



## **Devonshire Infant and Junior Academies**

### **Policy for Volunteers in school 2019**



We believe that voluntary workers can make a significant contribution to the school community by giving their time and sharing their skills and expertise with others. Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. We welcome and encourage volunteers from the local community.

A volunteer is an unpaid adult who provides support to our school.

#### **The types of activities that volunteers are engaged in might include:**

- Hearing pupils read
- Working with small groups of pupils
- Undertaking arts and craft activities with pupils
- Gardening activities
- Various projects
- Accompanying school visits
- Preparing resources

#### **Becoming a volunteer**

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis, should approach the School Office. Volunteers should complete an application form with their contact details, type of activities they would like to help with, and the times they are available to help. Before starting to help in school, volunteers will complete a short interview with a member of the Senior Leadership Team, who are safer recruitment trained, where references will be checked along with suitability for working within a school. Induction paperwork will be shared and a staff member will be allocated to supervise the volunteer. To ensure the safety of our pupils at all times, all volunteers will be required to complete a DBS (Disclosure & Barring Service) check. This can be completed online or by school. We are unable to have any volunteer in school working unsupervised with pupils unless they have been cleared by the DBS and show their certificate in school. Details of this certificate will be recorded.

#### **Confidentiality**

Volunteers in school are bound by our Confidentiality Policy. All staff members, voluntary helpers and visitors should be aware that information relating to individual pupils or members of staff is totally confidential. Whilst in school, volunteers may hear conversations which are of a confidential nature. These cover aspects such as pupils' academic progress, behaviour, or home circumstances. All information relating to individual pupils and staff is totally confidential and volunteers must respect this. Any concerns that volunteers have about the pupils they work with/ come into contact with should be shared with the class teacher and NOT with the parents of the pupil or any persons outside school. If a pupil discloses something, this information should be shared promptly with the pupil's teacher or head teacher.

#### **Safeguarding**

The volunteer will be given an induction into the safeguarding procedures of the school, including a copy of KCSIE part 1, and will access an online safeguarding course to ensure they understand their duty fully. They will be shown where essential policies and key information are displayed for staff use and also made aware of the POT process and whistleblowing policy. Volunteers who are concerned about anything an adult in the school does or says should raise the matter with the Head Teacher immediately. (If it is the HT they are concerned about then they should follow policy).

## **Volunteers' Responsibilities**

The volunteer's most important responsibility relates to his/her duty of care to the children. Children are a vulnerable group generally, due to their age and lack of experience. Their vulnerability increases if they are very young, if they have an intellectual or physical disability, if they arrive in the UK with English as a second language or if they experience emotional/physical neglect.

For volunteers, respecting the rights of children means they must not:

- Be involved in toileting or deal with accidents unsupervised.
- Encourage affection from or dependency in pupils.
- Have intentional physical contact with children.
- Display bullying or intimidating behaviours towards pupils.

Volunteers must:

- Refer all pupil concerns or behaviour issues to the supervising teacher.
- Sign in on arrival and sign out on departure.
- Wear a visitors badge at all times.
- Follow school procedures regarding confidentiality.
- Follow instructions carefully and work to a reasonable standard of competence.
- Notify school as early as possible if they are unable to fulfil their volunteer commitments.

## **Health and Safety**

Health and Safety will be discussed at induction. The designated member of staff should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school educational visit, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards, near misses or concerns to the class teacher or head teacher.

## **Cancellation of Agreement**

When concerns arise about a volunteer, opportunities to remedy the problem or improve an area of concern will be offered wherever appropriate. A volunteer's agreement can be cancelled at the Head's discretion and where:

- There is no more suitable work available.
- The volunteer fails to follow requirements outlined in the volunteer policy and elaborated through induction training.
- Behaves towards a pupil, parent or staff member in a manner deemed inappropriate or improper.
- Repeatedly fails to meet commitments without notice to the school.

This policy will be reviewed every three years.

This policy was agreed and adopted

Signed \_\_\_\_\_ (Chair of Governing Body)      Date \_\_\_\_\_