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Pendeen School

nurture | create | aspire | achieve
as one

Pendeen School

Volunteers Policy

Date formally accepted by governors: September 2021

Date becomes effective: Immediately

Next review date: May 2023

Person responsible for implementation: Headteacher – Chris Wilson

Introduction

At Pendeen School, volunteers are a welcome resource to raise pupil's achievement, complementing the work of Teachers and Teaching Assistants. Our school will benefit greatly from developing well planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis. The role of volunteers in our school provides for the enrichment of the pupil's learning experiences, but should not encroach on, or restrict, professional teaching duties.

The deployment of any volunteer, whether for one day or for a number of sessions over a longer period, is managed with care; in particular taking account of the needs of the pupils and the staff to whom they are assigned. The Headteacher and Governors are mindful of deploying volunteers appropriately. Volunteers are not asked to replace paid staff or given responsibility within the School that would normally be associated with paid employees.

1. Deployment (see Appendix 1)

Volunteers are not asked to carry out duties which:-

- (i) fall normally within a Teacher's responsibility under *loco parentis*;
- (ii) fall normally within the job description of a Teacher or member of support staff, ie they are not asked to cover staff absence.
- (iii) would normally be performed by a contractor engaged by the LA or by the school;
- (iv) require them to have unsupervised access to children.

2. Organisation (see Appendix 2)

- (a) All volunteers are welcomed. The parameters of their role within the school are clearly defined from the outset in order to avoid any misunderstanding.
- (b) An interview between the volunteer and Headteacher is held to ascertain interest, skills and time commitment of the volunteer and the needs of the school.
- (c) References will be requested to confirm suitability for work in the school.
- (d) An agreement is drawn up with aims, objectives and timescales.
- (d) Each volunteer is linked with a specific member of staff to whom they will be directly responsible.

3. Safeguarding

Volunteers are made aware of the rules governing behaviour at the school; including the key 'dos' and 'don'ts' for children and adults. Procedures are designed to avoid hazards or risks associated with the tasks being carried out including details of first aid and emergency arrangements.

As part of their induction to our school, volunteers are also provided with basic information such as details of those facilities available to them eg; staff room, toilets etc.

We feel it is vital that volunteers are made aware of the following:-

- safeguarding procedures;
- expectations with regards to confidentiality;

- access to information related to pupils and/or staff;
- the expected level of behaviour and an awareness of Professional Codes of Conduct;
- that at no time will they be working with a child or a group completely unsupervised;
- the school's Code of Conduct for Parents and Visitors

4. Vetting Procedures

The law requires the school to obtain an enhanced DBS (Disclosure & Barring Service) disclosure check for anyone with responsibilities which gives them regular unsupervised access to pupils under the age of 19 which includes volunteers who regularly help:

(ii) in extra-curricular activities;

(iii) supervise pupils on school organised holidays or residential visits. Volunteers that also have:-

- on-going, substantial and/or unsupervised access also fall under this category.

List 99 checks will be carried out on those volunteers who only come for a single visit, such as; attending an educational visit as an additional adult.

In addition, volunteers will be required to confirm their right to work on the Volunteer agreement form. (see appendix 2)

IMPORTANT:

It is the teachers' responsibility to ensure that volunteers who do not have an enhanced DBS do not have unsupervised access to children. It will be made clear to the teacher what level of checks have been undertaken.

5. Insurance

Volunteers are covered by RPA public liability insurance and renewed annually.

Appendix 1 Key Information for Volunteers

Thank you for volunteering at Pendeen School. If you would like any further information about helping in school, please contact the office.

Your Role:

- Work alongside the teacher and teaching to support children's learning.
- Develop appropriate, positive relationships.
- Maintain confidentiality outside of school with respect to children's comments, behaviour and ability.
- Provide a positive role model for children in terms of language, dress code and behaviour.
- Work as part of a team under the guidance of the teacher.
- Ask for advice when uncertain.
- Maintain pupil safety at all times.
- Be responsible for your own personal safety.
- To adhere to the Code of Conduct for Parents and Visitors at all times.

Arrival/ Departure:

Voluntary helpers must sign in to the visitor's book located at the office at the beginning of the session, and the end. Collect a visitor lanyard and wear it to show staff and children you have authorisation to be in school.

If you need to cancel your session, please contact the office so we can forward the message to the appropriate staff.

