



ST. ANNE'S C.E.(VC) PRIMARY SCHOOL



VOLUNTEERS IN SCHOOL POLICY

'Together With God, Making Learning a Life Long Friend'

Approved:	Spring 2021
Review Date:	31.8.2023

Introduction

At St Anne's Primary School, we welcome support from volunteers who bring with them a range of skills and experience that enhance the learning opportunities of children at our school.

The school's volunteer policy is part of our safeguarding procedures.

Our Volunteers include:

Members of the Governing Body
Parents of children in school
Ex-pupils
Students on work experience
University students
Ex-members of staff
Local residents
Friends of the school
Age UK

The types of activities that Volunteers engage in whilst at school include:

Hearing children read
Working with small groups of children
Working alongside individual children
Accompanying school visits

BECOMING A VOLUNTEER

Anyone wishing to become a volunteer should contact a class teacher or a member of the administration team requesting a Volunteer Application Form (Appendix 1). This should be completed with contact details, the types of activities you wish to be involved with and times of availability.

Before volunteering can commence the Volunteer Agreement (Appendix 2) should be completed. This document sets out the expectations of volunteers and requires a signature. An enhanced DBS check will also be required.

The appointment of all new volunteers must be authorised by the Headteacher.

OUR VALUES

All members of staff and volunteers who work in our school are expected to work and behave in a way that actively promotes our school values. The 6 core values that underpin St Anne's life are:

- Kindness - to each other and mindful of others' needs
- Honesty - in all we do
- Respect - to each other and the environment in which we live.
- Perseverance - to persevere and not give up
- Community - to embrace the essence of teamwork
- Faith - to treat each other equally and respectfully.

It is our belief that, with these core values at the centre of all we do, our children will be well-rounded, values-based citizens, who are both kind and respectful with an empathy and understanding for others and who are able to celebrate similarities and differences in our diverse world

PERSONAL AND PROFESSIONAL CONDUCT

Volunteers at St Anne's Primary School are expected to demonstrate consistently high standards of personal conduct. The following statements define the behaviour and attitudes that set the required standard for conduct at our School.

- Treating children and staff with dignity, building relationships rooted in mutual respect, and at all times observing proper appropriate boundaries to the volunteer position.
- Having a regard for the need to safeguard children's wellbeing, in accordance with statutory provisions.
- Showing tolerance for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways that exploit children's vulnerability or might lead them to break the law.
- Volunteers must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.
- Volunteers will be issued with our safeguarding children leaflet and must follow these guidelines.
- Volunteers are informed of our Designated Safeguarding officers upon arrival.

Attendance

If you are unable to attend for your usual session, please notify the school office so that the teacher can plan activities that do not rely upon your involvement.

Smoking

St Anne's Primary School is a non-smoking site. To promote a healthy and pleasant working environment smoking (including the use of e-cigarettes) is not allowed anywhere on school grounds.

Security

In the interests of security, volunteers must sign in and out at the main school office. On signing in, you will be given a Volunteer badge, which you must wear at all times. External doors should be kept closed at all times.

Personal Appearance

The school regularly receives visits from parents, potential parents and others, and naturally wishes to convey an impression of professionalism, efficiency and organisation. Therefore whilst not wishing to impose unreasonable obligations on volunteers they are, nonetheless, required to look professional in appearance and wear clothing appropriate to the tasks to be undertaken.

Use of Mobile Phones and Cameras

Mobile phones should not be used when working with the children. Staff, volunteers and children are not permitted to use their own mobile phones to take photographs of pupils or school activities.

Confidentiality

Volunteers are bound by a code of confidentiality. Any concerns regarding pupils must be voiced to the class teacher and NOT parents of the child or people outside school. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to parents if they hear about such issues through a third party rather than directly from the school.

All information overheard in school about a child or adult should remain confidential.

Supervision

All volunteers work under the supervision of a teacher or another member of staff. Teachers retain ultimate responsibility for children at all times. Volunteers should have clear guidance from the teacher as to how an activity is carried out and the expected outcome. If there are any problems regarding the task, behaviour or welfare of a child, the volunteer should seek guidance from the class teacher.

Health & Safety

The School has a Health and Safety Policy and this is available to volunteers in the school. The School Office Manager will ensure that volunteers are clear about emergency evacuation procedures and the class teacher will explain equipment/resources or concerns on accompanying children on a school trip. Volunteers must exercise due care and attention and report any obvious hazards or concerns to the school office.

Safeguarding and Child Protection

The welfare of our pupils is paramount. To ensure the safety of our children, we adopt the following procedures:

- All volunteers are given a copy of the Volunteer Policy and asked to sign the Volunteer Agreement (Appendix 2) and Code of Conduct (Appendix 3).
- All volunteers are asked to read Part 1 of Keeping Children Safe.
- All of our volunteers will hold a clear enhanced DBS Disclosure.
- Where a volunteer is engaged in a "one-off" activity eg. helping supervise children on a school visit, no checks are required. However, such volunteers will be under the constant supervision of school staff and must complete the Off-Site Visit Agreement (Appendix 4).

