

# North Hinksey C E Primary School



## Volunteer Policy

### Values

We are a Church of England School and all our work is underpinned by core Christian values of faith, hope and love.

### Vision

To provide a high quality, holistic education, enabling everyone to flourish and achieve through developing their intellectual, spiritual, physical and emotional wellbeing.

### Aims

Create a safe, enjoyable and nurturing learning environment  
Provide outstanding pastoral care for everyone  
Value, encourage and equip every member of the school team in their respective roles  
Create a culture of high expectations through all areas of school life  
Create a motivating learning environment through inspirational teaching  
Support all children to engage fully in their own learning and promote a love of learning  
Encourage each child to develop self-confidence, practise care and respect for others  
Welcome difference and celebrate all that we can learn from each other

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. The school therefore, welcomes and encourages volunteers from the local community.

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 alongside individual pupils, as an additional tutor
- Accompanying school visits

### Safeguarding

North Hinksey CE Primary School is committed to safeguarding pupils, young people and vulnerable adults and expect its volunteers to share that commitment.

All volunteers must complete Oxfordshire Children's Safeguarding Board safeguarding training which will be provided by the school. Any safeguarding concerns must be reported immediately to the school's child protection officer.

## **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, usually approaches the Class Teacher, Headteacher or Senior member of Staff directly.

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**

- The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
- Enhanced DBS check undertaken
- The volunteer will be made aware of the role and responsibilities they will be undertaking
- If appropriate a reference will be sought where the volunteer arrangement will continue on a regular basis.
- Induction - school policies and documentation explained and issued.
- 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 (Appendix 2), 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 are left unsupervised with any pupils. This is not required where a volunteer is engaged in a 'one-off' activity.

## **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.

## **Confidentiality**

Volunteers in school are bound by a confidentiality clauses within the volunteer agreement. 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 Headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

## **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 or behaviour, 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.

## **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).
- All of our volunteers must have been cleared by the Criminal Records Bureau (DBS).
- All volunteers will require a satisfactory reference from a current or recent employer or member of a community group before starting to volunteer regularly.
- All volunteers complete safeguarding training and online PREVENT training.
- 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.
- Any concerns a volunteer has, about child protection issues, including those covered by PREVENT training, must be referred immediately to the designated supervisor or Head Teacher.

## **Complaints**

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.

## **Monitoring and Review**

This policy was approved by the Governing Body in 2019 and will be regularly reviewed and updated.

**APPENDIX 1**

**VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER**

Name	
Date of birth	
Address	
Phone (home)	
Phone (mobile)	
Email	
What activities/areas of the school's work would you like to help with?	
When would you like to help and how often?	
Are there any particular age groups/classes you would like to work with (if you have relatives in school, please give details)	
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	
Medical information: please give details of any medical conditions of which we should be aware.	
Next of kin contact details	
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198.	
Contact details for reference: name, position, company and contact (email preferably).	

**APPENDIX 2**

**VOLUNTEER AGREEMENT**

Thank you for offering your services as a volunteer at North Hinksey CE Primary 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.

- I have received a copy of the School’s Volunteer Policy.
- I understand that in the course of my work in school, I may be party to personal information regarding children, parents and staff that is of a confidential nature and I agree not to discuss or use any such information outside the school context.
- I agree to share relevant information with other agencies in situations of child protection.
- I understand that an enhanced Disclosure & Barring Service (DBS) check will be undertaken if I am going to be in regulated activity with children in the school.
- I have been made aware of who is my designated supervisor .
- I have been made aware that the Headteacher is the school’s child protection officer.
- I have completed the ‘Prevent’ duty online training and understand that I will be expected to promote fundamental British values.
- I have read Part 1 of Keeping Children Safe in Education 2019
- I have been made aware of any relevant risk assessments.

Details:.....

Name	
Signed	
Date	