



Policy for		  'Together we Achieve Believe Care'
<h1>Volunteering in School (Volunteers/Workplacements)</h1>		
Date of policy:	August 2019	Committee: Full Governing Body
Next review:	August 2022 (3 Years)	

The school's volunteer policy is part of the schools safeguarding system and policy.

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Board of Governors therefore, welcomes and encourages volunteers from the local community.

Our volunteers may include:

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

The recruitment of new volunteers can take up to half a term and intake of new volunteers will be dependent on the candidate and available spaces within school. The smooth running of St Modwen's Catholic Primary School for our pupils will always be a priority. Senior Management maintains the right to refuse volunteers and also terminate placements.

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

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, as identified below -

1. To enrich children's learning by offering them a range of creative experiences
2. To encourage parents and wider parishioner to see their role as educators in partnership with the school are valued and to provide different role models for the children
3. To create opportunities for more interaction with adults within the school day
4. To widen people's understanding of the learning and teaching environment
5. To develop the school within the wider local and global community
6. To be able to provide opportunities for pupils which would otherwise be unaffordable

Adults in School:

Children need adults who will:

- read and follow behaviour management, Catholic Life, Safeguarding, Prevent and British Values related policies
- encourage the children, not interfere
- listen and hear what the child has to say
- explain not dictate
- ask meaningful questions
- answer their questions
- understand their point of view
- maintain school confidentiality

These adults may include all teaching and support staff, parents, grandparents, students, governors, professional support services, clergy, police, school nurse and members of the local community.

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, is required to contact the School Office to request a Volunteering/Workplacement Handbook, in order to complete the Volunteer Application form. It is the schools decision to take on 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.

Volunteers should complete the application form in the Volunteer/Workplacement Handbook. All Volunteers/Workplacements are actively encouraged to visit the school prior to submitting their application.

Child Protection and Safeguarding

Safeguarding is our priority and we follow the safer recruitment guidelines to ensure that we as a school are committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment. The process of recruitment of volunteers mirrors the safer recruitment of paid staff to ensure the most suitable adults for our school. A list of volunteers will be kept in the main admin office- this will be kept up to date and the responsibility of the School Business Team.

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* in the Volunteer/Workplacement Handbook.
- All of our frequent volunteers must have been cleared by the Disclosure and Barring Service (DBS). A DBS Disclosure will be issued to the individual to present to the designated member of staff in school.
- Volunteers have a clear job description (Appendix 2) and their supervisors will address any concerns in their work
- Volunteers agree to the visitors code of practice daily when they sign the visitors book at reception

On-line Safety

Online Safety relates to the teaching and learning of technology and through technology in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM), viruses and spam. Volunteers, like staff are expected to follow the Safe use of Internet and E-Safety and School Workforce acceptable use of ICT Policy which forms part of the Volunteer/Workplacement Induction programme.

Personal devices including mobile phones and wristwatch phones that connect to the internet should not be used in school during class time. Staff may not make or receive calls during teaching time. Use of phones or phone watches must be limited to non-contact time when no children present. Staff should keep devices out of sight in lockers, desks or cupboards when on school property. Staff must only use school owned devices for capturing, recording and storing data or photos of children.

Health and 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/School Business Manager. Volunteers are covered by school insurance and Public Liability Insurance.

Frequent or Intensive Volunteers

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).

All Volunteers in school will be required to hold a valid DBS and details stored on school Single Central Register.

Volunteers for school visits

School visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. The class teacher or staff member leading the visit will brief the volunteer regarding the risk assessment, daily schedule and any other important pieces of information. The visit lead, who will be a staff member, has ultimate responsibility for the pupils. Pupils should never be left with a volunteer unsupervised. All Volunteers for school trips must sign the **Off-Site Visits Volunteer Agreement** (Appendix 1).

Process for recruiting Volunteers/Workplacements who will be working frequently or intensively

- A) Volunteers will be directed to the school office and will be given the Volunteer/Workplacement Handbook and Volunteer policy. They will be asked to complete the application form in the Volunteer/Workplacement Handbook and return.
- B) References will be requested
- C) A responsible officer will identify the need and role for volunteers
- D) Candidates will be attracted by means of a local advert/school communications system
- E) The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
- F) Enhanced DBS check undertaken

- G) The volunteer will be made aware of the role and responsibilities they will be undertaking
- H) Two references should be sought where the volunteer arrangement will continue on a regular basis.
- I) Induction- school and corporate policies and documentation explained and issued. These to include Health and Safety, Behaviour Management Policies and Whistleblowing Policy
- J) 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 (Volunteer/Workplacement Handbook), which sets out the school's expectations of its volunteers and to confirm they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer before they come into school, to make an informed decision when accepting volunteers to work with children.

