing board
- Parents and carers
- Former pupils
- Students on work experience
- Local residents
- Friends of the school
- Local clergy or members of the congregation

Members of the governing board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our governor code of conduct.

3. How to apply to volunteer

Potential volunteers should email the school office to express an interest in volunteering (office@stfrancispri.org). **If the potential volunteer has been asked to apply by a member of staff they should include these details in the initial email.**

Volunteers will then be asked to complete an application form which will include consent to request references and to carry out a DBS (Disclosure and Barring Service) check.

4. Appointment of volunteers

Volunteers are appointed by the head teacher.

Intake of new volunteers can take up to 6 weeks and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

The headteacher reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation. The school will ask for photo ID and sight of the DBS certificate before the volunteer works at the school.

5. Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks on volunteers who:
 - Work regularly at the school
 - Work one-on-one with pupils unsupervised
 - Work with groups of pupils unsupervised
 - Supervise or accompany groups of pupils on overnight residential visits
 - Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
 - Provide safeguarding training to all volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education
 - Require volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:
 - Safeguarding
 - Use of mobile phones
 - ICT and internet acceptable use
 - Online safety
 - Behaviour
 - Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils
 - Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
 - The nature of the work they will be doing
 - What we know about them
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- References from employers or other voluntary roles
- Whether the role is eligible for an enhanced DBS check.

Details of all volunteers will be added to a school-held data base and those with DBS certificates added to the single central record.

- Require volunteers at least annually to sign a Safeguarding Declaration which confirms that nothing regarding their circumstances has changed since their last declaration.

6. Induction and training

Volunteers must complete appropriate training prior to beginning work at the school.

Training requirements will be determined by the headteacher or the appropriate member of staff.

All volunteers must have basic safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

7. Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff. They should not discuss them with pupils or parents.

If concerns relate to safeguarding, volunteers must follow the guidance in our child protection and safeguarding policy, and inform the designated safeguarding lead. If the concern relates to the designated safeguarding lead, the chair of governors must be informed.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

8. Conduct of volunteers

Volunteers must comply with the volunteer code of conduct (see Appendix 2 below)

Appendix 1: volunteer application form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

Data protection notice

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations

Personal details

Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

Disclosure and Barring Service (DBS) information

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school's privacy notice.

Do you have a DBS check? (please circle)	Yes/ No
If yes, what type of check do you have? (please circle)	Enhanced DBS / Enhanced DBS with barred list information DBS update service
Date of check:	
Certificate number:	

Availability					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Before school					
After school					
Lunchtimes					
How many hours per week/month can you volunteer?					
Can you commit to at least 1 term?					

Experience and qualifications

Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.

Why would you like to volunteer at St Francis' School?

Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc)

Do you have any relevant qualifications?

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Preferences

What age group would you prefer to work with?	
Would you prefer to work one-on-one or with a small group?	

References

Your placement as a volunteer may be subject to satisfactory references. Please give the details of two referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc).

Name:	Name:
Relationship to you:	Relationship to you:
Address:	Address:
Telephone number:	Telephone number:
Email address:	Email address:

Disability and accessibility

The school is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

Authorisation

I am satisfied that, having undergone the necessary checks, this volunteer is suitable to work at St Francis' Catholic Primary School:

DBS Required: Yes / No

Signed:

Date:

DBS Completed (if applicable)	
Date:	
SBM:	

Appendix 2: code of conduct for volunteers

Code of conduct for volunteers

By signing this form, volunteers agree to the following:

1. School rules and policies

1.1. Volunteers will follow all school rules and policies, including those on:

- 1.1.1. Child protection
- 1.1.2. E-Safety
- 1.1.3. Mobile phones
- 1.1.4. Data protection
- 1.1.5. Health and safety
- 1.1.6. Equality
- 1.1.7. Whistle-blowing
- 1.1.8. Behaviour

1.2. Copies of the school policies are available online or from the school office

2. Professional conduct

2.1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff.

2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.

2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:

- 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
- 2.3.2. Refraining from using inappropriate language
- 2.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values
- 2.3.4. Behaving in a way that is appropriate for the role they are undertaking
- 2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute

2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged during the holidays or as a way of saying "thank you".

2.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.

2.6. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.

2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

3. Safeguarding

- 3.1. Volunteers must be familiar with, and adhere to, the school's safeguarding policy. Safeguarding training will be provided to all volunteers before they begin their placement.
- 3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is Catherine Hunt and the deputies are Simon Groves and Debbie Galey.
- 3.3. Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.
- 3.4. Volunteers must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
 - 3.4.1. Exchanging contact information
 - 3.4.2. Making contact with pupils outside of school, including on social media
 - 3.4.3. Arranging to meet pupils outside of school
 - 3.4.4. Alerting the DSL if a pupil develops an infatuation with them
- 3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

4. Health and safety

- 4.1. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- 4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- 4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

5. Confidentiality

- 5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the head teacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

