

Volunteer Policy

Introduction

Volunteers at Orsett CE primary 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. The types of activities that volunteers are engaged with include:

- ✓ Hearing children read;
- ✓ Working with individual or small groups of children;
- ✓ Supporting activities set up by the class teacher;
- ✓ Supporting staff with after school clubs;
- ✓ Running after school clubs;
- ✓ Accompanying school visits, including swimming.

Becoming a volunteer

Anyone wishing to become a volunteer, whether for a one off event, such as a school visit, or on a more regular basis, should approach his or her child's class teacher or the Headteacher.

Volunteers will be asked to read and sign the Volunteer Agreement, (**Appendix 1**); which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy; a confidentiality form (**Appendix 2**), and 'Keeping children safe in Education' a copy of which can be obtained from the school office or by following this link:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf

The school will also ask for all volunteers to complete a "Disqualification Declaration Document" (**appendix 4**)

Our School

All adults who work in Orsett CE primary school, whether a paid member of staff or a volunteer are expected to work and behave in a professional manner and promote our school vision:

'Motivating and inspiring our children to achieve... in a creative, caring Christian community'

Supervision

All volunteers work under supervision of the class teacher of the class to which they are assigned. Teachers retain responsibility for the children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should be given clear guidance from the teacher as to how an activity is carried out and what the expected outcome of an activity is. Volunteers are encouraged to seek further guidance from the teacher in the event of any problem regarding a child's understanding of a task or behaviour.

Motivating and inspiring our children to achieve... in a creative, caring Christian community

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they come into contact with should be voiced with the class teacher and **NOT** with the parents of the child outside of school. Comments regarding a child's behaviour or learning can be highly sensitive, and if taken out of context, can cause unnecessary distress to the parents of a child if they hear about such issues through a third party rather than directly from the school.

Volunteers should focus on the task they have been given by the class teacher. It is not appropriate for volunteers to talk with people outside school about what happens in school. If a volunteer has a concern they should share it with the Headteacher.

Volunteers who break this confidentiality agreement will be asked to stop as a volunteer within school.

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 (Appendix 1); a confidentiality agreement (Appendix 2) and the 'keeping children safe in education' document.
- ✓ The school will complete a 'Disclosure and Barring Service' (DBS) check on all volunteer prior to their volunteering in the school. This check is paperless and carried out online by the school.
- ✓ All volunteers must complete a "Disqualification Declaration Document" (**appendix 4**) prior to their volunteering in the school.

Where a volunteer is engaged in a "one-off" activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out on these volunteers. These volunteers are **under constant supervision** of school staff, but will be asked to read and sign our "off-site visit agreement". (**Appendix 3**)

Complaint 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. The Headteacher reserves the right to take the following actions:

- ✓ Speak to the volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;
- ✓ Offer an alternate 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.
- ✓ Monitoring and reviewing

This policy will be reviewed annually and up-dated in the light of new guidance from either the DfE or LA.

Agreed by the staff team: *November 2016*

Agreed by the governors: *November 2016*

Date for review: *January 2018*

Appendix 1

VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at Orsett CE Primary School. Your offer of help is greatly appreciated.

We would be grateful if you could read and sign this Volunteer Agreement Sheet and hand it in to the school office.

1. I have received and read a copy of Orsett CE Primary School's volunteer policy and 'keeping children safe in education'
2. I agree to support the school's vision for its children
3. I understand that I must sign in and out every time I visit the school
4. I understand that I work under the supervision of the class teacher or Headteacher
5. I agree to treat information I learn from being a volunteer in school as confidential and have read and signed a confidentiality agreement
6. I understand that I am required to undergo a Disclosure and Barring service (DBS) check to advise the school of my suitability as a volunteer

Signed: _____ (volunteer)

Date: _____

Signed: _____ (Headteacher)

Appendix 2

Confidentiality Agreement

Confidentiality Agreement

It is important that information that is discussed within our school remains confidential. Therefore, all members of staff, the Governing Body, students on placement and volunteers who will work within Orsett C.E. Primary School will receive a copy of the Confidentiality Agreement and, having read it to ensure agreement, must sign and return it to the Headteacher no later than the first day of actual employment or official entry to the school.

- I understand that any confidential information that I am given at Orsett C.E. Primary School must remain confidential at all times.
- I understand that if I receive confidential information that I consider to have relevance on either a pupil and/or member of staff I must only discuss this with either the Headteacher or a member of the Senior Leadership Team in the first instance.
- I understand that I will not discuss individual pupils and/or staff outside of the school without the prior agreement of the Headteacher.
- I understand that should I disagree with a policy or procedure put in place within the school I should meet with the relevant person to discuss this prior to discussing it with others.
- I accept that if a democratic decision is made within the school by any party e.g. the Governing Body, a Governor Committee, the Senior Leadership Team etc. I will abide by this decision.

Signed _____ Date _____

Print name _____

Role _____

Appendix 3

OFF-SITE VISITS VOLUNTEER AGREEMENT

School trips are an integral part of learning at Orsett CE Primary School, giving children many opportunities, which may be out of their usual experiences. We are pleased that you have volunteered to help: you will have an important role to play in the success and safety of this school trip.

Please read, sign and return this agreement to the school office.

Role of the volunteer

- ✓ To be responsible and look after, in equal measure, all of the children in your group;
- ✓ Stay with your allocated group of children (which may not include your child), ensuring that their well-being and safety is maintained for the duration of the trip;
- ✓ Promote polite, respectful and courteous behaviour towards each other and members of the general public.
- ✓ Ensure that your group keep up with the main school party;
- ✓ Follow guidance from the school staff;
- ✓ Show a commitment to your group, an interest in the focus of the visit and assist the children in their learning;
- ✓ Contact your child's class teacher or other staff member if there are issues regarding first aid, safety or behaviour.

Volunteers are NOT permitted to:

- ✓ Bring additional siblings on the school trip;
- ✓ Re-organise school visit groups;
- ✓ To smoke, drink alcohol or engage in any illegal practices;
- ✓ **Take photographs of children;**
- ✓ Give/buy your group or own child treats before, during or after the trip in addition to any agreed spending limit;
- ✓ Text or contact (including via social media) other parents from the school to inform them of events of the day. This is the responsibility of the school.
- ✓ Use mobile phones unless in an emergency.

If you are unable to meet these requirements, please do not return the form as we will be unable to take you.

First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any of your group has any medication/needs. If medicine needs to be administered, a member of staff will do this unless it is your child who requires the medicine, in which case you will be asked to administer. A staff member will carry any medicines in the first aid box.

Emergencies

You are expected to inform a member of staff as soon as possible, should an emergency occur.

I confirm that I:

- ✓ Have read the volunteer policy;
- ✓ Agree to the terms stated in the policy and above;
- ✓ Will support the children in enjoying the trip and actively contribute to the smooth running of the occasion.

Signed: _____ (Volunteer)

Date: _____

Signed: _____ (Headteacher/Deputy Headteacher)

Appendix 4

Dear Volunteer

The DfE issued **Disqualification under the Childcare Act 2006** in February 2015. This means that people who are disqualified cannot work in some Early Years (age 0 to 5) and Later Years (up to age 8) settings. The criteria for disqualification under the 2006 Act and 2009 Regulations include those set out in the list below:

- a. inclusion on the Disclosure and Barring Service (DBS) Children's Barred List;
- b. being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2009 Regulations;
- c. certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2009 Regulations;
- d. refusal or cancellation of registration relating to childcare, or children's homes, or being prohibited from private fostering, as specified in Schedule 1 of the 2009 Regulations;
- e. living in the same household where another person who is disqualified lives or is employed (disqualification 'by association') as specified in regulation 9 of the 2009 Regulations;
- f. being found to have committed an offence overseas which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the United Kingdom.

The above list is only a summary of the criteria that lead to disqualification. You can access the full document at this link <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006> or by putting the title into an internet search engine such as google. The document explains where to find the full list of disqualification criteria and what happens when someone is disqualified..

Please complete the declaration below and return it to **The School Office** not later than **Your second visit**

This declaration will be kept in the school central records file.

If for any reason you feel unable to complete this declaration please speak to **the Headteacher** as a matter of urgency.

Yours sincerely



Declaration: Disqualification and Disqualification by Association

I understand the requirements of the DfE document Disqualification under the Childcare Act 2006 issued February 2015 and confirm that I am not disqualified and, to the best of my knowledge, no one who lives or works in the same household as me is disqualified.

I understand and accept that I must inform the headteacher immediately if I become disqualified or if I become aware that anyone who lives or works in my household becomes disqualified.

Signature _____

Print name _____

Job Title _____

Date _____