Work Experience/ Placement Students

St Modwen's Catholic Primary has a long standing relationship with various local secondary schools, colleges and universities. We are happy to take students on placement if we have suitable experiences available based on the smooth running of our School. Secondary schools, colleges and universities wanting students to be placed with us need to formally make contact with the Head Teacher or Deputy Head Teacher outlining the aims of the placement and duration.

If the placement is as part of a teaching course (BA/ Bed. or PGCE) the Deputy Head Teacher will deal with further correspondents/ details. If the placement is just for work experiences purposes the school/ college is asked to provide the reference for the student and the student is requested to complete the volunteer's paperwork. St Modwen's Catholic Primary School retains the authority to refuse or terminate a placement to ensure the smooth of school.

Confidentiality

Volunteers in school are bound by a code of confidentiality. 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 Head teacher 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 pupils understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

The role of school in supporting Volunteers/Workplacements

The Role of the Governors:

To monitor that appropriate procedures are carried out concerning security and quality of support.

The Role of the Head Teacher:

To ensure that the decisions being made surrounding the use of volunteers are supporting and enabling the school's long term vision. To ensure that the work of the volunteers is deployed as a result of identified needs as a school and is completed to serve the needs of the children.

The Role of the Senior Staff: [Deputy Head]

- 1.** To decide whether the volunteer/helper is an appropriate person to be accepted into the school to support the Head Teacher's vision for teaching and learning. The Deputy Head will confer with the Head Teacher, for example if the volunteer is a parent who is currently involved at any stage of the complaints procedure with the school or who has had a previous grievance with a member of the school's senior leadership team. **The Head Teacher has a right to refuse support from an adult whom they believe will cause a counterproductive ethos for any member of staff.**
- 2.** To ensure that a disclosure check is carried out prior to anyone helping in school
- 3.** To nominate a class or purpose for the adult's support. **Teachers reserve the right to refuse parental/other volunteer support if they are uncomfortable with the adult suggested.** This may arise for example if there have been previous complaints made by the volunteer, against a teacher or a member of staff working in the teacher's classroom.
- 4.** To keep a timetable of adult helpers and use for strategic deployment e.g. pupil premium children; children who require physical or medical assistance for whom we do not receive funding; supporting with office administration; supporting with the peripatetic music; assisting at lunchtime with games or general helping out in the hall; photocopying on behalf of teachers to reduce workload; **hearing children read but only when the volunteer has received adequate training and an induction into our new policies in this area**
- 5.** To inform adults about signing in and out, about wearing a visitors badge and about fire drill
- 6.** To give all helpers a copy of this policy and the mission statement
- 7.** To inform the Head Teacher of any new volunteers who have been taken on.

The Role of the Class Teacher:

To give clear instructions to adult helpers, verbal or written, as appropriate.

1. To give helpers the opportunity to give feedback and to make relevant suggestions.
2. To monitor that the adult help is appropriate and in line with the aims of this policy.
3. To advise any volunteers who approach them, to present themselves to the Deputy Head Teacher in order for this policy to be correctly implemented.

The Role of All Other Staff:

To advise the Deputy Head Teacher if a volunteer has approached them offering to spend time in the school.

1. Not to commit to an answer to the volunteer. This is a decision for the Deputy Head Teacher to make.

Complaints Procedure

Any complaints made about a volunteer the person concerned must follow the schools complaints policy which is found on the school website.

Monitoring and Review

This policy has been approved by the Governing Body and will be regularly reviewed and updated.

APPENDIX 1

Off-Site Visits Volunteer Agreement

School visits 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 visits.

Please read and return this appendix, and sign and return the helpers slip. This is part of our school's risk assessment planning and safeguarding.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure, 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.
- To follow the schools E-Safety policy on the use of mobile phone procedures.