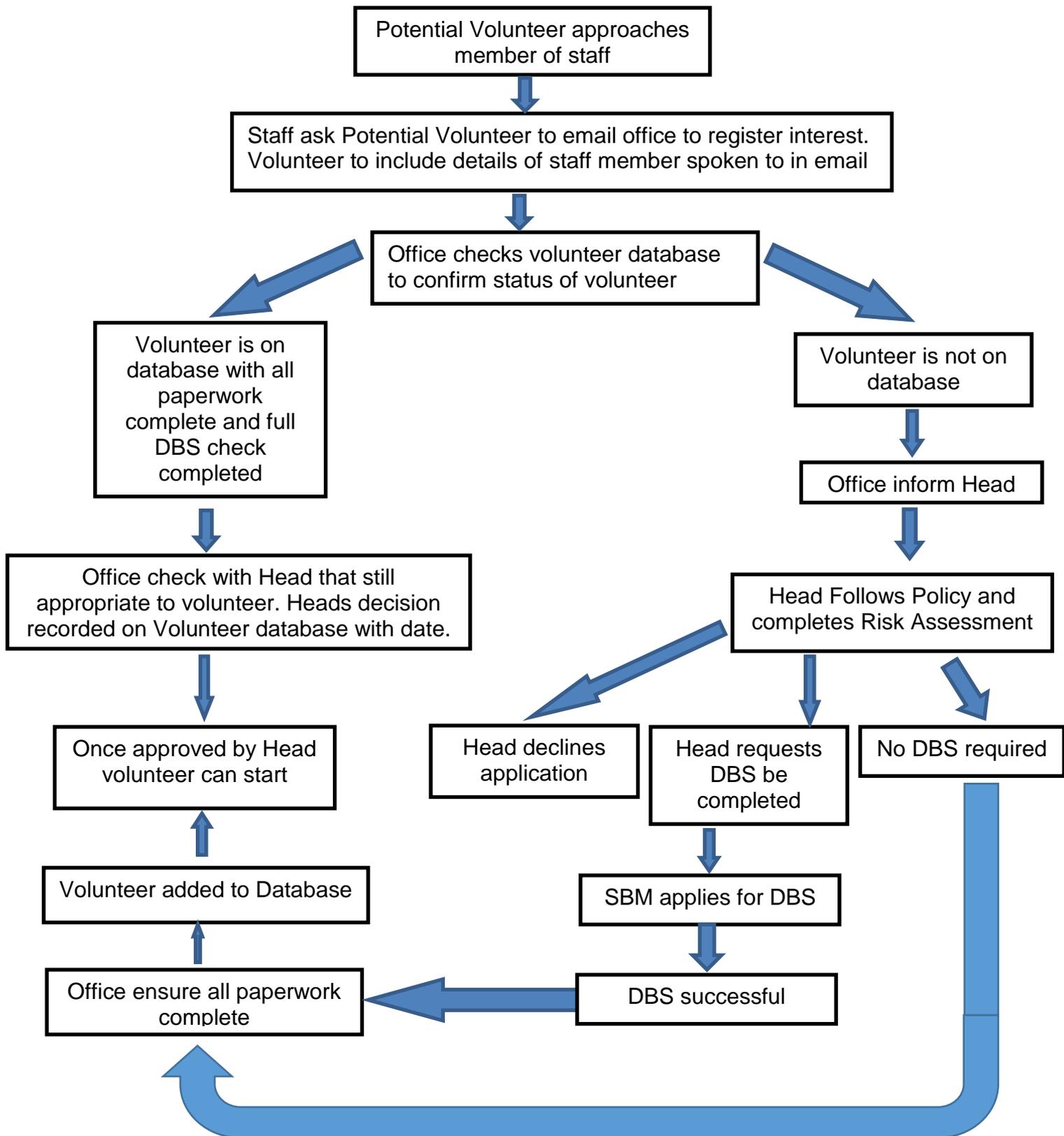
Signature of volunteer: _____

Date: _____

NB please give a copy of the signed document to the volunteer

Appendix 3: Volunteer Procedure

St Francis' Catholic Primary School: Volunteer Procedure



Volunteer Handbook

St Francis' Catholic Primary School



Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Welcome and thank you for volunteering to help in our school. The staff and children really appreciate your offer of help and are looking forward to working with you. We value all offers of support as volunteers greatly benefit the children's learning and enrich their school experience.

This Volunteers' Handbook provides you with useful details of school life which we hope will help make you feel welcome and valued. If there is anything that you need to know, please feel free to ask a member of staff - they will be pleased to answer any questions. We hope that you will enjoy the time that you spend with us.

We recognise that all people are different and that some people face prejudice and discrimination on the grounds of gender, race, disability, sexual orientation, age and culture. This school is a community which upholds gospel values and where every person is equally valued; in turn we expect everyone here to support and promote equal opportunities.

All activities that our volunteers carry out are subject to careful and thorough risk assessment in order that we keep our children and our school environment safe. It is a government requirement that a DBS (disclosure and barring service) check be carried out for people working in certain activities involving contact with children. Depending on the result of our risk assessment, we may ask you to fill in a form and give us documentation such as proof of identity so that a DBS check can be completed before you start volunteering with us.