Health and Safety:

Even as a volunteer, you are viewed as a member of staff and therefore must abide by the same policies, procedures and practices. Policies can be found on the school website. We are a non-smoking school and we need to dress appropriately for being in the classroom.

All staff members are First Aid trained. If a pupil requires First Aid, please report this to a member of staff straight away. All bumps to the head must be reported straight away. You should not administer any First Aid at any time.

Please be advised that security for your personal property is your responsibility. Bags can be left in the staffroom.

If the fire bell rings, leave the building immediately following the emergency exit signs, leaving all belongings in the building.

Safeguarding and Child Protection:

All volunteers are required to complete a DBS check and an induction. If there is a break in volunteering of 3 months or more, the DBS process will need to be completed again.

Mobile phones should be left in the staffroom. They should not be used to take

photographs in school at any time.

Do not open the outside doors for anyone unless this is a recognised member of staff or a pupil.

We expect all pupils to respond to volunteers as they would to any other member of staff-by being respectful and polite. We also welcome parents as escorts on school trips. Volunteers who can help with extra curricular clubs are very much appreciated and should communicate with the Headteacher in the first instance.

If you have any concerns about children or staff on site, you should talk to Mr Wilson, Miss Sedgeman, Mrs Taylor, Miss Curnow or Mrs Squires. Any disclosures a child makes must be reported immediately to the class teacher. No promises should be made about keeping disclosures confidential.

Confidentiality:

The school's confidentiality must be maintained at ALL times. No child, named or otherwise can be discussed outside of school. No information about school shall be posted on social media. If a parent/carer approaches you to discuss an incident or anything to do with a staff member or pupil, you MUST direct them to the class teacher. Do not make any other comment as this would be highly inappropriate. Confidentiality also applies to all members of staff.

Behaviour and Discipline:

At Pendeen School, we follow a positive behaviour policy which involves rewarding appropriate behaviour through a variety of means. Children are treated with respect and asked to show their learning in a variety of ways. We promote a nurturing culture. When you are working with children, it is important to create an atmosphere that makes children want to learn. Enthusiasm and encouragement are extremely important in helping children learn. If you are working with a child and experience difficult behaviour, please do not raise your voice. Please remind the child about the relevant school rule with a fair and clear warning before asking the teacher or teaching assistant to intervene.

Thank you very much for volunteering, your time, effort and enthusiasm to help in school. You can be assured that your help is greatly appreciated and will be of genuine help to both children and staff alike.

Appendix 2
VOLUNTEER AGREEMENT

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

Please read and sign this Volunteer Agreement sheet and hand it 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 and have read the Volunteer Guidelines (Appendix 1).
- I agree to support the school's aims and values & follow school policies.
- I agree to treat information I gain from being a volunteer in school as confidential.
- I understand that I am required to undergo a DBS check to advise the school of my suitability as a volunteer.
- I understand that I will need to provide the school with two references.
- I understand that I will need to provide evidence of my right to work is subject to a work permit/visa/worker registration scheme.
- I have received and read the following policies:
 - Safeguarding/ Child Protection Policy and Procedures
 - Emergency Procedures
 - Code of Conduct for Parents and Visitors
 - Behaviour Policy

Signed: _____

Name: _____

Date: _____

Note: this agreement is in honour only and is not intended to be a legally binding contract of employment.

Appendix 3
VOLUNTEER INFORMATION SHEET

Name of Volunteer :.....

Address:

.....

Telephone:.....

Reason for applying as a volunteer:

.....

Do you have the right to work in the United Kingdom? Yes/No (Delete as applicable)

Is this subject to a work permit/visa/worker registration scheme? *Yes/No (Delete as applicable)

*If yes, evidence must be provided.

What skills / areas would you like to help with in school?

.....

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 when working as a Volunteer in school? (please give details)

.....

Details for two referees:

1. Title and full name: _____

Relation to the applicant: _____

Work place (if applicable): _____

Contact details (address, phone number, email): _____

Dates: from _____ to _____

Responsibilities at the workplace (if applicable):

2. Title and full name: _____

Relation to the applicant: _____

Work place (if applicable): _____

Contact details (address, phone number, email): _____

Dates: from _____ to _____

Responsibilities at the workplace (if applicable):

Please complete the form and hand in to the school office.