

Newington Community Primary School



VOLUNTEERING POLICY

2023-2024

Amended:	Term 1 2023
Updated by:	Hannah Tudor
Approved by the Governing Body:	
Signed:	(Chair of Governors)
Review:	Term 1 2024

The school's volunteer policy is part of the school's safeguarding systems.

Introduction and aims

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 Newington Community Primary School's volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers
- This policy has been developed in line with the Department for Education (DfE)'s statutory safeguarding guidance, [Keeping Children Safe in Education \(KCSIE\)](#).

Our Volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- Students completing DoE awards
- University students referred to us by Student Volunteer Services
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that Volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Accompanying school visits

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, e.g. hearing children read, usually approaches the Class Teacher, Deputy Headteacher, Assistant Headteacher or Headteacher directly.

Before starting to help in school, volunteers should complete an application form (see appendix 1), as well as a Volunteer Agreement (Appendix 2), which sets out the school's expectations of volunteers and asks the Volunteers to confirm they have received a copy of this policy.

Appointment of volunteers

- Volunteers are appointed by a member of the Senior Leadership Team
- Appointment and induction of new volunteers can take up to 6 weeks, and is dependent on the candidate and available spaces within the school.
- All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

Ambition, Achievement, Aspiration

- The headteacher reserves the right to terminate a placement at any time.
- Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

Our School Aims

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 aims and educational purpose as identified below:

- Nourish the diverse talents of our children, widen their horizons, and develops their appetite for learning enabling them to live life to the full.
- Bring to an individual the feeling that they can cope with their environment with a sense of confidence in themselves as a significant, competent person.
- Encourage children to feel capable of handling situations which challenge their intellectual, personal, spiritual and moral values, showing tolerance of others, ultimately to be equipped with adult life and work in a fast changing society.

Our educational purpose is:

- To teach the national curriculum in a manner which excites the interest and commitment of the children and meets their present and future needs.
- To develop attitudes, skills and knowledge which will be relevant to our learners as they prepare to meet the widening expectations of a changing society. We regard personal development as a lifelong learning process.
- To value all children equally whatever their stage of development and offer experiences which give them the maximum sense of success.
- To afford all children equality of opportunity and not be discriminated against on the grounds of class, colour, gender, religion or disability.
- To provide a partnership between schools, parents and the wider community each having contributions to make to the development of the other.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work / come into contact with should be voiced with the Class Teacher and not with the parents of the children / persons outside school.

If it is a comment which a child makes which gives rise to concerns then the Designated Safeguarding Lead (DSL) should be informed directly.

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, Deputy Headteacher or Assistant 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.

Health and Safety

The school has a Health and Safety Policy and this is made available on request to Volunteers working in the school. Class Teachers 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 D&T equipment / accompanying children on visits).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Headteacher.

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 Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2)
- To ensure the safety of our pupils at all times, if you are helping more than four times in a month you will require an Enhanced CRB disclosure.
- 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, who are under constant supervision of school staff, must read and sign our Off-site visit agreement (Appendix 3).

Complaints Procedure

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

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 available from the Headteacher.

Monitoring and Review

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

Data protection and record keeping

We will:

- Retain records relating to volunteers in line with our records retention schedule
- Remove details of volunteers from the single central record (SCR) once they no longer work at our school

Links to other policies

This volunteering policy is linked to our:

- Child protection policy and procedures
- Code of conduct policy
- Confidentiality policy
- Data protection policy

- Safeguarding policy

For full details of the Newington Community Primary School's privacy notice and compliance with GDPR regulations, please navigate to: www.newington-ramsgate.org.uk

APPENDIX 1: volunteer application form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

DATA PROTECTION NOTICE

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations

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PERSONAL DETAILS

Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school's privacy notice.

Do you have a DBS check? (please circle)	Yes/No
If yes, what type of check do you have? (please circle)	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information
Date of check:	
Certificate number:	

AVAILABILITY

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Before school					
After school					
Lunchtimes					
How many hours per week/month can you volunteer?					

Can you commit to at least 1 term?	
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EXPERIENCE AND QUALIFICATIONS

Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.

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Why would you like to volunteer at Newington Community Primary School?

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Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)

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EXPERIENCE AND QUALIFICATIONS

Do you have any relevant qualifications?

PREFERENCES

What age group would you prefer to work with?	
Would you prefer to work 1-on-1 or with a small group?	

REFERENCES

Your placement as a volunteer may be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).

Name:	Name:
Relationship to you:	Relationship to you:
Address:	Address:
Telephone number:	Telephone number:
Email address:	Email address:

DISABILITY AND ACCESSIBILITY

The school is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

APPENDIX 2: code of conduct for volunteers

Code of conduct for volunteers

By signing this form, volunteers agree to the following:

1. School rules and policies

1.1. Volunteers will follow all school rules and policies, including those on:

- 1.1.1. Child protection
- 1.1.2. Safeguarding
- 1.1.3. Confidentiality
- 1.1.4. Code of Conduct
- 1.1.5. Staff dress code
- 1.1.6. Photographic images
- 1.1.7. Mobile phones
- 1.1.8. Data protection
- 1.1.9. Health and safety
- 1.1.10. Equality
- 1.1.11. Whistle-blowing
- 1.1.12. Behaviour

1.2. Copies of the school policies are available online or from the school office

2. Professional conduct

2.1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to a member of SLT.

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- 2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.
- 2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:
 - 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
 - 2.3.2. Refraining from using inappropriate language
 - 2.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values
 - 2.3.4. Behaving in a way that is appropriate for the role they are undertaking
 - 2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute
- 2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you".
- 2.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.
- 2.6. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.
- 2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

3. Safeguarding

- 3.1. Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.
- 3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is Robyn Harrison and the DSL deputies are: Hannah Tudor, Tracey Stillman and Becky Andrews.
- 3.3. Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.
- 3.4. Volunteers must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
 - 3.4.1. Exchanging contact information
 - 3.4.2. Making contact with pupils outside of school, including on social media
 - 3.4.3. Arranging to meet pupils outside of school
- 3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

4. Health and safety

- 4.1. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- 4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- 4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

5. Confidentiality

5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

X

Volunteer name (please print)

X

Volunteer signature

X

Date