This is normal procedure for **all adults** who work in our school.

We do hope you enjoy your time with us!

Who we are and how to contact us:

School phone number: 01275 855373

Email address: office@stfrancispri.org

Website: www.st-francis.n-somerset.sch.uk

Head Teacher: Mrs Catherine Hunt

EYFS/KS1 Phase Leader: Mrs Debbie Galey

KS2 Phase Leader: Mr Simon Groves

Business Manager: Mrs Anne-Louise Lumsden

If you cannot attend a session for any reason, please inform us as soon as possible either by email or phone so that we can make alternative plans.

Please sign in at the main reception desk on every visit as a volunteer and sign out as you leave.

All things Practical...

- Tea and coffee is available in the staffroom - please help yourself, but hot drinks must not be taken out of this area
- Adult toilets are located on the corridor to the staffroom
- Ask your teacher to keep your belongings in the classroom or leave them in the staffroom
- Mobile phones may **only** be used in the staffroom, away from children. This is an essential safeguarding requirement
- If a child is hurt or tells you that s/he does not feel well, immediately ask a member of staff for assistance. For health and safety and legal reasons, please do not attempt to move a child or administer any kind of first aid.

Confidentiality:

During your time in school, you may read confidential information or a teacher may share sensitive information with you about a child. This is to enable you to best support the children you may be working with; **please ensure that this is not shared with anyone else, in or out of school.**

Behaviour Management:

The school operates a positive behaviour management policy and emphasis is put firmly on recognising children's good behaviour. We expect all children to be polite and treat all members of the school community with respect at all times. No volunteer is expected to deal with poor behaviour. Please do not hesitate to ask for help, rather than dealing with a difficult situation yourself.

Keeping Children Safe:

If a child shares a confidence with you that causes you any kind of concern, you must explain to the child that you need to talk to a trusted adult in school about what has been said. Never promise to keep any secrets. ALL concerns must be reported to the class teacher as soon as possible. Please do NOT ask the child any questions to ascertain facts or make any comments. If you are unable to speak to the class teacher please ask at the office to speak to the head or the designated deputy safeguarding leads (Mr Groves/Mrs Galey) **before you leave your volunteering session.**

If you have a safeguarding concern about another volunteer or a member of staff, please speak to the head teacher or Phase Leaders in their absence.

If you have a concern regarding the headteacher, please contact the Chair of Governors (cog@stfrancispri.org).

*Keep yourself safe from allegations. Don't exchange **any** personal details with the children, make sure that you're never in an enclosed space on your own with a child, don't take any photographs and don't approach any of the children if you see them out of school.*

Tips for working with children

- Always try to be fair
- Praise the children and always try to find something positive to say about a child's work
- Listen carefully and with interest in what the children have to say
- Be patient and let the child 'have a go' him or herself, sensitively helping where necessary
- If you are unsure about something, always ask a member of staff

Helping with Reading

Give the child all your attention, show real enthusiasm for the book the child is reading, ask lots of questions and do lots of talking! If the child gets 'stuck', here are a few tips that might help:

- try sounding out the word (phonics)
- look for words within words
- use picture clues
- skip the word, read on and come back to it

Helping on School Trips

Risk assessments are always carried out by staff before school trips. The teacher leading the trip will make you aware of any potential hazards which have been noted during the risk assessment process. You may also receive information about procedures for crossing roads, what children are allowed to do and where they are allowed to go and any groups of named children which are your particular responsibility.

GDPR

It is essential that all data in school is treated in line with GDPR (General Data Protection Regulation). If you have any access to personal data you must keep it safe at all times whilst on the school premises and do not disclose it to anyone outside of the school. You may only use data for the purpose which it has been given and do not keep it for any longer than needed. Never take personal data away from the school site.

If you are concerned that data you have been given access to has been accessed by someone else whilst in your care, without permission of the individual concerned then this could constitute a data breach. Please inform the Head/SBM immediately if you think this has occurred as there is a 72 hour window in which any incidents must be reported to the ICO.

Fire Drill

If you discover a fire:

- Operate the nearest alarm call point
- Go to the nearest fire assembly point.

- On sounding the alarm the fire brigade will be summoned if necessary by senior management. All staff, pupils and visitors must leave the building immediately, closing doors behind them as necessary.
- Fire assembly points have been designated and a diagram displaying where they are is placed in each room.
- Only if there is no risk of personal injury should attempts be made to tackle a fire using a suitable fire extinguisher

Action on Hearing a Fire Alarm

- Teacher or responsible adult will supervise children leaving the building by appropriate exit, closing the door when the last person is out (diagrams located in each room).
- Proceed to line up point in the field
- Walk quickly but do not run.
- Keep calm.
- Do not stop to collect any personal belongings or books.
- Registers will be taken to the line-up points by Office Staff and distributed to teachers for roll call.
- If the fire brigade have been called there must be clear access to the site for emergency services.