



## Volunteers Policy

***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.***

### Introduction

The school benefits greatly from developing well planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis.

Rusper Primary 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 Rusper Primary School without encroaching on the professional teaching responsibilities of the class teacher.

### Aim

The aim of this policy is 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
- Members of the Rusper PTA
- Volunteer drivers for trips or sporting fixtures
- Staff family members

### Types of Activities

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

- Hearing children read
- 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

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- Social activities such as running a disco
- Fund raising activities such as running a cake stall or Summer Fayre
- Interviewing children on a governor visit.

## Becoming a Volunteer

Anyone wishing to work as a volunteer who will be in school on a regular basis should inform the school of their intentions and seek an initial meeting with the Headteacher. When attending this meeting please bring the necessary original Identity documents to facilitate an enhanced DBS (Disclosure and Barring Scheme) clearance check and two character references. Where the volunteering is a placement linked to a course of study the cost of the DBS will be met by the volunteer (or his/her college) unless a portable certificate is available.

When two satisfactory references, a disqualification by association declaration and a clear enhanced DBS check has been received by the school, the Headteacher 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 adhere to the school's confidentiality policy as well as other documents (detailed under 'school expectations').

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 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 Rusper. The student will be expected to adhere to the school's confidentiality policy and will not be placed in a class with any family connection.
- One-off volunteers i.e. assisting with a school walk, a fund raising event or a school visit will not require a DBS check but the volunteer will remain under the continuous supervision of a member of staff undertaking a regulated activity, usually the class teacher. Care should 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).
- Volunteer drivers who would need to be accompanied by another member of staff and should provide to the School Business Manager their current MOT, insurance and driving licence two days before the event.

If there is any doubt as to the level of checks required, a decision should be sought from the School Business Manager. In exceptional circumstances the Headteacher can agree a placement or volunteer activity without a reference or full DBS check but a risk assessment must be undertaken and counter signed by the Chair of Governors.

## Safeguarding Induction

All volunteers will also need to:

⇒ Read and sign

***Information for Volunteers guidance at the end of this policy***  
**Staff Acceptable Use policy**

⇒ Read

**School's Child Protection policy**  
**School's Behaviour policy**  
**School's Health & Safety policy**

⇒ Sign to say you have read and understand:

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## Keeping Children Safe in Education

⇒ Complete online training in the Safeguarding of Children

### School Values

At Rusper Primary School we encourage all of our school community to shine and encourage the best in everyone.

When our children leave our school we want our children to be:

- **Curious:** Our school will provide opportunities which promote exploration and lead to innovation
- **Enthusiastic:** Our curriculum will excite and engage our children to want to learn more and take their learning beyond the school day. We will provide exciting opportunities for children to experience.
- **Independent:** Our pupils will be successful and displaying attributes that enable further learning and contribution to society.
- **Collaborative:** Our will encourage effective team working in order to achieve more collectively
- **Respectful:** Our school will be a caring community where everyone feels safe, secure and included. We will develop an understanding of diversity and personal choices.

### Volunteers' Expectations from School

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 any school policies or procedures that are relevant to their role
- access any training that is necessary for the success of their activities
- claim any expenses incurred such as travel (where a personal car is being used for a school trip) or purchases made on behalf of the school and on the instruction of the class teacher.

### School's Expectations from Volunteers

- School expects all volunteers to:
- Adhere to the name protocol for staff i.e. Miss Smith, Mr Brown.
- Adhere to the school's Dress Code.
- Adhere to the school's Health and Safety Policy, Safeguarding Policy, Data Protection Policy, Confidentiality Policy and ICT Acceptable Use (where appropriate).
- Read and work within the Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (March 2009) and Keeping Children Safe in Education (2016)..
- Be role models for the children they work with i.e. consider the language they use, only walk in school, no smoking or swearing and dress appropriately.
- Refer any behavioural or safeguarding concerns to the class teacher.
- Advise school as soon as possible when it is not possible to attend.
- Annually disclose any information of a criminal nature.

### Security

All volunteers must sign in and out of the visitors' book and wear a visitor badge for the duration of their volunteering session.

### Complaints Procedure

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

The Headteacher (or School Business Manager in his / her absence) reserves the right to take the following action:

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- 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.

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## Information for Volunteers

Thank you for giving your time to support Rusper pupils – your time is of benefit to their learning.

These notes are intended as both a guide and an agreement on your part to what to expect and what is expected of you in this role, both on and off-site:

- ⇒ The teacher retains ultimate responsibility for the children at all times so it is important to follow their direction
- ⇒ The teacher will explain the purpose of the activity they would like you to undertake – please ask if anything is not clear
- ⇒ The teacher will make you aware of any relevant medical issues for pupils you are working with
- ⇒ You should adhere to the name protocol for staff eg Mr. Jones or Miss. Boniface etc
- ⇒ Any information you receive about pupils should be treated as confidential
- ⇒ Sharing of information about school activities and on any form of social media, including text messages could detrimental to pupil safeguarding and is not permitted
- ⇒ The welfare of pupils is paramount. If you have any concerns about an individual child, you should make their teacher aware of these (including topics of conversation and/or observations about behaviour). We have procedures for recording any concerns and disclosures which the teacher will follow. You may be asked to contribute to these
- ⇒ Children may go to the toilet at their own request. You do not need to accompany them in school, but please check procedures with the teacher for off-site visits
- ⇒ Photography other than with a school camera is not permitted
- ⇒ Food must not be offered to pupils unless authorisation has been gained from a member of staff, who will check for allergies
- ⇒ First Aid can only be administered by school staff
- ⇒ If the fire alarm should sound, leave the building by the nearest exit and make your way to the top playground. Do not return to the classroom first. Take any children you are with you and report to the class teacher in the playground
- ⇒ Read the school's policies on matters such as Child Protection and Health & Safety as detailed above in the policy
- ⇒ If you have any medical conditions that you feel it is necessary for the school to know about, then please inform them immediately. Emergency contact details and any other relevant information needed for emergency services would be useful.
- ⇒ Make contact with the school in the event of not being able to attend so that alternate provision can be put in place.

I have read and agree to follow these guidelines

Name: \_\_\_\_\_ (please print)

Signed: \_\_\_\_\_

Date:

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