



Volunteer Helper policy

Approved by: [Name] Date: [Date]

Last reviewed on: [Date]

Next review due by: [Date]

1. Introduction and aims

We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our over-riding concern is for the safety of our children in our care and for the safety of our staff.

The aim of Deykin Avenue JI School volunteer policy is to:

- › Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- › Ensure that volunteers support the school's vision and values, and adhere to our policies
- › Provide staff, volunteers and parents with clear expectations and guidelines
- › Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#).

2. How we use volunteers

At Deykin Avenue JI School volunteers may:

- › Hear children read
- › Accompany school visits
- › Help with classroom organisation
- › Work with individual children within the classroom
- › Work with small groups of children in the classroom
- › Support specific curriculum areas, such as ICT or art

This isn't an exhaustive list.

Volunteers may be:

- › Members of the governing board
- › Parents
- › Former pupils
- › Students on work experience

This is not an exhaustive list.

Volunteer helpers **are not allowed to do the following activities:**

- › Take responsibility for all or some of the class
- › Supervise children engaged in PE or other specialist activities
- › Work with children alone
- › Administer first aid

The responsibility for the health and welfare of the child remains with the class teacher at all times.

3. How to apply to volunteer

If a parent or adult approaches a member of staff seeking a role as a volunteer they must complete an application form (see appendix 1), regardless of if they are known to the school. References will be required and a DBS will be obtained with the exception of work experience volunteers.

Volunteers will be required to work for a trial period and the school or the volunteer can terminate the agreement.

4. Appointment of volunteers

Volunteers are appointed by member of the SLT.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

The headteacher reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

5. Deployment of volunteers

Any volunteers who are parents of children in the school will not support in their child's class.

6. Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to safeguarding and child protection.

We will:

- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Provide safeguarding training to all volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education
- Require volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's procedures on:
 - Safeguarding
 - Use of mobile phones
 - ICT and internet acceptable use
 - Online safety
 - Behaviour
 - Health and Safety
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils. It is our policy that volunteers with a DBS will still be supervised by a member of staff and will not be alone with the children.
- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
 - The nature of the work they will be doing
 - What we know about them
 - References from employers or other voluntary roles
 - Whether the role is eligible for an enhanced DBS check

- › Any volunteers who are in school for 3 days or more in a month will be entered onto the Single Central Record:

7. Induction and training

Adapt this section to reflect practice in your school.

All volunteers will receive induction training and this will include:

- › Safeguarding training including introduction to the DSL's, KCSIE part 1
- › Procedures for signing in and out of the school
- › Health and Safety Training including emergency evacuation
- › A tour of the school
- › Confidentiality briefing

Volunteers must complete appropriate training prior to beginning work at the school.

8. Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents.

This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our child protection and safeguarding policy, and inform the designated safeguarding lead

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

9. Conduct of volunteers

Volunteers must comply with the code of conduct set out in appendix 2

10. Data protection and record keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it.

We will retain records relating to volunteers in line with our records retention schedule.

11. Monitoring and review

This policy has been approved by the governing board and will be reviewed every two years.

Appendix 1: volunteer application form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

Data protection notice

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations

You'll find more information on how we use your personal data in our privacy notice for volunteers.

Personal details

| | |
|--------------------------|--|
| Name: | |
| Date of birth: | |
| Gender: | |
| Telephone number: | |
| Email address: | |
| Home address: | |

Disclosure and Barring Service (DBS) information

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school's privacy notice.

| | |
|--|--|
| Do you have a DBS check? (please circle) | Yes/ No |
| If yes, what type of check do you have? (please circle) | Enhanced DBS / Enhanced DBS with barred list information |
| Date of check: | |

| | |
|----------------------------|--|
| Certificate number: | |
|----------------------------|--|

| Availability | | | | | |
|---|--------|---------|-----------|----------|--------|
| | Monday | Tuesday | Wednesday | Thursday | Friday |
| AM | | | | | |
| PM | | | | | |
| Before school | | | | | |
| After school | | | | | |
| Lunchtimes | | | | | |
| How many hours per week/month can you volunteer? | | | | | |
| Can you commit to at least 1 term? | | | | | |

| Experience and qualifications |
|---|
| <p>Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.</p> |
| |
| <p>Why would you like to volunteer at Deykin Avenue JI School?</p> |

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Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc)

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Do you have any relevant qualifications?

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Preferences

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|---|--|
| What age group would you prefer to work with? | |
|---|--|

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|--|--|
| Would you prefer to work one-on-one or with a small group? | |
|--|--|

References

Your placement as a volunteer may be subject to satisfactory references. Please give the details of two referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc).

| | |
|-----------------------------|-----------------------------|
| Name: | Name: |
| Relationship to you: | Relationship to you: |
| Address: | Address: |
| Telephone number: | Telephone number: |
| Email address: | Email address: |

Disability and accessibility

The school is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

Appendix 2: code of conduct for volunteers

Code of conduct for volunteers

By signing this form, volunteers agree to the following:

1. School rules and policies

1.1. Volunteers will follow all school rules and policies, including those on:

- 1.1.1. Safeguarding/Child protection
- 1.1.2. ICT and internet acceptable use
- 1.1.3. Online safety
- 1.1.4. Mobile phones
- 1.1.5. Data protection
- 1.1.6. Health and safety
- 1.1.7. Equality
- 1.1.8. Whistle-blowing
- 1.1.9. Behaviour

1.2. Copies of the school policies are available online on request

2. Professional conduct

2.1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer coordinator, Mrs Vanessa Gay.

2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.

2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:

- 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
- 2.3.2. Refraining from using inappropriate language
- 2.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values
- 2.3.4. Behaving in a way that is appropriate for the role they are undertaking
- 2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute

2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged during the holidays or as a way of saying "thank you".

2.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.

2.6. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.

- 2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

3. Safeguarding

- 3.1. Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.
- 3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is Mrs Janet Edwards and the deputies are: Mrs Sharon Brewer, Mrs Vanessa Gay, Mrs Amanda Baxter & Mr Craig Downes.
- 3.3. Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.
- 3.4. Volunteers must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
- 3.4.1. Exchanging contact information
 - 3.4.2. Making contact with pupils outside of school, including on social media
 - 3.4.3. Arranging to meet pupils outside of school
 - 3.4.4. Alerting the DSL if a pupil develops an infatuation with them
- 3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

4. Health and safety

- 4.1. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- 4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- 4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

5. Confidentiality

- 5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

X

Volunteer name (please print)

X

Volunteer signature

X

Date