



# **VOLUNTEER POLICY**

**APPROVED: MAY 2021**

**REVIEW: OCTOBER 2022**

***Waterside Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.***

## **1. Introduction**

Our school benefits from developing well planned, active parental and community links. Participation by adults in the activities of the school on a voluntary basis helps to achieve this. Waterside Primary Academy believes that volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all pupils. Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children without encroaching on the professional teaching responsibilities of the class teacher.

## **2. Aim**

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

## **3. Categories of Volunteers**

Volunteers could include any of the following (this list is not exhaustive):

- Members of the Local Governing Body
- Parents, carers, guardians, elder siblings or grandparents of pupils
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Local residents
- Staff family members
- PTA
- Local interest groups e.g. Waterside Christchurch

## **4. Types of Activities**

Activities volunteers may be engaged in could include any of the following:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Preparing resources for a future lessons
- Accompanying school day trips
- Escorting children on local walks and to swimming lessons
- Running or assisting with an after school club
- Social activities such as running a PTA disco
- Fund raising activities such as running a cake stall or Summer Fair
- Interviewing children on a governor visit
- Helping at lunchtime

## 5. Becoming a Volunteer

Anyone wishing to work as a volunteer who will be in school on a regular basis or a one-off occasion completing a work placement should request a Volunteer Application Form from the school office (*APPENDIX A*). This should be completed and returned with the necessary original Identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check and for two references to be sought. Where the volunteering is a placement linked to a course of study the cost of the DBS (if required) will be met by the volunteer (or his/her college) unless a portable DBS has been activated.

Only when two satisfactory references and a clear enhanced DBS has been received by the school, will the Headteacher (or staff member with delegated responsibility) interview the potential volunteer and an appropriate placement will be agreed. This will be in a class which has no family connection to the applicant. A regular day and time will be agreed and the applicant will be expected to sign for and adhere to all relevant documentation, including our Safeguarding and Child Protection Policy and our Confidentiality policy.

An entry will be made on the school's Safeguarding Single Central Register and a file maintained with the confidential details of the volunteer which will be retained by school for six years after the volunteer resigns from their volunteering responsibilities.

The exceptions to this are:

- Work Experience Students or University Placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at Waterside Primary Academy. The student will be expected to sign a confidentiality agreement, share their DBS certificate with the office staff and will not be placed in a class with any family connection.
- One-off volunteers i.e. assisting with a school walk, a fund raising event or a school visit will not require a DBS. These volunteers will be in constant supervision by a member of staff and will not have sole responsibility for a child, group of children or provide any form of intimate care.

If there is any doubt as to the level of checks required, a decision should be sought from the Headteacher.

## 6. Information on the Role of a Volunteer

All volunteers will be given or sent a copy of this policy when initial interest of a voluntary role is made. Volunteers should also have access to the following policies in the Volunteer Pack as well as being available from the school's website <https://www.watersideprimaryacademy.org> or from the school office:

- Health and Safety Policy
- Staff Code of Conduct
- Data Protection (GDPR) Policy
- Child Protection Policy
- Safeguarding Guidance for volunteers
- Keeping Children Safe in Education
- Equality Policy
- Behaviour Policy
- Positive Handling Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)
- Confidentiality Policy

## **7. Volunteers' Expectations from School**

Volunteers in school should expect to:

- be recognised for their valuable contribution to the learning experience for the children they support
- be assigned worthwhile tasks
- access to any school policies or procedures that are relevant to their role
- access any training that is necessary for the success of their activities

## **8. School's Expectations from Volunteers**

School expects all volunteers to:

- Adhere to the name protocol for staff e.g Miss Duggan / Mr Atherton
- Adhere to the school's policies
- Read and work within the Keeping Pupils Safe in Education Part 1
- Work under the supervision and direction of staff
- Be role models for the children they work with e.g. using correct, formal English language at all times
- Wear appropriate, smart but casual dress (no jeans) in line with the school's Dress Code.
- Refer any behavioural concerns to the class teacher and not attempt to deal with any such issues themselves.
- Refer any safeguarding concerns to the Designated Safeguarding Lead (DSL) and not attempt to deal with any such issues themselves.
- Use the staffroom but be reminded of school policies as stated above.
- Commit to a regular window of time to allow teachers to plan activities to include the volunteer.
- Advise school as soon as possible when it is not possible to attend.
- Be familiar with school evacuation and lockdown procedure and follow staff instruction.
- Annually disclose any information of a criminal nature.

## **9. Safeguarding**

All volunteers working regularly in school must undertake a safeguarding induction to include health and safety before commencing their voluntary role and undertake basic Safeguarding and Child Protection Training, Prevent Training and Health and Safety overview on our Smart Log Training software.

## **10. Security**

All volunteers must sign in and out of school and wear a 'Volunteer' lanyard and sign in badge for the duration of their volunteering session.

## **11. Complaints Procedure**

Any complaints or allegations made by a volunteer or about a volunteer will be referred immediately to the Headteacher for investigation.

The Headteacher (or delegated staff member in her absence) reserves the right to take the following action:

- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated.
- Offer an alternative placement or activity for a volunteer.
- Inform the volunteer that the placement has been withdrawn.
- Contact LADO should the complaint or allegation require external investigation.

## **12. Volunteering Commitment**

Waterside Primary Academy will cover the cost of the DBS, safeguarding training and all other associated costs of placing a volunteer. However, in order to cover these charges, we expect a minimum time commitment of 100 hours of volunteering. Should a volunteer leave the role before meeting this time limit, the volunteer will be asked to cover these associated costs. By starting a placement at the school, volunteers agree to this clause.

## **13. Monitoring and Evaluation**

The implementation of this policy is monitored by the Headteacher. The success of this policy will be evaluated by considering feedback from volunteers, teachers, support staff and parents. This policy will be reviewed through consultation with staff and revised every two years for the Local Governing Body to approve.

## Volunteer Application Form

You will appreciate that the School must be particularly careful to enquire into the background of individuals who have access to pupils at the school. The school keeps a record of all persons who carry out voluntary work at the school. You are asked, therefore, to complete the details below and return it to the school. In accordance with Keeping Children Safe in Education, we ask Volunteers to give names and addresses of two 'professional' referees. Please provide these below. All volunteers will require a Disclosure and Barring check, including a Barred List check, to be made on you. Please contact the school office to arrange a convenient time to bring in the required documents for this.

<b>Title:</b>	
<b>Full Name (including all middle names):</b>	
<b>Previous Names:</b>	
<b>Date of Birth:</b>	
<b>Address:</b>	
<b>Contact Number:</b>	
<b>Contact Email:</b>	
<b>Have you worked abroad in the last 5 years?</b> If so, please add details to 'Further Information' section on the reverse.	
<b>Relevant Experience:</b>	

Professional Referee 1	
Full Name:	
Full Address:	
Contact Number:	
Email Address:	
Relationship to Applicant:	
Professional Referee 2	
Full Name:	
Full Address:	
Contact Number:	
Email Address:	
Relationship to Applicant:	
Further Information:	

I consent to a Disclosure and Barring and Barred List check being made on me if I will have regular unsupervised contact with pupils and this form being held by the school as a record that appropriate checks have been carried out.

#### **Disqualification and Disqualification by Association**

I confirm that I am not disqualified from working with children in Early or Later Years settings (up to age 8) and, to the best of my knowledge, no one who lives or works in the same household as me is disqualified. I understand and accept that I must inform the Headteacher immediately if I become disqualified or if I become aware that anyone who lives or works in my household becomes disqualified.

**Signed:**

**Print Name:**

**Date:**