- Any concerns a volunteer has about safeguarding and child protection issues, should be referred to the Designated Safeguarding lead, Mr Hobson, or deputy designated person (Miss Turner or Miss Buckley). Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher or Deputy Headteacher.

Complaints Procedure

Any complaint about a volunteer will be referred to the Headteacher or Deputy Headteacher for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher or Deputy Headteacher 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 - for example, helping 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 has been approved by the Governing Body and will be reviewed annually and updated in light of new guidance.

Appendix 1 VOLUNTEER INFORMATION SHEET - FOR NEW VOLUNTEERS

Name of Volunteer	
Date of Birth	
Address	
Telephone Number	
What skills/areas would you like to help within school?	
Are there any particular age groups/classes you would like to work with?	
Do you have any disabilities/other needs we need to take into account when working as a volunteer in school (please give details)	
Please state your preferred day and times for volunteering	
If you have children who are pupils at this school please state which class they are in	

Thank you for taking time to complete this Volunteer Information Sheet. Please hand it to the Headteacher/Deputy Headteacher.

Your offer of help is appreciated and we will be in touch shortly.

VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at St Anne's Primary School.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

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 Volunteers in School Policy and Code of Conduct
- I agree to support the School's Aims
- I agree to treat information I learn from being a Volunteer in school as confidential
- I understand that I am required to undergo an enhanced criminal records check with the Disclosure and Barring Service (DBS) to assist the school in assessing my suitability as a volunteer

Signed
Name
Date

For office use only:

ID taken	
DBS application submitted	
DBS certificate number & date received	
Headteacher authorisation for volunteer to commence work in	

school	
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Appendix 3

Code of conduct for Volunteers

Volunteers are expected to maintain high standards of behaviour and conduct while involved in activities at school. The following is a guide to appropriate conduct while working in or on behalf of a school (including school trips and out of school activities).

You should:

- Be positive and praise the children
- Observe high standards of behaviour and ethical conduct in keeping with the school vision and values.
- Be approachable, pleasant and a positive role model for pupils.
- Maintain confidentiality of personal information at all times, unless there is a need to report something to the Headteacher
- Treat all children and members of staff equally and with respect.
- Report any behaviour management issues to the class teacher immediately.
- Observe safe working practices to avoid unnecessary risks and report any potential hazard in the workplace.
- Volunteers should have clear guidance from the teacher as to how an activity is carried out and the expected outcome.
- Report any potential child protection issues to one of the Safeguarding Officers
- Speak to the class teacher if you have any general concerns.
- If you have any whole school issues, please speak to the Headteacher.
- Turn your mobile phone off while you are on school premises.
- Enjoy working and playing with the children!

You should never:

- Enter the children's toilets without another adult being present.
- Take photographs in school without the prior permission of the headteacher.
- Work with children when you are not in the proper physical or emotional state to do so. For example: under medication which makes you drowsy, or under extreme stress which may impair your judgement.
- Share your personal contact details with pupils or make personal arrangements to meet children outside school. This includes all social media, eg Facebook and Instagram.
- Discriminate favourably or unfavourably towards a child.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner that brings the school into disrepute when representing St Anne's.
- Give or receive gifts, unless arranged through your Headteacher, for example, outgrown sports kit, football boots or uniform. These would be given to the school, for the school to distribute accordingly.

I, _____ have read St Anne's Primary School's Code of Conduct and Volunteer Policy and agree to abide by the safe code of conduct.

I have read Part 1 of Keeping Children Safe in Education.

Signed _____ Date _____

OFF-SITE VISITS VOLUNTEER AGREEMENT

School trips are an integral part of learning at our school and afford many children opportunities that 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, sign and return this appendix. This is part of our school's risk assessment planning and safeguarding arrangements.

Role of the Volunteer Helper:

- To be responsible and look after all of the children in your group
- To stay with your allocated group of children, ensuring that their well being and safety is maintained for the 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:

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

What is not permitted?

- Volunteer helpers are not allowed to bring additional siblings on the trip
- Volunteer helpers are not allowed to re-organise school visit groups
- Volunteer helpers are not allowed to smoke or drink alcohol or engage in any illegal practices
- Volunteer helpers are not permitted to take photographs of children
- Volunteer helpers are not allowed to give/buy their group treats eg 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 it is your 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.

Declaration:

- 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 occasion.
- I will treat any information I may hear about children as confidential and will not discuss it out of school.

Signed: _____

Date: _____

Appendix 5 VOLUNTEER RISK ASSESSMENT

REASON FOR THE RISK ASSESSMENT	
✓	Volunteer will be working in a classroom
	Volunteer will be supporting a class on a school educational visit and may be responsible for a small group
	Volunteer transports pupils to events organised by school staff
	Other:

	Step 1	Step 2	Step 3	Risk Ratings
Completed by: Position: Signed:	Specify significant hazards or risks that arise Volunteer with regular contact working with pupils with significant unsupervised contact e.g takes pupils for one to one or group work	Identify People Potentially at Risk Pupils in class and around school	What Control Measures and Mitigation will be put in place to minimise any Risk DBS check required Mobile phones and/or personal cameras not to be used in school other than staffroom area Volunteer advised to refer pupils to a permanent member of staff if they are injured, need to use the toilet, etc. Volunteer to be informed that they must alert a member of staff if they notice any pupils involved in an altercation and not to try to deal with the situation themselves	Severity (S) on a 1-4 scale with 4 high Likelihood (L) on a 1-4 scale with 4 high Risk Rating (S x L) on a 1-16 scale with 16 high e.g. 1 x 2 = 2 LOW RISK 1
✓	Volunteer, regular or one off event, will be working in a classroom with pupils, supporting groups and individuals under the general guidance and full supervision of the class teacher or member of staff.	Pupils in class and around school	Volunteer will not be left alone with pupils, class will always have a permanent member of staff present who has an enhanced CRB/DBS clearance. Mobile phones and/or personal cameras not to be used in school other than staffroom area Volunteer advised to refer pupils to a permanent member of staff if they are injured, need to use the toilet, etc. Volunteer to be informed that they must alert a member of staff if they notice any pupils involved in an altercation and	1

	Volunteer will be supporting a class on a school educational visit and may be responsible for a small group under the general guidance and full supervision of the class teacher.	Pupils on educational visit	not to try to deal with the situation themselves Volunteer will not be left alone with pupils. Overall supervision will rest with the Lead teacher on the visit or educational visit. Teacher will take groups to the toilet or organise for two adults to take the pupils. Volunteer advised to refer pupils to a permanent member of staff if they are injured, need to use the toilet, etc. Volunteer to be informed that they must alert a member of staff if they notice any pupils involved in an altercation and not to try to deal with the situation themselves Use of Mobile phones and/or personal cameras to be strictly monitored by a permanent member of staff	2
	Volunteer for a one off event. Volunteer often supports educational visits and activities and takes responsibility for leading a small party of pupils with minimum or no supervision	Pupils on educational visit	DBS check required Mobile phones and/or personal cameras not to be used in school other than staffroom area Volunteer advised to refer pupils to a permanent member of staff if they are injured, need to use the toilet, etc. Volunteer to be informed that they must alert a member of staff if they notice any pupils involved in an altercation and not to try to deal with the situation themselves	1
	Volunteer - One off event - not regular - transporting a child in a car to a school or organised event	Pupils in car being transported	The driver of the car must be fully insured to carry pupils for this type of activity Where possible, two adults to be in the car. Pupils to sit in the back seats of the car. Parental permission required.	2
	Other:			

Signed: Date:

(Headteacher)

Risk Assessment for Volunteers

This risk assessment should be completed when considering whether a person working as a volunteer at the school should be asked to apply for an enhanced DBS certificate.

Name of Person

Is the volunteer in 'Regulated' Activity? Yes No

If 'yes', an enhanced DBS with Barred list check is required.

Is the volunteer not in 'Regulated' Activity? Yes No

If 'no', an enhanced DBS without a Barred list check *may* be obtained

Areas to consider

What is the age group of the pupils that the volunteer will work with?	
Are these pupils regarded as particularly vulnerable?	
How frequently will the volunteer be in school?	
What is the connection of the volunteer to the school?	
What motivates the volunteer to want to work in the school?	
Is the volunteer in paid employment or do they work in a voluntary capacity elsewhere with children?	
Can the volunteer provide at least one reference from someone other than a family member, including a senior person at the employment or voluntary service named above?	

What information does the school already know about the person?	
Has the person's identity been verified?	
Is the person signed up to the DBS Update Service?	
Has a check been completed on the DBS Update Service?	
Is the person aware of any reason why they should not volunteer to work with children?	
Is the school aware of any reason that the person should not work with children?	

Decision

- High Risk** – the person has no previous connection with the school AND can not provide references from elsewhere.
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school should consider whether the person's uncorroborated background would raise an unacceptable risk.
- Medium Risk** – The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable.
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so, as no enhanced DBS has been seen.
- Low Risk** – The person is signed up to the DBS Update Service and the checks reveal no negative information OR The person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references OR the school knows the person well (eg. may be a former employee)
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, unless the person uses the DBS Update service, the school may decide to obtain a new enhanced DBS.

Decision

- Application for enhanced DBS check is not needed. State reason(s) below:

- Application for an enhanced DBS check is needed. State reason(s) below:

- Application for an enhanced DBS check and a Barred List check is needed because the person is in Regulated Activity

Headteacher (Print Name)

Headteacher (Signature).....

Date

Chair of Governors (Print Name)

Chair of Governors (Signature).....

Date