

GOVERNING BODY'S VOLUNTEER POLICY



Introduction

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

The 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. The school 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 at the school without encroaching on the professional teaching responsibilities of the class teacher.

The aims of this Policy are to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

Categories of Volunteers

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

- Members of the 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

Types of Activities

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

- Hearing children read in the classroom
- 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 lesson
- Accompanying school visits
- Escorting children on local walks

- Running or assisting with an after school club
- Social activities such as running a disco

- Fund raising activities such as running a cake stall or Summer Fair
- Helping at lunchtime

Becoming a Volunteer

Anyone wishing to give time 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 Pack from the school office. This should be completed and returned with the necessary original Identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check, if required.

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).

The Headteacher (or staff member with delegated responsibility) will 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 all relevant documentation (See Appendix to this policy).

An entry will be made on the school's Safeguarding Central Record and a file maintained with the confidential details of the volunteer which will be retained by school for seven (7) 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 the school. The student will be expected to sign a confidentiality agreement and will not be placed in a class with any family connection.
- One-off volunteers, e.g. assisting with a school walk, fund raising event or a school visit, will not require a DBS. Care will be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care (as directed in the Educational Visits Policy).

If there is any doubt as to the level of checks required, a decision should be sought from the Headteacher, his or her delegate or the School Business Manager.

Information on the Role of a Volunteer

All volunteers should have access to this policy. Volunteers should also have access to the following policies which are all available from the school's website:

www.winstonway.redbridge.sch.uk.

- Behaviour Policy
- Confidentiality Policy
- Data Protection Policy
- Equal Opportunity Policies
- Health and Safety Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)
- Safeguarding & Child Protection Policy
- Safeguarding Guidance
- Safer Care Code of Conduct Policy

School Values

All adults who work in school are expected to work and behave in such a way as to promote our school values which are as follows:

- Respect; integrity; perseverance; creativity
- **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
- **School expects all volunteers to:**
 - Adhere to the name protocol for staff.
 - Adhere to the school's Health & Safety Policy, Safeguarding Policy, Data Protection Policy, Confidentiality Policy and ICT Acceptable Use (where appropriate).
 - Work under the supervision and direction of staff.
- **Volunteer Policy and Information**
 - Never to be left alone with a child without a staff member present.
 - Be role models for the children they work with.
 - Wear appropriate, smart but casual dress (no jeans).
 - Refer any behavioural or safeguarding concerns to the class teacher and not to 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 procedure and follow staff instruction.
- **Security:** All volunteers must sign in and out of the visitors' book and wear a visitor badge for the duration of their volunteering session.

Parking

There is no parking available on site for volunteers, other than for blue badge holders,

Complaints Procedure

Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher (or a delegated staff member) or School Business Manager for investigation.

The Headteacher (or delegated staff member/School Business Manager in her/his 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.