

St. Andrew's C.P. School



Kirk Ella

# Volunteer Policy/ Induction

**Date of last Review: Autumn 2019**

**Review in: Autumn 2021**

Signed: \_\_\_\_\_ (Chair of Governors)

\_\_\_\_\_ (Head teacher)

## Kirk Ella St Andrew's CP School

### Volunteer Policy

#### **1. Introduction**

This policy should be seen as the background behind the Induction Pack and Induction Process. Every volunteer goes through the same induction process as every member of staff. The Induction Pack is available from the school office. It is however delivered, not handed out to be just read.

#### **Who is a volunteer?**

- A volunteer is any person who carries out duties in a school on an unpaid basis, or plans to do so, on more than two occasions.
- Secondary school pupils on work experience placements are accepted and are co-ordinated directly with the school, not the pupils.
- Volunteers do not need to be Parents or Carers. Grandparents and other people from the community may wish to be involved. Volunteers may help in School on a regular basis or may have a specific skill, knowledge or interest, which can be called upon intermittently.

#### **Voluntary work activities may include -**

- Assisting pupils with set tasks e.g. hearing reading.
- Assisting in tasks to help enable the school staff to focus on work with pupils e.g. mounting work for display, housekeeping.
- Assisting with supervision on educational visits.
- Work not involving children e.g. library tasks.
- Accompanying out-of-school activities such as football matches, evening performances of school plays.
- Fund raising and self-help projects.

#### **2. Selection**

Anyone who wishes to be a volunteer can be considered, providing they can fulfil all the Safeguarding Children requirements. All volunteers are subject to scrutiny and it is possible that an individual offering to volunteer may not be placed. This may be because there are no spaces, or be because it is considered that acceptance may have a detrimental effect on a child (possibly the volunteer's) or on a member of staff. The Head Teacher will use their discretion. Their decision is final.

Selection of voluntary helpers is according to need by the Deputy Head teacher/Head teacher, who will assign Voluntary helpers to a member or members of staff, who will oversee the activities they do.

### **3. Induction**

Anyone wishing to volunteer in school on a regular basis will complete the Voluntary Helper application form (Appendix A) This will then be used to determine if there is a need in school once consulting with other members of staff. For one offs the application form and induction process is not required. However the class teacher must be in agreement. For visits see item 10.

**Anyone wishing to volunteer in school more than four times a month must obtain a valid DBS check. No Volunteer will be left unsupervised with a child(ren). This means a room without a teacher/teaching assistant present. Volunteers may work in shared areas/ corridors where there is passing human traffic.**

Once the DBS has cleared, an induction meeting is then held with the Head teacher, Deputy Head teacher or School Business Manager. At this meeting volunteers are taken through an induction pack (Appendix B) this policy, which they will then be given a copy to retain for future information. All volunteers will then be asked to sign the induction list which will act as an agreement. The same induction is given to students on work placements.

At the induction meeting days and times will be agreed to suit the needs of the school and the volunteer. These times can then only be changed in agreement with the school - not by the volunteer alone.

The induction meeting will cover who the volunteer will be working with and who will have the overall responsibility for any activities. The next items will also be covered, if the volunteer has any concerns regarding these they must refer to the responsible member of staff where possible and appropriate. However, some matters will need to be passed on to the Deputy Head teacher/Head teacher.

### **4. Confidentiality**

Confidentiality is extremely important.

Volunteer helpers are reminded that they will see all sorts of things going on, some of which may surprise them. Whatever volunteers see or hear, particularly concerning children must not be repeated, except to a member of staff.

Teachers will respond to different situations for different reasons. Volunteers are reminded that the staff are professionals and will have reasons for changing tactics, particularly linked to setting targets for individual children.

Volunteers may also overhear staff discussing pupils and their concerns. Volunteers must remember that this is the teachers/teacher assistants' place of work and that they need to discuss issues with each other. These are of a highly confidential nature and must never be repeated out of school. Volunteer Helpers are however made aware of the Whistle Blowing Policy and how this can be used if a Volunteer is concerned that something inappropriate is occurring in school.

**General Confidentiality** - Thus, all information and comments made in school, remain confidential to school. It is unprofessional for staff, visitors or volunteers to comment on individual children to others outside school, including the child's parents except through the appropriate and official channels.

