Volunteers working in School  
POLICY

Longford Park School

Prepared : May 2016  
Reviewed : January 2017  
Author : H Bonsall  
Next Review : Dec 2019  
Approved by Governing Body : ________________  
Signed : ____________________  
Date : ________________
VOLUNTEERS WORKING IN SCHOOL POLICY
The school’s volunteer policy is part of the school’s safeguarding systems.

Introduction
Volunteers at Longford Park School bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The school therefore, welcomes and encourages volunteers from the local community.

Our volunteers include:
- Members of the Governing Body
- Parents/carers of pupils
- Students on work experience
- Ex members of staff
- Friends of the school
- Employees of local business

The types 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
- Accompanying school visits

Safeguarding

Longford Park School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment in every aspect of their work.

At Longford Park School, we are committed to safeguarding pupils and expect our volunteers to share that commitment.

We will apply the same safeguarding checks for our volunteers as those completed for our employed staff. Reference should be made to our Safer Recruitment Policy for details of these.

All volunteering posts need to –

- be authorised in advance by the Headteacher;
- before starting to help in school, volunteers should complete the Volunteer Agreement (Appendix A) which sets out our expectations.
- have induction material and be fully informed of the schools safeguarding procedures and ensure they have full understanding of the DfE Keeping Children Safe in Education paper.
- be introduced to our safeguarding lead, who will ensure that volunteers understand their role and are supported appropriately
- undertake Safeguarding Level 1 training.
- make a commitment to attend sessions and contribute to the Safeguarding process and the fees associated with training and DBS completion. £30.00.
Volunteer Induction
All volunteers in school will receive induction material from the School Business Manager on school policies and Safeguarding procedures, the school safeguarding lead will meet with the volunteer before they join in volunteering to be briefed on Safeguarding, our expectations and how to follow best practice. All related policies and key documents will be shared; navigation of the school’s website to include all safeguarding documents will be explained; expectations and procedures will be made clear and guidelines will be given.

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 Class Teacher and NOT with the parents/carers of the child.

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.

Comments regarding a pupil’s behaviour or learning can be highly sensitive and, if taken out of context, can cause distress to the parents of a pupil 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.

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.

Volunteer Behaviour
Volunteers should adopt a professional manner at all times. Their priority is to observe, interact with and respond to the needs of children. Smart but comfortable clothing should be worn.

Health & Safety
The school has a Health and Safety Policy and this is made available on request to Volunteers working in the school or can be accessed on the school’s website. Induction will ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using equipment/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher/Head Teacher.
Safeguarding and Child Protection
The welfare of our children 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 A)
- All volunteers must sign in and out of the school and wear a visitor identification
- All of our volunteers must have been cleared by the Data Barring Service (DBS).
- Where a volunteer is engaged in a ‘one-off’ activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. The Class Teacher will ensure that these volunteers are kept under constant supervision of school staff.
- Any concerns a volunteer has, about child protection issues, should be referred to the designated safeguarding lead or Head Teacher.

Complaints Procedure
Any complaints made about a volunteer will be referred to the Head Teacher or School Business Manager for investigation. Any complaints made by a volunteer will be referred to the Head Teacher or School Business Manager.

The Head Teacher 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.
- Refer to the Complaints Policy, copy is available upon request.
Appendix A  VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer to Longford Park School. Your help is greatly appreciated and we hope that you will gain much from your experience.
If you are ill or unable to attend for a planned session, please phone as soon as possible on 0161 912 1895.

Please read and sign this Volunteer Agreement and hand it into the school office. You will be given a copy for your records.

- I have received a copy of the School’s Volunteer’s Policy
- I agree to support the School’s Aims
- I am aware of the importance of Safeguarding and I have been shown how to use the school’s website and been given time to read school policies and documents relating to the safeguarding of children
- I confirm I have read Part 1 of Keeping Children Safe in Education (Department for Education) and the school’s Child Protection and Safeguarding Policy.
- I agree to treat information obtained from being a volunteer in school as **strictly confidential**
- I understand that an enhanced Data Barring Service (DBS) check will be undertaken and as appropriate the pre-employment checks as confirmed in our Safer Recruitment Policy.
- I have undertaken Safeguarding Level 1 training provided by the school. Certificate evidence provided herewith.
- I understand the commitment made to the school and provide here my contribution to the Safeguarding process and fees associated with training and DBS completion. **£30.00.**

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