



Edwards Hall Primary School

Volunteer and Students 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. The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

Our Volunteers include:

- Members of the Governing Body
- Parents, carers, or Grandparents of pupils
- Ex members of staff
- Students on work experience
- University/College students
- Local residents
- Friends of the school / PTA
- Staff family members

The types of activities that Volunteers are engaged in include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- Helping to run after-school clubs e.g. dancing
- Working with children on the computers
- Accompanying school visits
- Preparing resources
- Supporting pupils who have been identified as needing additional support
- Providing positive role models and one to one support

Becoming a Volunteer

Anyone wishing to work as a volunteer who will be in school on a regular basis (at least 3 occasions in one month) will have an interview with the volunteer administrator. Following this interview an application for a DBS (Disclosure and Barring Service) check will be made with the necessary original identity documents. Where the volunteering is a placement linked to a course of study the cost of the DBS will be met by the volunteer (or his/her college).

Although volunteers work under the guidance of the Class Teacher a DBS check is necessary as there may be times when the volunteer is not wholly supervised within the school.

When a clear DBS check has been received by the school, an appropriate placement will be agreed. This will be in a class which has no family connection to the applicant. A regular day and time will be

agreed and the applicant will be expected to complete the relevant *Volunteer Registration Form* (Appendix 1) and sign a *Volunteer Agreement* (Appendix 2) and Volunteer Induction (Appendix 3) which sets out the school's expectations of volunteers and asks Volunteers to confirm they have received a copy of this policy.

An entry will be made on the school's Single Central Record and a file maintained with the confidential details of the volunteer which will be retained by school for 7 years after the volunteer resigns from their volunteering responsibilities.

The exceptions to this are:

- Work Experience Students or University Placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at Edwards Hall. The student will be expected to sign a confidentiality agreement and will not be placed in a class with any family connection.
- One-off volunteers i.e. assisting with a school walk, a fund raising event or a school visit will only require a 'List 99' check to be carried out. Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care (as directed in the Educational Visits Policy).

If there is any doubt as to the level of checks required, a decision should be sought from the School Business Manager. In exceptional circumstances the Headteacher can agree a placement without a reference or full DBS check but a risk assessment must be undertaken.

Information on the Role of a Volunteer

All volunteers should have access to this policy, information about the day to day routines of the school, and a site map

Volunteers should also have access to the following policies which are all available from the school's website www.edwardshallprimary.co.uk or from the school office.

- Health and Safety Policy
- Behaviour Policy
- Safeguarding & Child Protection Policy

Our School Vision

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.

At Edwards Hall Primary School we have:

- ***Reflective children who have the independence and self-confidence to live and learn, now and in the future.***
- ***A safe, caring, inclusive community where everybody is respected, supported and challenged.***
- ***Learners who have the opportunity to reach their full potential in an environment where they are motivated, enthusiastic and willing to take risks.***

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 or says should raise the matter with the Headteacher or Deputy Headteacher.

Supervision

All volunteers work under the supervision 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.

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 2) and a *Volunteer Induction* (Appendix 3)
- To ensure the safety of our pupils at all times, all of our Volunteers must have been cleared by the Disclosure & Barring Service (DBS) and where appropriate references will be requested prior to volunteering (Appendix 4)

Complaints Procedure

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

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. The full Complaints Procedure is set out in the School Handbook (available from the School Office).

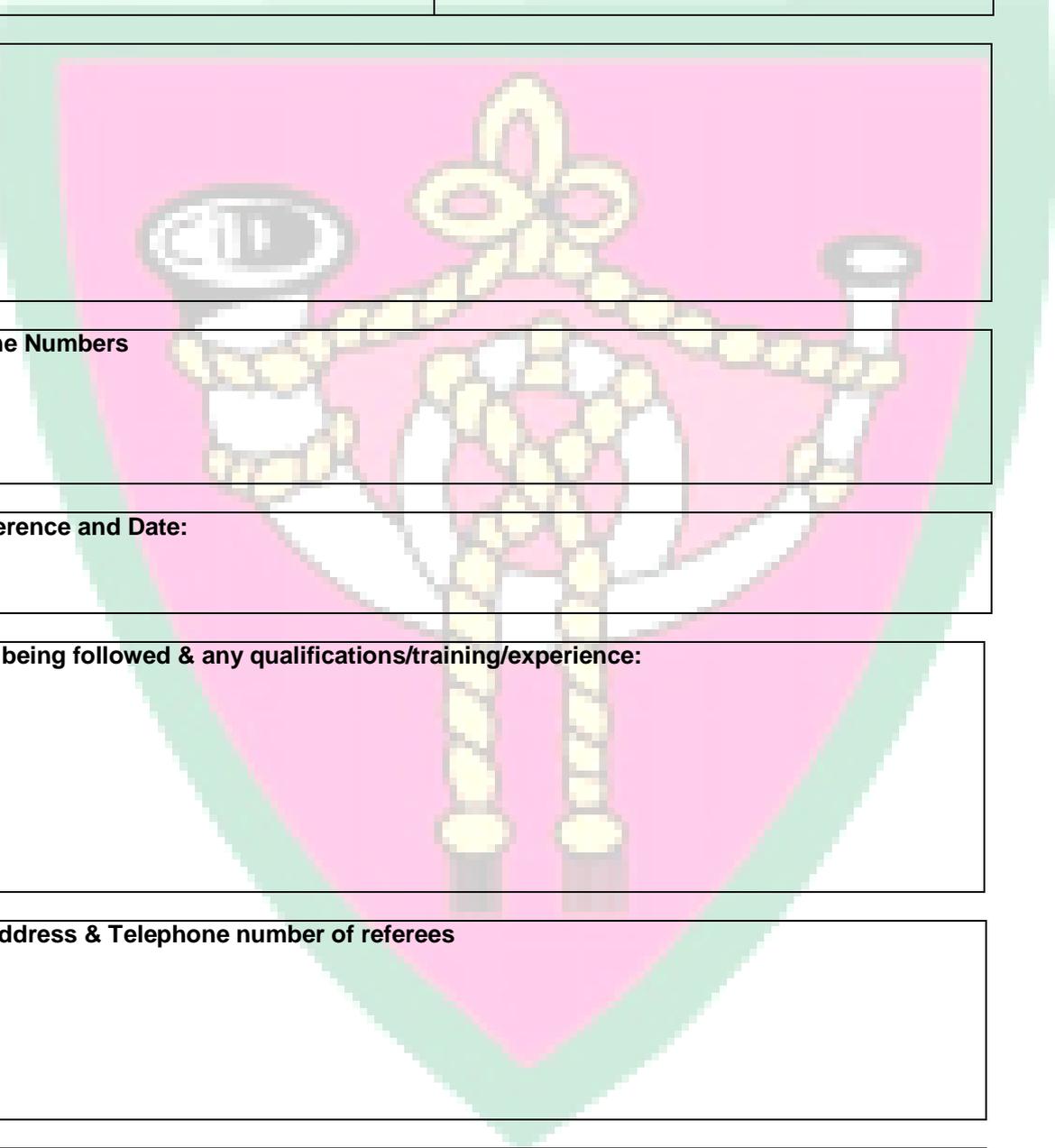
Monitoring and Review

This Policy has been approved by the Governing Body and will be reviewed annually and updated in the light of new guidance from either the DFE or LA.

Edwards Hall Primary School Volunteer registration Form

Name:	D.O.B
--------------	--------------

Address:



Telephone Numbers
Home:
Mobile:

DBS Reference and Date:

Courses being followed & any qualifications/training/experience:

Name, Address & Telephone number of referees

Referred Day / Time:
Preferred age group:

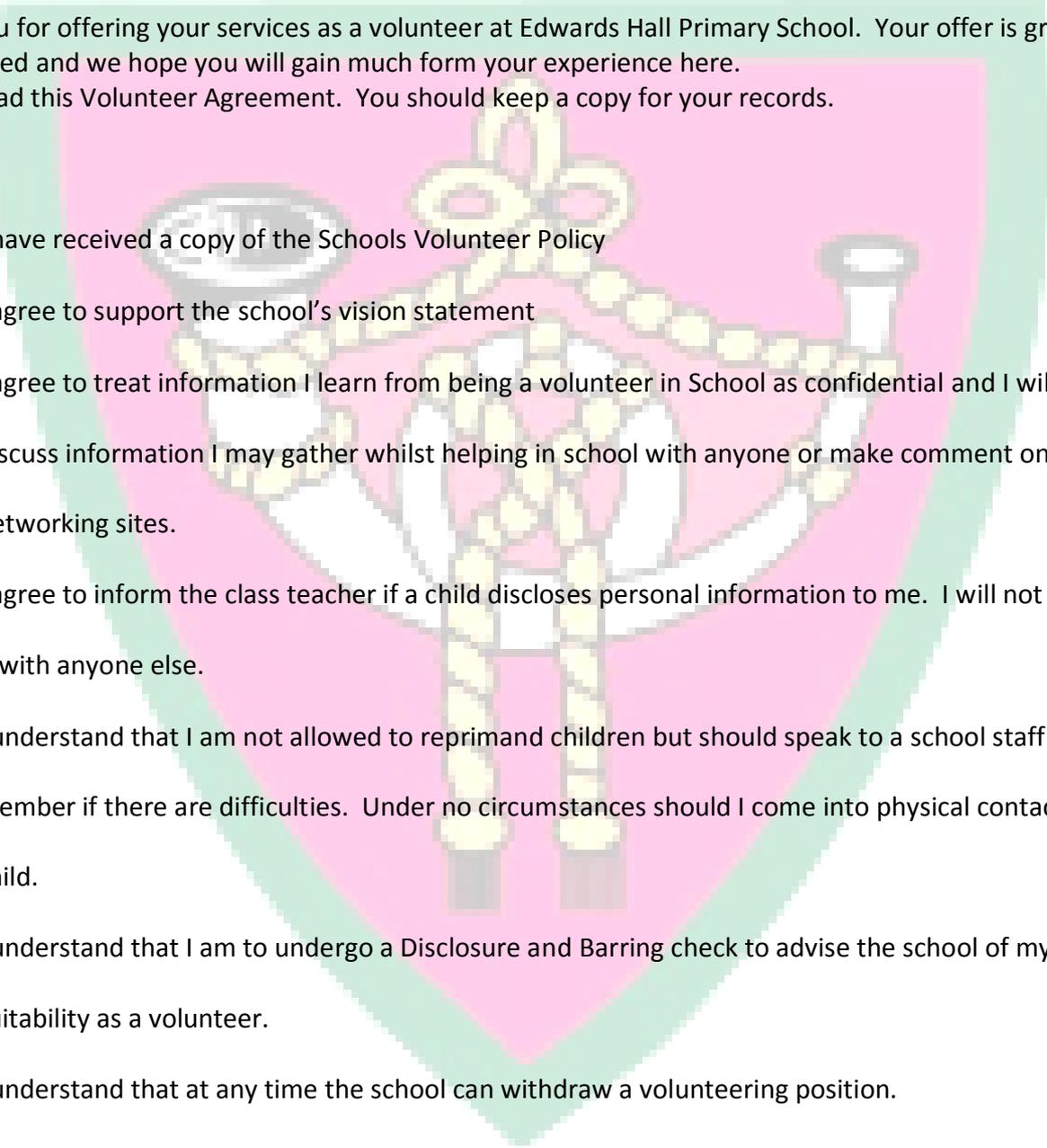
Signature

Date

Edwards Hall Primary School

Volunteer Agreement

Thank you for offering your services as a volunteer at Edwards Hall Primary School. Your offer is greatly appreciated and we hope you will gain much from your experience here. Please read this Volunteer Agreement. You should keep a copy for your records.

- 
- I have received a copy of the Schools Volunteer Policy
 - I agree to support the school's vision statement
 - I agree to treat information I learn from being a volunteer in School as confidential and I will not discuss information I may gather whilst helping in school with anyone or make comment on social networking sites.
 - I agree to inform the class teacher if a child discloses personal information to me. I will not discuss it with anyone else.
 - I understand that I am not allowed to reprimand children but should speak to a school staff member if there are difficulties. Under no circumstances should I come into physical contact with a child.
 - I understand that I am to undergo a Disclosure and Barring check to advise the school of my suitability as a volunteer.
 - I understand that at any time the school can withdraw a volunteering position.

Signed:

Name:

Date:

Edwards Hall Primary School

Volunteer induction

Safeguarding

- If a child discloses information or an incidents occurs which worries you, then tell the class teacher.
- Do not encourage physical contact with the children.
- If they try to cuddle etc., gently move them away.
- Ask a member of staff to deal with soiling.

Confidentiality

- Any information regarding the children in the class is not to be discussed outside of school.

Health and safety

- If the Fire alarm bell sounds, walk out of school with the children, not stopping to collect personal effects. Walk through the playground gate and stand with the class on the playground.
- DO not play physical games with the children, ie swing around by the arms.
- Do not stand on chairs or lift heavy objects
- Do not sit on the tables

Dress code

- Volunteers need to wear appropriate clothing – no low neck lines etc and practical shoes.

Name: _____ Date: _____

Signed: _____

EDWARDS HALL PRIMARY SCHOOL

Macmurdo Road · Eastwood · Leigh-on-Sea · Essex · SS9 5AQ

E-mail: office@edwardshall.southend.sch.uk

Tel: 01702 524470 · Fax: 01702 512993

Headteacher: Mr J.H. Johnson

Website: www.edwardshallprimary.co.uk



CONFIDENTIAL

NAME:

Post applied for: Volunteer in school

Questions	Answers
1. How long have you known the applicant and in what capacity?	
2. Do you consider the applicant to be (a) Honest? (b) Punctual? (c) Capable? (d) Reliable? (e) Able to get on well with others?	(a) Yes <input type="checkbox"/> No <input type="checkbox"/> (b) Yes <input type="checkbox"/> No <input type="checkbox"/> (c) Yes <input type="checkbox"/> No <input type="checkbox"/> (d) Yes <input type="checkbox"/> No <input type="checkbox"/> (e) Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Suitability of the applicant for this role	
4. Are you aware of any child protection allegations or investigations in relation to the candidate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Are you completely satisfied that the candidate is suitable to work with children? If not, please provide specific details of your concerns and the reasons why you believe the applicant may be unsuitable.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Do you know of any reason why we should not employ this person?	

Please use a separate piece of paper if box space is insufficient

Name of Company / Personal referee

.....

Signature

.....

Position if applicable

.....

Telephone number

Date