**ALL VOLUNTEERS ARE WARNED TO BE CAREFUL ABOUT WHAT THEY PUBLISH ON SOCIAL MEDIA, THROUGH E-MAIL AND OTHERWISE ON THE INTERNET. It is easy to break confidentiality or to be accused of inappropriate publication due to vexatious comments.**

**Volunteers are also made aware of the "Acceptable Use Policy"**

**Data Protection policy** - Volunteer Helpers are directed to the Data Protection Policy. They are reminded of their responsibilities NOT to divulge any information to a third party. If in doubt they must check with the Head Teacher.

## **5. Child Protection**

Volunteers need to be aware of the school's child protection procedures and these will be outlined briefly at the induction meeting, and a Child Protection visitors summary will be given to retain. Volunteers should report any indication of any form of significant harm (abuse) or neglect which they become aware of. If children talk about any form of significant harm it is essential that the volunteer listens, does not ask leading questions, does not make promises and immediately reports any such instance, (this is known as a disclosure). All child protection issues must be reported to the Child Protection Co-ordinator and the Head teacher.

## **6. Discipline**

Volunteers must accept that they work to the same standard of care as the staff in the school i.e. the standard of 'the reasonable parent'. However, matters of concern including discipline of children are the responsibility of the school staff. Any volunteer who experiences difficulties with children of any kind must report this immediately to the responsible member of staff. The Head teacher or Assistant Head teacher is available to discuss any cause for concern with the volunteer.

## **7. Health and Safety**

Volunteers must follow the school's health and safety procedures. Health and safety will be discussed at the induction meeting, and a copy of the Health and Safety for visitors will be given. Volunteers should act responsibly with regard to their own health and safety and that of others in the school. In practice this means taking safe action to resolve any health and safety issues, for example moving things which may be a trip hazard. If safe action cannot be taken, the matter must be reported to the School Business Manger or caretaker.

**Accidents** - If a child is ill or has an accident, please tell the nearest teacher at once.

Disposable gloves to deal with wounds sickness or other bodily fluids must be used.

Not to touch blood or vomit.

If hypodermic needles or syringes are found not to touch them.

That all accidents are recorded in the accident book or accident form, and that if they witness one they will be required to help in filling in the details.

The same applies to 'Near Miss Incidents'.

**Fire** - Volunteers are asked to read the Fire Notices in the classrooms and corridor.

**C.O.S.H.H. Approved substances** - As we are only allowed to use approved substances, volunteers are asked not bring any materials into school. E.g. glue

**Smoking is not allowed in the school building or anywhere on the premises.**

**Visitors may not enter the Kitchen without permission from the Cook in Charge.**

### **8. Facilities for voluntary helpers**

There are drinks available for voluntary helpers in the staffroom and at breaks helpers are welcome to join the staff here. These drinks are provided free of charge and are labelled for visitors. Hot drinks should not be brought out of the staffroom. Voluntary helpers are asked to maintain complete discretion when sharing this facility, particularly in matters where children are being discussed by staff.

### **9. Arrival/Absence**

All volunteers must arrive at the main reception desk and sign in on the electronic visitor's book. This will provide a sticker which must be worn at all times at school. When leaving they sign out in the same manner.

In the event of a fire the Volunteers would evacuate with the rest of the school. An Admin Officer delivers the Visitors' Books to the Fire Meeting Point on the playground.

Volunteers are asked to telephone the school if they cannot come into school when expected.

### **10. Visits**

As stated in the Educational Visits Policy we do not use volunteers for visits. However should circumstances change and we require volunteers they should be given the Volunteer leader code of conduct agreement form (appendix C) and return the consent form to the visit leader before the trip.



**Voluntary Helper Application Form**

**Personal Details**

Name	
Date of Birth	
Address	
Telephone	
Email Address	

**Other Details - Please tick/fill blanks**

I am able to commit to..... hours per week during the school year to work in a classroom under the direction of the class teacher.	
I am a trainee teacher or other student and am required to complete a mandatory placement of..... days beginning on.....	

