

SIR ROBERT GEFFERY'S SCHOOL

POLICY FOR VOLUNTEERS WORKING IN SCHOOL

The school's volunteer policy is part of the school's safeguarding systems. Please ensure you read and follow guidance in this document. Please sign the 'Volunteer Agreement Form', and return to School Office.

Ethos

At Sir Robert Geffery's School we ensure that through our school vision, values, rules, diverse curriculum and teaching we promote tolerance and respect for all cultures, faiths and lifestyles. The governing body also ensures that this ethos is reflected and implemented effectively in school policy and practice and that there are effective risk assessments in place to safeguard and promote students' welfare.

We have a duty to prepare our children for life in modern Britain and to keep them safe.

Pupils who attend our school have the right to learn in safety. We do not tolerate bullying of any kind and will challenge derogatory language and behaviour towards others.

Introduction

Thank you for volunteering your time and enthusiasm to the children and staff of Sir Robert Geffery's School. Volunteers have a very important role to play in bringing a range of skills and experience that can enhance and promote the learning opportunities that we offer to our pupils.

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:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- After school clubs and enrichment activities
- Accompanying school visits
- On the School Farm

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, usually approaches the Class Teacher or Headteacher. 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.

It is the school policy that that parent helpers do not always support in their own child's classroom as this can sometimes be distracting for the child. Helpers may be asked to support in classes in which there is the most need for individual or group support.

Safeguarding

Sir Robert Geffery's School is committed to safeguarding pupils and expects its volunteers to share that commitment.

To ensure the safety of our pupils, we adopt the following procedures:

- All of our volunteers who attend school on a regular basis must have been cleared by the Disclosure and Barring Service (DBS). The school office will arrange this.
- All volunteers are given a copy of the Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2).
- All volunteers must read the child protection Tier 1 leaflet 'Keeping Children Safe'.
- All volunteers must sign in and out at the reception desk and wear a visitor's badge.
- Where a volunteer is engaged in a 'one-off' activity e.g. helping 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 Child Protection Officer, Mrs Curtis. In her absence, it should be referred to Mrs Cunningham.

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 Headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

Mobile Phones You should not have a mobile phone on you whilst in class. If you need to use your phone to make any calls, it should only be used in communal areas. Calls can be taken by the school office when necessary.

Social Network Sites Such as Facebook, Twitter etc The school name and school information should never be posted on any social network sites. Volunteers should be aware of how easy it is to breach confidentiality or to post comments that may be misinterpreted by others, especially if parents and other local residents have access to pages.

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 pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Code of Conduct

Volunteers should:

- Work safely and take responsibility for own actions and behaviour.
- Avoid any contact which would lead any reasonable person to question your motivation and intentions. REMEMBER - Your actions, however well intended could be misinterpreted. Be mindful of the need to avoid placing yourself in vulnerable situations.
- NEVER give your personal contact details to children, including your mobile phone number. Contact via social network sites is also unacceptable.
- Work and be seen to work in an open and transparent way.
- Do not use profane or inappropriate language.
- Dress appropriately, i.e. dress in a way that:
 - Is unlikely to be viewed as offensive, revealing or provocative
 - Does not distract, cause embarrassment or give rise to misunderstanding
 - Is absent of any political or contentious slogans
 - Is not considered to be discriminatory and is culturally sensitive.

Health & Safety

The school has a Health & Safety Policy which volunteers should make themselves aware of. This is available in the school office and staffroom.

The class teacher will ensure that volunteers under their supervision are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Headteacher. Volunteers are covered by Public Liability Insurance.

Equality, Diversity and Inclusion

We aim to ensure that no member of the school community experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; any disability they may have; their ethnicity, colour or national origin; their gender; their religion or beliefs. We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences when devising and implementing school policies and procedures.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff, 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

Monitoring and Review

***This policy has been reviewed by the Personnel Committee in May 2017
Reviewed annually.***

VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER

Name of Volunteer:

First Name.....

Surname.....

Address:

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Phone: Home..... Mobile

What activities/ areas of the school's work would you like to help with?

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 or adjustments we need to make to allow you to work as a Volunteer in School? (please give details):

Thank you for taking time to complete this Volunteer Application Form

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

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at school.
Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please ensure you read the policy.
Please 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, and read, the School's Volunteer Policy
- 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 DBS (Disclosure and Barring Service) check will be undertaken
- If you already have a DBS Certificate, please hand it to the school, the number will be recorded and checks made with the issuing body. A new enhanced DBS check must be undertaken.
- I have been made aware of who is my designated supervisor e.g. Class Teacher

Signed: _____

Name: _____

Date: _____

Off-Site Visits Volunteer Agreement

School trips 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 trip.

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

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

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

First Aid trained staff members will administer 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 box(es) 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.

Name: _____

Signed: _____ Date: _____