

## FLUSHING C of E PRIMARY SCHOOL



### Volunteers Policy



#### Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers from the local community. Our Volunteers include:

- Members of the Governing Body
- Parents of pupils
- Students on work experience
- Local residents
- Friends of the school

The types of activities that Volunteers are engaged in include:

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

#### Statutory guidance on the recruitment of a volunteer

The school will regard the DfE statutory guidance, 'Safeguarding children and safer recruitment', which states that if a school seeking volunteers has little or no recent knowledge of the individual, it should adopt the same recruitment measures as it would for paid staff. In circumstances where a school approaches a parent volunteer who is well known to the school, a streamlined procedure can be adopted: background checks, references, conducting an informal interview to gauge the person's ability and aptitude, and undertaking a List 99 and a Disclosure and Barring Service (DBS) check. If the volunteer's role is a one-off, such as accompanying teachers and pupils on a day trip, for a school fete or concert, measures are not required, as long as the person is not left alone in charge of children. If the volunteer is recruited by another organisation to work in a school, for instance, sports coaches from a local club, the school should receive assurance from the organisation that the person has been properly vetted.

#### 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 children read, usually approaches the Headteacher directly. All adults who work in our 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 vision and expectations as outlined on the school website and staff handbook/code of conduct. In line with members of staff, volunteers should not -

- be accompanied by other people/children/family members (excluding children on roll at the school),
- use their own mobile phone (off or silent) during lessons times or anywhere where children are present (mobile calls/messages can be checked/taken out of lessons in the office/staff room if no children present),
- dress below the standard set by the staff policies.

#### Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with / come into contact with should be voiced with the Class Teacher and NOT with the parents of the child / persons outside school. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about

such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does should raise the matter with the Head or Chair of Governors.

### **Internet use and social networking**

Volunteers are expected to behave in an ethical and lawful manner with regard to the use of the internet and emails. Care and attention should be taken while using social networking sites. Use of these sites should not involve communication regarding your employment at this school or any activities which may bring the school into disrepute and / or may cause us to question your suitability to work with children. Volunteers must not attempt to contact pupils via social media or email or make arrangements to meet outside of school.

### **Supervision**

All volunteers work under the supervision/direction of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. Volunteers should have clear guidance from the Teacher as to how an activity is carried out / what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the Teacher in the event of any query / problem regarding children's understanding of a task or behaviour. External providers/qualified volunteers are able to take sessions by themselves, after the necessary checks and clearance from the headteacher.

### **Health & Safety**

Volunteers are required to comply with the school's Health and Safety Policy. They should be made aware of emergency procedures (e.g. evacuation) and safety aspects of being involved in a particular task. Any potential hazard which you may feel might put people at risk of injury or harm must be reported straight away to the class teacher / head.

### **Child Protection**

The welfare of our children 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 a *Volunteer Agreement*.
- To ensure the safety of our pupils at all times, all of our Volunteers must have been cleared through a DBS. A certificate is issued to the individual to produce in school.
- Where a Volunteer is engaged in a 'one-off' activity e.g. coming in for a talk, no formal checks are carried out on these volunteers (the teaching staff are advised to use CRB cleared volunteers wherever possible).

These volunteers must remain under constant supervision of school staff. The headteacher will vet any visiting speakers for suitability and content.

### **Complaints Procedure**

Any complaints made about a Volunteer will be referred to the Headteacher for investigation. Any complaints made by a Volunteer will be referred to the Headteacher/Chair of Governors.

The 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, e.g. helping with another activity or in another Class;
- Inform the Volunteer that the school no longer wishes to use them.

**Volunteers must sign the policy register to confirm that they have received and read the policies below and will adhere to them;**

- Volunteer policy,
- Visitors policy,
- Safeguarding information/policy for volunteers,
- Behaviour Policy.

### **Monitoring and Review**

This policy will be reviewed according to the Policy Cycle Document.

Signed:  
May 2022