**Preferences - Please specify times if not full AM/PM**

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

**Please tick**

Foundation	
Key Stage 1	
Key Stage 2	

**Qualifications (if any)**

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**Reasons for volunteering in school**

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**In case of an emergency who should we contact?**

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**Do you have any disabilities / other needs we need to take into account when working as a volunteer in school?**

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Appendix B.



**Volunteer Induction Checklist / Agreement**

This should be completed with the Deputy Head teacher/Head teacher/School Business Manager before volunteering starts. A copy will be given for your records.

Name	
Date	

**Forms received**

Application	
DBS	

**Copies Given**

Volunteer Policy	
H&S visitors information	
Child Protection visitors information	

**Points covered at meeting**

Arriving at school - signing in/out	
H&S - accident reporting, COSHH, Fire, asbestos	
Child Protection - CP co-ordinators, whistle blowing policy	
Facilities - Staff room, school meals, toilets	
Social Media	

**Comments**

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**Volunteer Induction Checklist / Agreement. Continued...**

I agree to come into school on a voluntary basis on the following days:

	Mon	Tue	Weds	Thurs	Fri
AM					
PM					

I will be working in \_\_\_\_\_(class/year group)

And I will be responsible to the teachers in that year group.

Any additional days / hours must be agreed following consultation with the Teacher / Head teacher and informed to the School Business Manager.

I understand that I can be asked to stop at any time at the discretion of the school.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

**VOLUNTEER LEADER CODE OF CONDUCT AGREEMENT - FORM V1**

Your offer to assist with the leadership of offsite visits is greatly appreciated. The purpose of this code of conduct is to help all adults who are working with young people to understand their roles and responsibilities and to operate to common standards. This will help to safeguard both the young people and the adults involved. Please read through the following guide, and sign the form below.

I agree to:

- ✓ Adhere to the establishment's Child Protection, Behaviour, Physical Intervention, Photography and Video, Health and Safety, Data Protection and Intimate Care Policies.
- ✓ Behave in a mature, respectful, safe, fair and considered manner.
- ✓ Provide a good example and a 'positive role model' to young people.
- ✓ Treat all young people equally, and never build 'special' relationships or confer favour with individual young people.
- ✓ Observe young people's rights to privacy and confidentiality.
- ✓ Report to the headteacher/senior manager any significant issues of concern, including:
  - Accidents/incidents/dangerous driving during the transport of young people.
  - Situations that may give rise to complaint or misunderstanding.
  - Roles and responsibilities that I feel that I am not sufficiently qualified, trained or skilled to fulfil.
  - Any inappropriate behaviour of other adults.
- × Not behave in a way that could lead a reasonable observer to question my conduct, intentions, or suitability to care for other people's children.
- × Not leave a dependent young person in a position which may compromise their safety or well-being e.g. if parent has not collected them after a visit.
- × Not touch young people in a manner which is gratuitous or could be considered sexual, threatening or intimidating.
- × Not discriminate favourably or unfavourably towards any young person.
- × Not make additional or private arrangements to contact, communicate or meet young people.
- × Not develop 'personal' or sexual relationships with young people.
- × Not push, hit, kick, punch, slap, throw missiles at, smack, a young person or threaten to do so.
- × Not be sarcastic, make remarks or 'jokes' to young people of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
- × Not embarrass or humiliate young people.
- × Not swear in front of young people.
- × Not drink alcohol or take drugs during visits
- × Not smoke in front of young people.
- × Not give or receive gifts to/from young people unless agreed with the headteacher/senior manager.
- × Not allow, encourage or condone young people to act in an illegal, improper or unsafe manner e.g. smoking, drinking alcohol.
- × Not behave in an illegal or unsafe manner whilst transporting young people e.g. exceed the speed limit, drive recklessly, be under the influence of drugs or alcohol, drive a vehicle which is unroadworthy, otherwise unsafe or not properly insured, use a mobile phone whilst the vehicle is in transit, fail to use seat belts.
- × Never undertake any work with young people when not in a fit and proper state to do so e.g. under the influence of alcohol, drugs, or medication which induces drowsiness.

I \_\_\_\_\_ have read and agree to abide by the Code of Conduct above.

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

Checked and approved by \_\_\_\_\_ (Headteacher/Manager) Date \_\_\_\_\_