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Volunteer and Work Experience Policy	Issued: June 2020
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APPROVAL BY	FULL GOVERNING BODY

Volunteer and Work Experience Policy

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The School’s Volunteer Policy is part of the School’s Safeguarding systems and should be read in conjunction with:

- Health and Safety Policy [1],
- Behaviour Management Policy [2],
- Staff Code of Conduct [3],
- Whistleblowing Policy [4],
- Safeguarding leaflet and Policy [5],
- Confidentiality Policy [6],
- Keeping Children Safe in Education [7]
- Lockdown Policy [8]

1. Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Governors and Staff therefore, welcome and encourage volunteers for the local community.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Students on work experience (Year 11+)
- University students
- Ex-members of staff
- Local residents
- Friends of the school

The type of activities that volunteers engage in, on behalf of the school, include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as additional support, under the guidance of a qualified teacher
- Accompany school visits
- Collaboratively running a club or an enrichment activity
- Supporting children's home language
- Developing the school grounds
- Leading Assemblies

2. Safeguarding

This school is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment and complete a DBS if they are in school on a regular basis.

3. Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis identified by the school e.g. hearing pupils read, usually approaches the Class Teacher, Head Teacher or senior member of staff directly. Occasionally, the school will seek volunteers to support with specific projects or areas of school life.

Volunteers should complete the *Volunteer Application Form* ([Appendix 1](#)) with their contact details, types of activities they would like to help with, and the times they are available to help.

4. Process for recruiting a Volunteer who will be working frequently or intensively

- Identify the need and role,
- Attract volunteers by means of the school website and school newsletter,
- The volunteer/s attend the school for an informal discussion with either the Head Teacher or Deputy Head Teacher to ensure the applicant is suitable for the role, and that they understand fully what it will entail,
- Enhanced DBS check undertaken,
- Two references will be required,
- The volunteer will be made aware of the role and responsibilities they will be undertaking and will be provided with key guidance documents, including the *Volunteer Agreement* ([Appendix 2](#)),
- Induction – school and corporate policies and documentation explained and issued. These are to include Health and Safety, Behaviour Management Policies, Code of Conduct and Whistleblowing Policy, Safeguarding leaflet and Volunteer Policy, Evacuation Procedures, Lockdown Procedures and Keeping Children Safe in Education.
- Volunteer records to be kept in a central place within the school by the School Business Manager,
- Before starting to help in a school, a volunteer should complete the *Volunteer Agreement* ([Appendix 2](#)), which sets out the school's expectations of its volunteer and to confirm they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer **before** they come into school, to make an informed decision when accepting volunteers to work with children. Where possible, volunteers will work across the year group and not in their own child's class.
- An induction meeting will take place with the Head Teacher or senior member of staff and key procedures and policies will be shared. The *Volunteer Induction Checklist* ([Appendix 4](#)) should be completed along with the *Risk Assessment* ([Appendix 5](#)).

5. Process for volunteers supporting an off-site visit

- Identify the need and role,
- Attract volunteers by means of the school website and school newsletter,
- The volunteer/s attend the school for an informal discussion with either the Head Teacher or Deputy Head Teacher to ensure the applicant is suitable for the role, and that they understand fully what it will entail,
- Trip leader to talk volunteer(s) through the purpose of trip and practical details,
- Go through Off-Site Volunteer Agreement ([Appendix 3](#)), which volunteer signs and hands in – and is given a copy of.

6. Confidentiality

Volunteers in school are bound by a Code of Confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the Designated Safeguarding Lead and NOT with the parents of the child/ren.

Volunteers who are concerned about anything in the school, which may affect their work, should raise the matter with the Head Teacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

Volunteers are expected to treat confidential information with the same discretion as a salaried member of staff. Should a volunteer breach our Confidentiality Policy the school reserves the right to terminate the volunteer's placement. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety of children. (Keeping Children Safe in Education, 2019 [7])

7. Supervision

All volunteers work under the supervision of a Teacher or full time member of staff, for the purposes of this policy known as the designated Teacher. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the designated Teacher as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Volunteers are subject to a trial period of six sessions to ensure that both the volunteer and school consider that the partnership is mutually beneficial. The volunteer will be allowed to use the Staff Room where refreshments can be taken if the volunteer is in school for an extended period of time. However, all volunteers must follow the Code of Confidentiality and any conversations overheard or information seen in the Staff Room is bound by this Code.

8. Health & Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school. The supervising member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using D.T. equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated supervisor/Head Teacher. Volunteers are covered by the NCC Public Liability Insurance whilst on site. Risk assessments for activities will be shared with the volunteer.

