

Goathland Primary School



“Believe you can: Together we will”

Volunteer Policy

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Author/Responsibility	Mrs H Isaac /Head teacher
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Signed by Chair of Governors (Jason Wood)	Date:
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Signed by:

_____ Headteacher Date: _____
_____ Chair of governors Date: _____

Volunteer Working in School Policy at Goathland Primary School

The school's volunteer policy is part of the school's safeguarding systems.

1. Introduction

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

Our volunteers include:

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

The types of activities that volunteers engage in, on behalf of the school, include:

- Listening to 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 and sporting events
- Assisting with Forest School sessions.

2. Safeguarding

North Yorkshire County Council and Goathland Primary School are committed to safeguarding pupils, young people and vulnerable adults and expect its volunteers to share that commitment.

3. 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. listening to pupils read, usually approaches the Headteacher directly.

Volunteers should complete the Volunteer Application Form (Appendix 1) with their contact details, types of activities they would like to help with and the times they are available to help.

4. Definition

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).

5. Process of recruiting volunteers who will be working frequently or intensively

- i. A need is identified in school for which a volunteer would be suitable.
- ii. The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role.
- iii. Enhanced DBS check undertaken.
- iv. The volunteer will be made aware of the role and responsibilities they will be undertaking.
- v. Two references will be sought where the volunteer arrangement will continue on a regular basis.
- vi. Induction – school policies and documentation explained and issued.
- vii. 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 (Appendix 2) 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 are left unsupervised with any pupils. This is not required where a volunteer is engaged in a 'one-off' activity.

6. Our School Aims

All adults/young people who work in Goathland Primary 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.

7. 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 person (Mrs Armstrong) and NOT with the parents or carers of the child/persons.

Volunteers who are concerned about anything in the school which may affect their work, should raise the matter with the headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult must remain confidential.

8. 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 class teacher 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 pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from the class teacher.

9. 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 DT equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the headteacher.

10. Child Protection

The welfare of our pupils is paramount. 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 (Appendix 2)
- All of our volunteers must have been cleared by the Criminal Records Bureau (DBS)
- Where a volunteer is engaged in a 'one-off' activity, e.g. helping supervise a groups of pupils as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff, must read and sign our Off-Site Visit Agreement (Appendix 3)
- Any concerns a volunteer has, about child protection issues, should be referred to the designated teacher, Mrs Armstrong. In Mrs Armstrong's absence, Mrs Bordoli is the designated teacher.

11. Complaints

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

The Headteacher or designated member of staff 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, e.g. helping with another activity or 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.

12. Monitoring and review

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

APPENDIX 1

VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER

Name of Volunteer:

First Name..... **Surname**

Date of birth

Address

.....

.....

Phone (h)..... **(m)**

What activities/areas of the school’s work would you like to help with? (If you are a student please include details of your course/placement requirements)

Are there any particular age groups/classes you would like to work with? (If you have relatives in school please give details of their year groups/classes)

Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in school (please give details – continue on a separate page if necessary)

Please provide the names and contact details of two referees and state your relationship to them. Professional references are acceptable (e.g. from places of work/school/university). You should not name referees who are your relatives as these will not be accepted. We will always seek suitable references before offering any voluntary positions.

Thank you for taking the time to complete this Volunteer Application Form.

**Please hand it to the School Office, marked for the attention of Mrs Armstrong.
Your offer of help is greatly appreciated and we will be in touch as soon as possible.**

APPENDIX 2

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Goathland Primary School.

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

Please read and sign this Volunteer Agreement and hand it in to the School Office. You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy.
- I have read and understood the documents included in the Induction Pack.
- I agree to support the school's aims.
- I agree to treat information obtained from being a volunteer in school as strictly confidential.
- I understand that an enhanced Criminal Record Bureau (DBS) check will be undertaken.
- I have been made aware of who is my designated supervisor, ie the Class Teacher.

Name: _____

Signed: _____

Date: _____