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
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets –before, during or after the school trip

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 boxes) 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 have read the Volunteer Policy

I agree to the terms and conditions as stated in the policy

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:

Designation:

Appendix 2

St Modwen's Catholic Primary School

JOB SPECIFICATION

Title of Job: Volunteer Teaching Assistant

Section: Schools

Last Revised: August 2019

JOB DESCRIPTION

PERSON REPORTS TO: Member of Senior Leadership team/Key Stage Lead, with work directed by class teachers

PURPOSE OF JOB: To support the education and welfare of pupils as directed by class teachers, having due regard to the school's aims, objectives, schemes of work and policies, and relevant national requirements. To share in the corporate responsibility for the well-being and discipline of all pupils.

EQUAL OPPORTUNITIES:

The School has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

DUTIES AND RESPONSIBILITIES

1. To take every opportunity to develop pupils' language, reading, numeracy and related skills as directed by class teachers.
2. To assist in monitoring and recording the progress of individual pupils in accordance with school procedures and reporting to class teachers.
3. To give oral and written feedback to pupils on their attainment in order to promote further progress.
4. To work with teachers to identify and respond appropriately to pupils' individual needs, assisting pupils in areas of specific difficulty.
5. To assist the teacher in setting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these.

6. To help promote and reinforce pupils' self-esteem, encouraging inclusion of pupils with special educational needs.
7. To help create and maintain a purposeful, orderly and supportive environment for pupils' learning, ensuring that pupils are able to use equipment and materials provided.
8. In the presence of the teacher, present agreed learning tasks in a clear and stimulating manner to help maintain pupils' interest and motivation; to work with pupils individually and collectively by contributing to decisions about the most appropriate learning goals and strategies.
9. Outside the classroom, to work with groups of pupils. The number of pupils included will reflect the nature of the task, the pupils concerned, the location involved and the length of time to be supervised. At all times a named teacher will have ultimate responsibility and be available to be called to give support and take appropriate decisions. Volunteers will always be supervised.
10. To provide information that supports the preparation and review of Individual Education Plans and to action appropriate tasks from IEPs.
11. To use a range of supporting techniques, including computers and other resources, and consider in consultation with the teacher when and how to deploy them.
12. To produce and maintain classroom resources, displays and classroom layout in consultation with the teacher.
13. To help train pupils in the individual and collaborative study skills necessary for learning.
14. To work alongside other adults, including teachers, trainee teachers, and other support staff.
15. To supervise pupils during breaks and/or lunchtimes if required.
16. To maintain confidentiality at all times with regard to both supported pupils and the wider school.
17. Other appropriate duties relevant to the purpose of the post, as reasonably required by the teacher/head teacher.

Safeguarding

Volunteers are required to undergo safeguarding training and have the same responsibility as staff in relation to child protection and safeguarding, this will be arranged on the first day as part of the induction process.

Visitors Code of Conduct

All visitors and school volunteers must: All visitors and school volunteers must:

1. Everyone who is part of the school community must adhere to the Equalities Policy which is available on the web site or from the School office.
2. Use appropriate language and behaviour with children.
3. Please sign in and out of the premises and wear a visitors badge at all times.
4. Report any breakages or accidents to the main office.
5. If you feel any way uncomfortable about the behaviour of a child please discuss this with the Designated Lead for Safeguarding (DSL) or Deputy DSL.
6. Seek permission to bring a vehicle on to the school premises from the main office before arrival- the business manager/ assistant business manager will need to assess the risk.
7. Never give a pupil a lift in your vehicle unless you have appropriate insurance, parental consent and a member of staff present.
8. Mobile phones should be turned off when on site. In an emergency please use the phone in the main office.
9. All photography and filming within school is prohibited unless permission is granted from the Headteacher (DSL), Deputy DSL.
10. If a child attempts to make contact with you through a social networking site, screen print the page, inform the school immediately and do not respond.
11. All visitors should be aware of St Modwen's Catholic Primary Whistleblowing and suite of Safeguarding Policies- these are available on the school web site or at the School office.
12. Clothing should be respectful of pupils, staff and the working environment and community.
13. professionals should bring photographic ID and proof of DBS, we request that all professionals make appointments so that their visit is organised and purposeful and does not interfere with the classroom learning

By signing in you are agreeing to the above code of conduct.