9. Child Protection

The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers are given a copy of the Volunteer Policy and asked to sign a *Volunteer Agreement* ([Appendix 2](#))
- All of our volunteers must have been cleared by the Disclosure and Barring Service (DBS). A DBS Disclosure will be issued to the individual to present to the Head Teacher and School Business Manager in school
- For students undertaking work experience, two references will be sought from the students' school/college and, if over the age of 16, a DBS Disclosure may be sought
- Any concerns a volunteer has, about child protection issues, should be referred to the Designated Safeguarding Lead.

Volunteers need to ensure that they are not left unsupervised with children and do not initiate physical contact. If a child needs to use the toilet, they should be sent to go independently or support should be sought from the class teacher or the office. This would also apply if the child had an accident or needed first aid. Whilst this seems harsh, it is for the protection of the volunteer as much as the children. If a child makes a disclosure to a volunteer or gives any cause for concern, the volunteer will need to speak initially to the Class Teacher and follow procedures laid out in the Safeguarding Policy

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10. Complaints Procedure

Any complaints made about a volunteer will be referred to the Head Teacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Head Teacher or designated member of staff 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
- Based upon the facts identified in the investigation, it may be necessary for the school to inform the volunteer that the school no longer wishes to use them
- The school reserves the right to terminate a volunteer services at any time and for any reason and the Head Teacher's decision is final
- Provide the volunteer with a copy of the school's full Complaints Procedure

11. Monitoring and Review

This policy has been approved by the Governing Body and will be reviewed annually and updated in light of new guidance either from the DfE or the Local Authority.

12. References

- [1] Alfred Street Junior School, "Health and Safety Policy," 2020.
- [2] Alfred Street Junior School, "Behaviour Policy," 2020.
- [3] Alfred Street Junior School, "Staff Code of Conduct," 2020.
- [4] Alfred Street Junior School, "Whistleblowing Policy," 2020.
- [5] Alfred Street Junior School, "Child Protection and Safeguarding Policy," 2020.
- [6] Alfred Street Junior School, "Confidentiality Policy," 2019.
- [7] gov.uk, "Keeping children safe in education," 2 April 2020. [Online]. Available: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>. [Accessed 6 May 2020].
- [8] Alfred Street Junior School, "Lock Down Procedure / Policy," 2018.



Appendix 1 Volunteer application form – for new volunteer

At Alfred Street Junior School, as a regular volunteer, you are volunteering to work in a class which does not contain your own children. This ensures equality for all our children, where parents who work for example cannot commit as a volunteer. The exception is helping on school visits/outings where volunteers are permitted to support their own child's class.

For regular volunteers Alfred Street Junior School DBS checks are free of charge.

Volunteer Details

First name Surname

Date of Birth

Address

.....

Phone: Home Mobile

What activities/areas of the school's work would you like to help with?

Are there any particular age groups/classes you would like to work with? (Please see note above)

At Alfred Street Junior School we are committed to equality of opportunity for all stakeholders. Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a volunteer in school? (Please give details)

Thank you for taking time to complete this Volunteer Application form.

Please hand the completed form into the School Office, marked for the attention of the Deputy Head Teacher.

Your offer of help is greatly appreciated and we will be in touch as soon as possible.



Appendix 2 Volunteer agreement

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

Please read and sign this Volunteer Agreement Sheet and hand it in at the School Office.

You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy.
- I agree to support the School's aims.
- I agree to treat information obtained from being a Volunteer in School as **strictly confidential**.
- I understand that an Enhanced DBS check will be undertaken.
- If I already have a DBS Certificate, I will hand it in to the School Office, the number will be recorded and checks made with the issuing body. A new Enhanced DBS will still be undertaken.
- I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Group Leader, Phase Leader or Subject Leader.
- I will arrive at the agreed time; sign in and wear a School Visitor Badge at all times. I will make my way directly to the agreed area and report to my supervisor on arrival. When the session has finished, I will ensure my supervisor knows I am leaving and will sign out at the School Office.
- I will only use the designated staff toilets.
- I will ensure my mobile phone is switched off whilst in school and I agree not to take photographs or videos using my own equipment, or mention the school or any aspect of my volunteering role on social networking sites or elsewhere.
- I have read the Health and Safety Policy, Safeguarding Leaflet, Whistleblowing Policy and Volunteers Policy and will adhere to these policies and guidance.

Signed

Name

Date



Appendix 3 Off-site volunteer agreement

School trips are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. We are pleased that you have come forward as a Volunteer helper; you will have an important role to play in the success and safety of this school trip.

Please read and return this Agreement, you will be given a copy for your records, and sign and return the helper's slip.

This is part of our school's risk assessment planning and Safeguarding arrangements.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip.
- To stay with the allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school.
- To ensure that your group keep up with the body of our school party, whether walking, entering or exiting from transportation or following speakers for the trip. Volunteers must stay with their group.
- To contact your child's class teacher/member of staff if there are issues with First Aid, safety and/or behaviour.

Working alongside School Staff

School Staff expect Volunteer helpers to:

- Read the Risk Assessment for the trip,
- Comply with all of the above whilst being under the direct supervision of School Staff
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest.
- Follow guidance from the School Staff.

What is not permitted

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in their care on the school trip.
- Volunteer helpers are not allowed to drink alcohol, smoke or engage in any illegal practices whilst undertaking their Volunteer duties.
- Volunteer helpers are not permitted to take photographs or videos of pupils using their own equipment.
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice-creams, biscuits, sweets – before, during or after the school trip.
- Volunteers must not leave the group during the trip.

First Aid

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be undertaken by a member of staff unless you are the

Parent/Carer of the child concerned. In which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and First Aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the School Office.

- I have read the Volunteer Policy.
- I agree to the Terms and Conditions as stated in the Policy.
- I have read and understood the Risk Assessment for this trip.
- I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.
- I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school with any other person.

Details of the trip

Destination:

Mode of transport:

Date:

Leaving time:

Expected return time:

Year or class being accompanied:

Signed

Date

APPENDIX 4 Volunteer Induction Checklist

Name:

Induction Carried out by:.....

Date:

ACTION	Tick when complete
Tour of premises, in particular area where they will work <i>Ensure identify any possible hazards, safety precautions, prohibited areas, prohibited activities</i>	
Emergency evacuation procedures and exits etc. Ask volunteer for an emergency contact name and number in case they should fall ill NAME: RELATIONSHIP:..... CONTACT NO:.....	
Signing in - i.e. sign in and out of visitors book whilst with us	
Dress Code	
Working times, lunch time etc.	
Confidentiality	



<i>ACTION</i>	<i>Tick when complete</i>
<p>Child Protection/Safeguarding procedures and go through the following:</p> <ol style="list-style-type: none"> 1. When working with children please be aware of safe practice, for example not letting children sit on your lap, etc. – use common sense with physical contact. 2. Always treat children with respect and in the same sort of way you would expect them to treat you. 3. Be friendly. 4. Avoid shouting. Speaking normally means they have to be quiet to hear what you are saying. 5. Don't be afraid to correct a child that is misbehaving. It is good practice to report this quietly to the teacher. Never be physical with a child. 6. Be encouraging and positive to the children. 7. Do not let children become 'silly' or overfriendly with you. 8. Share any concerns with the class teacher. Do not speak directly to the parents; this is the teacher's job. 9. Any comment to a parent about what happens in school is not acceptable. Even saying "Your child reads well" may lead others to wonder why you have not said that to them. 10. If parents ask about their children's behaviour or progress, knowing you help in school, suggest they talk to the class teacher. 	
First Aid arrangements for themselves – report any accidents to the office	
First Aid arrangements for pupils – refer to teacher/teaching assistant working with	
Welfare info – toilets, facilities for meal/breaks	
Introduce to DSL and other work colleagues	
Explain risk assessment – go through control measures that are in place to ensure their safety	
<p>Give copy of Health and Safety Policy and any other subject specific policies that are appropriate (please list):</p> <ul style="list-style-type: none"> • Behaviour Management • Health and Safety • Code of Conduct • Whistleblowing <ul style="list-style-type: none"> • Safeguarding Leaflet • Volunteer Policy • Evacuation/Lockdown Procedures • Keeping Children Safe in Education 	



APPENDIX 5 Risk Assessment

SERVICE AREA:

Alfred Street Junior School

WORK EXPERIENCE

TASK	RISK	CONTROL MEASURES
Lifting and carrying	Accidents, injuries and/or musculoskeletal disorders which can occur after repetitive tasks or lifting heavy objects	Student must not be given tasks involving lifting or carrying heavy loads Carry out specific risk assessment for manual handling tasks if appropriate
General	Slips, trips	Work experience member advised to keep their work area tidy and be made aware that cables should not be trailed.
General	Unaware of emergency evacuation procedures	Procedures explained at induction
Working on footstool, ladder	Fall	Student must not set up equipment or work at height unsupervised Show correct way to set up and use equipment
Working at height	Fall	Student to be prohibited from undertaking activities working at significant height
Accompanying off-site visit	Inexperience leading to personal injury	Explanation of safety procedures and risk assessments to be given before departure Supervise work experience person



TASK	RISK	CONTROL MEASURES
Working with children	Inexperience / immaturity means they are unable to cope with a specific situation or behave inappropriately.	Not to work 1:1 with a pupil unsupervised Not to work remotely with pupils Not to be asked to supervise pupils Should work in the sight of the class teacher
Working with children	Unaware of schools safeguarding procedures	Explained at induction.
Injury/illness	School unaware of who to contact in emergency	During induction get emergency contact details from student if do not already have information from their school.

Completed by (Name):

Date:.....

Approved by (Name):

COPY TO: Teacher that will be working with work experience student and Year group lead

Review date:

