



Sandy Lane Primary School

Policy and Agreement for Volunteers Working in School

Revised June 2018

The school's volunteer policy is part of the school's safeguarding systems.

Introduction

As a school, it is our aim to involve parents in their children's education and to develop and maintain links with the local community. In order to enrich the lives of the children in school, and to enable us to deliver the curriculum more effectively, we actively encourage the involvement of parents and volunteers from the community in the work of the school.

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.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students
- Local residents
- Friends of the school

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
- Accompanying school visits

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 should contact the school office and speak to the Inclusion Leader or a Senior Leader.

Selection of Volunteers

- The experience, qualities, skills and needs of any volunteer will be taken into account when deciding about the recruitment of a volunteer in school. N.B. There is no guarantee that a volunteer will be found an immediate placement or any placement at all within the school or elsewhere.
- The placement should be mutually beneficial to the school and volunteer
- A meeting with the Inclusion Leader will take place with a view to agreeing a placement in order that the school and volunteer will have the opportunity to find out about each other and to agree a role, timetable, support, dress code etc. The Inclusion Leader will outline relevant school policies at the meeting, in particular Safeguarding, Health and Safety, Equal Opportunities and Behaviour Policies as well as any relevant curriculum policies.
- Any placement may be terminated by the school at any time without notice if the Head Teacher deems this to be in the best interest of the school, pupils or staff. Such termination need not involve any fault, shortcoming or wrongdoing attributed to the volunteer.

Process for recruiting the Volunteer who will be working frequently or intensively

1. Identify the need and the role of the volunteer dependent on their skills etc.
2. The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
3. The volunteer will fill in an application form
4. Enhanced DBS check will be undertaken
5. The volunteer will be made aware of the role and responsibilities they will be undertaking
6. Induction by Inclusion Leader to school policies and documentation explained and issued. These will include Safeguarding, Health and Safety, Behaviour Management, Equal Opportunities as well as any relevant curriculum policies
7. Volunteer records to be kept in a central place within the school by the Inclusion Leader

Management of Volunteers

The school will ensure that:

- Volunteers are given suitable induction training at the beginning of their placement by the Inclusion Leader
- Regular supervision of the volunteer will be provided as appropriate to the task undertaken and the needs of the volunteer
- The volunteer's role, including status with pupils, will be made clear
- Volunteers will be given guidelines/training regarding Safeguarding issues/procedures, especially pupils disclosing possible abuse
- Volunteers will be provided with a space for breaks and lunch if required, due to new safeguarding regulations, the staff room is for use by Sandy Lane employees only

Support to Volunteers

As a school, we value the work of volunteers in school and in order to demonstrate this we aim to:

- Show appreciation for the volunteer's work
- Ensure volunteers have appropriate and up to date information that they need to do their work
- Ensure they are introduced to staff and other volunteers and have access to a support network

Confidentiality

Volunteers will be told that information relating to pupils, parents and staff is confidential and volunteers will maintain confidentiality at all times. Volunteers in school are bound by a code of

confidentiality. Any concerns that volunteers may have about the pupils they work with/come into contact with should be voiced with the designated member of staff 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 Head Teacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

Information about volunteers is also a matter of confidentiality and application forms and personal details must be kept securely and not divulged to others except on a need to know basis.

Health and Safety Policies

The School's policies including the Health and Safety Policy and Equal Rights Policy will be explained to the volunteers at the outset.

The school has a Health and 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 visit).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated member of staff/Head Teacher.

Volunteers are covered by Bradford Council Health and Safety Statement and Indemnity and Public Liability Insurance.

The Volunteer

The volunteer agrees to carry out all reasonable tasks assigned to him/her to the best of their ability and to generally promote the interests of the school and to abide by the terms and conditions set out in this policy and agreement.

Safeguarding

Bradford Council and this school are committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

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 appropriate induction including all the necessary information with regard to Safeguarding and Named Persons
- All of our regular volunteers must have been cleared by the Disclosure and Barring Service (DBS)
- 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. However, such volunteers will be under the constant supervision of school staff
- Any concerns a volunteer has about safeguarding issues, should be referred to the designated member of staff or Head Teacher

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, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Head Teacher or appropriate senior member of staff for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Head Teacher or designated member of staff reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class. Based upon the facts identified in the investigation, it may be necessary for the school to inform the volunteer that the school no longer wishes to use them
- Provide the volunteer with a copy of the school's full Complaints Procedure

Monitoring and Review

This policy will be regularly reviewed by the Governing Body and updated when necessary.



SANDY LANE PRIMARY SCHOOL

Cottingley Road Bradford West Yorkshire BD15 9JU

Telephone: 01274 546493

Email: office@sandylane.bradford.sch.uk

Full Name	
Date of birth	
Address	
Telephone	
E-mail*	
Qualifications & dates	
Volunteer basis (please delete as necessary)	<p>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</p> <p>I wish to volunteer in the school office or in any other capacity (please give details)</p>
Preferences (please circle)	<p>Mon Tues Wed Thurs Fri</p> <p>Time: Mornings from to</p> <p>Afternoons from to</p>
DBS number with date (If already obtained)	
Year group preferred	
Own children in school & class (if any) or relationship to any children in school	

Please write a brief outline of any previous experience working with children and how you will be able to help our pupils in school

Signed

Date

Sandy Lane Primary school may conduct a DBS check on all volunteers who have supervised contact with children. A satisfactory DBS check will have to have come through before any volunteer placement can start.

***An up to date e-mail address is essential to start the DBS check.**

Safeguarding Training:

I have completed the Bradford Safeguarding training and have attached my certificate

Please provide the detail of two people that would be able to write a character reference for you:

Name:

Name:

Email Address:

Email Address:

Telephone number:

Telephone number:

How do they know you:

How do they know you:



VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Sandy Lane 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 agree to support the School's aims
- I agree to treat information obtained from being a volunteer in school as **STRICTLY CONFIDENTIAL**

Confidentiality

- I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken
- If you already have a DBS certificate, please had it to the office, the number will be recorded and checks made with the issuing body. A new enhanced DBS check must be undertaken
- I have been made aware of who is my designated member of staff, e.g. Class Teacher

Signed.....

Name.....

Date.....



Off-Site Visits Volunteer Agreement

School trips are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school trip.

Please read and return this appendix, and sign the helper's slip.

This is part of our school's risk assessment planning and safeguarding arrangements.

Role of the Volunteer Helper

- To be responsible for and look after, in equal measures, all of the pupils in your group under the instruction of the leader of the school trip
- To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- To contact your child's class teacher/member of staff if there are issues with first aid, safety and /or behaviour

Working alongside school staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest
- Follow guidance from the school staff

What is not permitted

- Volunteer helpers are not allowed to bring additional children, e.g. siblings or children in the care of the volunteer, on the school trip
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties
- Volunteer helpers are not permitted to take photographs of pupils

First Aid

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless you are the Parent/Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible; if you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.



I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.

I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Signed..... Date.....

Name: