



Thaxted Primary School

Volunteer's Policy

Policy Date: Summer 2022	Review Date: Summer 2024	Responsible Person: Headteacher In Conjunction with: School Business Manager
Other Policies to be read in conjunction with this policy:		Recruitment Policy Child Protection Policy Health and Safety Policy

The school's volunteer policy is part of the schools safeguarding system and policy. Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. We therefore welcome and encourage volunteers from the local community. These volunteers may include; members of the governing body, parents of pupils, ex-pupils, students on work experience, ex-members of staff, local residents or friend of the school.

1. Protocol

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, Head teacher, or senior member of staff directly and completes an application form (see appendix 2). It is the school's decision to take volunteers and this will depend on the time of year, the number of volunteers we already have in school and the potential impact on the children.

2. Guidelines for Visitors

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. Each volunteer, once a start date has been agreed, will receive a 'Guideline for Volunteers' pack and have an opportunity to ask any questions. (see appendix 1)

3. Child Protection and Safeguarding

Safeguarding is our priority and we follow the safer recruitment guidelines. The process of recruitment of volunteers mirrors the safer recruitment of paid staff to ensure the most suitable adults work in school. A list of volunteers will be kept in the office – this will be kept up to date and is the responsibility of the school business manager.

To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers are given a copy of the volunteer guidance
- All of our frequent/ intensive volunteers must have been cleared by the Disclosure and Barring Service (DBS).
- Volunteers sign in and out of school using the visitors log book in reception
- Volunteers receive child protection training from a member of the safeguarding team. A record of this is kept in the office by the business manager.

4. Volunteers for School Visits

School visits are an integral part of learning at our school. The class teacher or staff member leading the visit will brief the volunteer regarding the risk assessment, data protection protocol, daily schedule and any other important pieces of information. Volunteers will be asked to sign to say they have read and understood the documents. The visit lead, who will be a staff member, has ultimate responsibility for the pupils. Pupils should never be left with a volunteer unsupervised.

5. Volunteering in School

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. Once accepted and a start date agreed each volunteer will receive a 'Guideline for Volunteers' pack and have an opportunity to ask any questions.

6. Confidentiality

All volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupil they work with/come into contact with should be voiced with their designated supervisor and NOT the parents of the child/person.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Head teacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

7. Supervision

All volunteers work under the supervision of a teacher or staff member. Teachers retain the ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking. Volunteers should have clear guidance from their supervisor as to how the activity should be carried out. In the event of a problem/query the volunteers must seek further advice/guidance from their supervisor. The supervisor must ensure that the volunteers are clear about emergency procedures (e.g. fire alarm) and about any safety aspects associated with particular tasks.

Appendix 1 – Volunteers Guidance

Volunteers are an invaluable part of school life and the staff at Thaxted Primary School are very grateful for your support and time.

All volunteers should be aware how their behaviour can affect all members of the school community and that everyone has the responsibility to avoid becoming involved in situations that could bring the school into disrepute.

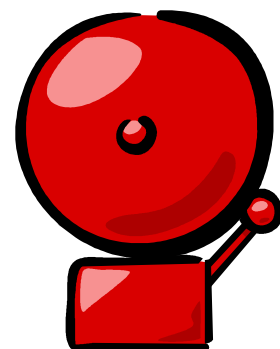
During your visit to our school, you will have a member of staff, often the class teacher, from whom you should take guidance and report to. Thaxted Primary school has a comprehensive photography policy which can be found on our website. We ask that you **do not** take any photos or videos of the children in line with this policy. In addition to this, you are asked to read and abide by the following good practice guide.

We realise that this appears to be a long list of 'Do's and Don'ts', however we do ask for your co-operation with the guidelines in order that the school can benefit from the time and help you have so kindly offered – rest assured, it is very much appreciated!

Thank you.

- Provide a good example and a positive role model to pupils. Behave in a mature, respectful, safe, fair and considered manner.
- Please make sure mobile phones remain on silent and safely away in your bags during your time in school.
- It is essential that confidentiality is maintained. Conversations that you hear, or are part of, that relate to children or staff must remain confidential. The progress/difficulties of individual children must not be discussed with others outside the school including a child's parents, even if it is a positive comment you are giving. If another parent does approach you or enquire about their child, please refer them to the class teacher. It is a school staff policy that school issues are not posted on social networking sites – we ask you to respect the same policy.

