



Introduction

We believe our school benefits greatly from developing well-planned, active parental and community links through adult participation in numerous activities.

Volunteers are a welcome resource in helping to raise children's achievement supporting the work of teaching and non-teaching staff in a variety of ways. The delivery of the curriculum is the responsibility of teaching staff, supported by trained, employed non-teaching staff, however, we feel that volunteers bring a wealth of experience, skills and commitment which can enhance the learning opportunities of students, without encroaching on the professional teaching responsibilities of the teacher.

Aim

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.

Categories of Volunteers

Volunteers could include any of the following (this list is not exhaustive):

- Members of the Governing Body
- Parents, carers, guardians, elder siblings or grandparents of students
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Local residents
- Members of the Friends of Meadowcroft
- Volunteer drivers for trips or sporting fixtures
- Staff family members

Types of Activities

Possible activities in which volunteers may be involved:

- Accompanying school visits
- Sporting fixtures
- School productions, music events, dance performances
- PSHE activities
- Escorting students on local walks or to local events
- Running or assisting with a before or after school club, workshops
- Charity events
- Social activities such as a disco
- Fund raising activities

Becoming a Volunteer

Anyone wishing to work as a volunteer should discuss their request with the Headteacher or Deputy Headteacher to ascertain suitability, availability and skills. Once the request is approved they should collect a Volunteer Pack from the school office. The pack must be read and understood, the DBS process commenced and, if volunteering with children in Reception class, a Childcare (Disqualification) Check form completed. This completed form must be returned to the school office with the necessary original identity documents required to verify identity and continue the DBS checking process (the level of which will be decided by the school based on the nature of the volunteering that is to take place).

If you have been required to complete a Childcare (Disqualification) Check form and you continue to volunteer with children in Reception class, each September you will be asked to reconfirm the contents of the form.

If you originally have not volunteered in Reception class but are going to do so you will be required to complete a Childcare (Disqualification) Check form, which will be subject to annual reconfirmation.

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 the 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 school. 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 not require a DBS check but a risk assessment will still need to be undertaken and the volunteer will remain under the continuous supervision of a member of staff undertaking a regulated activity, usually the class teacher. Care will be taken to ensure these volunteers do not have sole responsibility for a group of students or provide any form of intimate care (as directed in the Educational Visits Policy).

Only volunteers who have undergone the appropriate level of DBS check will be allowed to work unsupervised with students.

All volunteers will be expected to sign a confidentiality agreement as well as their acceptance of and agreement to abiding by school policies and procedures.

If there are any concerns regarding the level of checks required, a decision should be sought from the School Business Manager.

Safeguarding Induction

All volunteers must undertake a short safeguarding induction to include health and safety before commencing their voluntary role.

Information on the Role of a Volunteer

All volunteers should have access to this policy and the school's Volunteer Guide which includes important information about the day to day routines of the school, a site map and advice on protocol and practices in school.

Volunteers will also be given and expected to read, understand and agree to the following policies:

- Health and Safety Policy
- Confidentiality Policy
- Child Protection and Safeguarding Policy
- Code of Conduct Policy
- Equal Opportunity Policies
- Behaviour Policy
- ICT Acceptable Use Policy
- Supporting Pupils with Medical Needs Policy
- Keeping Children Safe in Education Part 1

Any concerns or queries volunteers have on the listed documents must be identified in writing to the School Business Manager prior to the volunteer commencing at the school.

Continuing as a Volunteer

Volunteers must sign in to school **at least once every 3 months or once a term** in order to maintain their status as a volunteer. Failure to do so will result in the DBS check conducted by the school becoming invalid. To continue to volunteer at this point would require a new DBS check involving time, money and inconvenience on both the part of the volunteer and the part of the school.

It is an expectation that any individual becoming a volunteer will endeavour to attend school events, and thus sign in on a frequent enough basis to prevent their volunteer role becoming invalid.

Checks will be made by the school at least termly to ascertain sign ins.

School Values

All adults who work in school are expected to work and behave professionally and appropriately to reflect our school mission statement and values.