- All adults in school should familiarise themselves with fire evacuation and first aid procedures.
- For your own protection, make sure you are working in a public space to ensure you are not on your own with a child.
- Inform a member of staff if you experience behaviour difficulties that you are unable to deal with so that the child/children can be dealt with appropriately.
- Volunteers are in school to support the teacher and the pupils, therefore reinforcing instructions given by the teacher and working effectively with them. The class teacher remains responsible for the organisation of the class and methods of work.
- We do not discriminate against anyone, be they staff or pupil, parent or visitor, on the grounds of age, race, ethnicity, religion, belief, attainment, disability, gender or background. Do not discriminate favourably or unfavourably towards any child. For example, treat all pupils equally – never build ‘special’ relationships or confer favour on particular pupils. Do not give or receive (other than token) gifts unless arranged through school.
- Volunteers and visitors in school are not expected to use their time as an opportunity to discuss personal issues regarding their own child’s education. You should also be aware that your own children may act or respond differently when you are in the classroom – it can sometimes be more beneficial to help in a class other than the one your child is in.
- Relationships with pupils should remain on a professional footing. For example, do not be drawn into inappropriate topics of conversations with pupils; initiate physical contact with children or prolong contact initiated by children; behave in a way that could lead a reasonable observer to question your conduct; make arrangements to contact, communicate or meet with pupils outside of school (including email, text and other messaging systems)
- Always report any concern you have about a child or member of staff to the Headteacher or another senior member of staff. Never speak directly to a child’s parents or to the child.



- You may witness inappropriate behaviour that we are already working closely with the child, parents and outside agencies to support and improve. You may not always be aware of this, as such information is highly confidential. It is easy to make judgements without being fully aware of the facts contributing to the child's difficulties. If you have concerns please speak to the Headteacher.
- There are too many staff members to squeeze into our staffroom and often confidential conversations take place during breaktimes. We therefore ask that parent helpers do not go into the staffroom.

Once again, in case we teachers are too busy to say, we do very much appreciate your help
Thank you!



THAXTED PRIMARY SCHOOL

VOLUNTEER APPLICATION FORM

Personal Details:

Last name and Title:	First name(s):
Previous names:	Date of birth:
Home telephone no:	Mobile:
Email Address:	
Address:	
Relevant skills, training, qualifications or job history if applicable:	
Please indicate the days and times you are available to volunteer at school: If you can commit to a regular day/time every week please specify: If you are unable to commit to a regular session, please indicate your availability below: (e.g. ad hoc school events and school trips)	
Please give details below of the name and contact details of two referees who have known you for at least 2 years. Referees should be individuals who know you in a professional capacity or can comment on your suitability to work with children, not friends or relatives. In the case of school references, referees should be the Headteacher. You must ensure referees consent to be contacted and for reference information to be held for a period of 6 months.	

If you are unable to provide two referees please provide details of why this is not possible:

	Referee 1	Referee 2
Referee's Name:		
Referee's Address:		
Position:		
Telephone Number:		
Email Address:		
Relationship between referee and volunteer:		
Length of time referee has known volunteer:		

Safeguarding Statement and Volunteer Declaration:

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please read the following statements and information relating to your application carefully. By completing and signing this form you are certifying that the information you have supplied is accurate and confirming that the declarations below are true to the best of your knowledge. Any false information will result in the school refusing to allow you to volunteer.

Disclosure of Criminal Convictions and Disclosure and Barring Service Checks:

Volunteers who, on an unsupervised basis teach or look after children regularly, or provide personal care on a one-off basis in schools, will be in regulated activity. It is illegal for anyone who is barred from working with children to apply for, or work/volunteer to undertake regulated activity.

Volunteers who will be regularly working with children on an unsupervised basis will be asked to complete a Self-Disclosure Form (SD2) to disclose whether they have:

- any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974; or
- any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to organisations, and if they are disclosed, organisations cannot take them into account. Guidance notes are available to accompany the SD2 form to assist candidates/volunteers with information which must be disclosed. Any information disclosed will be treated in the strictest confidence.

Where appropriate for the volunteering role, a disclosure/status check will be sought from the Disclosure and Barring Service (DBS) in the event of a successful application. A person's criminal record will not in itself be a bar to volunteering in a school setting.

A signed DBS consent form and a satisfactory enhanced Disclosure and Barring Service Certificate (DBS) will be required if the volunteering duties will involve undertaking regulated activity. Volunteers not undertaking regulated activity may be required to have a satisfactory DBS certificate.

Individuals applying to volunteer in a role covered by the Childcare (Disqualification) Regulations 2009 will be asked to complete a Disqualification Declaration Form. Further details of this check are available from the school office. A disqualified person may only be engaged in a relevant voluntary role if they obtain a waiver from Ofsted. By signing this application form, you acknowledge and consent to completing the Disqualification Declaration Form if relevant to the role.

Data Protection Act 2018

I acknowledge that by completing this form the school will hold and process personal data (including special categories of data e.g. information about criminal records) about me in line with their Data Protection Policy and Retention Schedule. I acknowledge that the school will use/process this information for the duration of the volunteer appointment process and for the duration of my engagement as a volunteer at the school. I acknowledge this information will only be shared in line with the Privacy Notice for volunteers.

Signature:

Date:

Print Name: