

CATCOTT PRIMARY



VOLUNTEER POLICY

'...where learning takes you to greater heights...'

Approved by:

Date:

November 2024

Last reviewed on:

Next review due by:

November 2025

1. Introduction

This policy should be seen as the background behind the Induction Pack and Induction Process. Every volunteer goes through the same induction process as every member of staff. The Induction Pack is available from the school office. It is however delivered, not handed out to be just read.

- Who is a volunteer?
- A volunteer is any person who carries out duties in a school on an unpaid basis, or plans to do so, on more than two occasions within a month.
- Secondary school pupils on work experience placements are accepted and are coordinated directly with the school, not the pupils.
- Volunteers do not need to be Parents or Carers. Grandparents and other people from the community may wish to be involved.

Volunteers may help in School on a regular basis or may have a specific skill, knowledge or interest, which can be called upon intermittently. Voluntary work activities may include –

- Assisting pupils with set tasks e.g. hearing reading.
- Assisting in tasks to help enable the school staff to focus on work with pupils e.g. mounting work for display, housekeeping.
- Assisting with supervision on educational visits.
- Work not involving children e.g. library tasks.
- Accompanying out-of-school activities such as football matches, evening performances of school plays.
- Fund raising and self-help projects.

2. Selection

Anyone who wishes to be a volunteer can be considered, providing they can fulfil all the Safeguarding Children requirements. All volunteers are subject to scrutiny, and it is possible that an individual offering to volunteer may not be placed. This may be because there are no spaces or be because it is considered that acceptance may have a detrimental effect on a child (possibly the volunteer's) or on a member of staff. The Head Teacher will use their discretion. Their decision is final.

3. Induction

Anyone wishing to volunteer in school will complete the Voluntary Helper application form (Appendix A) This will then be used to determine if there is a need in school once consulting with other members of staff.

Anyone wishing to volunteer in school must obtain a valid DBS check.

Once the DBS has cleared, an induction meeting is then held with the Head teacher, Deputy Head teacher or other member of SLT. At this meeting volunteers are taken

through an induction pack (Appendix B), this policy, which they will then be given a copy to retain for future information. All volunteers will then be asked to sign the induction list which will act as an agreement. The same induction is given to students on work placements.

At the induction meeting, days and times will be agreed to suit the needs of the school and the volunteer. These times can then only be changed in agreement with the school – not by the volunteer alone. The induction meeting will cover who the volunteer will be working with and who will have the overall responsibility for any activities.

4. Confidentiality

Confidentiality is extremely important. Whatever volunteers see or hear, particularly concerning children must not be repeated, except to a member of staff. Teachers will respond to different situations for different reasons. Volunteers are reminded that the staff are professionals and will have reasons for changing tactics, particularly linked to setting targets for individual children. Volunteers may also overhear staff discussing pupils and their concerns. Volunteers must remember that this is the teachers/teacher assistants' place of work and that they need to discuss issues with each other. These are of a highly confidential nature and must never be repeated out of school. Volunteer Helpers are however made aware of the Whistle Blowing Policy and how this can be used if a Volunteer is concerned that something inappropriate is occurring in school.

General Confidentiality -Thus, all information and comments made in school, remain confidential to school. It is unprofessional for staff, visitors or volunteers to comment on individual children to others outside school, including the child's parents except through the appropriate and official channels.

All volunteers are reminded to be careful what they share on social media or on the internet. It is easy to break confidentiality or to be accused of inappropriate publication due to vexatious comments.

Volunteers are also made aware of the Social Media Policy - Volunteer Helpers are directed to the Data Protection Policy. They are reminded of their responsibilities not to divulge any information to a third party. If in doubt they must check with the Head Teacher.

5. Safeguarding

Volunteers need to be aware of the school's safeguarding procedures and these will be outlined at the induction meeting, and a summary will be given to retain. This will be accompanied by safeguarding training, delivered by a member of SLT.

Volunteers should report any indication of any form of significant harm (abuse) or neglect which they become aware of. If children talk about any form of significant harm, it is essential that the volunteer listens, does not ask leading questions, does not make promises and immediately reports any such instance. All safeguarding concerns

must be reported to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead.

Mobile phones must be switched off at all times on school premises.

6. Behaviour

Volunteers must accept that they work to the same standard of care as the staff in the school, who follow the school relationships and behaviour policy. Any volunteer who experiences difficulties with children of any kind must report this immediately to the responsible member of staff.

7. Health and Safety

Volunteers must follow the school's health and safety procedures. Health and safety will be discussed at the induction meeting. Volunteers should act responsibly with regard to their own health and safety and that of others in the school. In practice this means taking safe action to resolve any health and safety issues, for example moving things which may be a trip hazard. If safe action cannot be taken, the matter must be reported to the office manager or caretaker.

Accidents - If a child is ill or has an accident, please tell the nearest member of staff at once.

Fire - Volunteers are asked to read the Fire Notices in the classrooms and corridor.

C.O.S.H.H. Approved substances - As we are only allowed to use approved substances, volunteers are asked not to bring any materials into school. E.g. glue

Smoking and vaping is not allowed in the school building or anywhere on the premises.

8. Arrival/Absence

All volunteers must arrive at the main reception desk and sign in on the electronic visitor's book. They will be given a blue lanyard, which must be worn at all times.

When leaving they sign out in the same manner.

In the event of a fire, the Volunteers would evacuate with the rest of the school.

Volunteers are asked to telephone the school if they cannot come into school when expected.

9. Visits

Volunteers should be given the Volunteer leader code of conduct if accompanying a class on a school visit.

Appendix A



Voluntary Volunteer Application Form

Personal Details

Name	
DOB	
Address	
Telephone	
Email Address	
Contact in case of emergency	

Other details- please tick

I am able to commit to..... Hours per week during the school year to work in a classroom under the direction of the class teacher.	
I am able to support as and when needed for school trips and visits	
I am a trainee teacher or other student and am required to complete a mandatory placement of..... days beginning on.....	

Reasons for wanting to volunteer in a school:

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Appendix B



Volunteer Induction Checklist/ Agreement

This should be completed with the headteacher or deputy headteacher before volunteering starts. A copy will be given for your records.

Name	
Date	

Forms received

Application	
DBS	

Copies Given

Volunteer Policy	
Health and Safety Policy	
Safeguarding Policy	

Agenda for meeting

Arriving at school	
Health and Safety- accident reporting, COSHH, Fire	
Safeguarding- training, reporting, whistleblowing, mobile phones and personal belongings	
Facilities- staff room, toilets	
Confidentiality	

Signed:

Name:

Date:

Appendix C

VOLUNTEER LEADER CODE OF CONDUCT AGREEMENT - FORM V1

Your offer to assist with the leadership of offsite visits is greatly appreciated. The purpose of this code of conduct is to help all adults who are working with young people to understand their roles and responsibilities and to operate to common standards.

This will help to safeguard both the young people, and the adults involved. Please read through the following guide and sign the form below.

I agree to:

- Adhere to the establishment's Safeguarding, Behaviour, Health and Safety, Data Protection and Intimate Care Policies.
- Behave in a mature, respectful, safe, fair and considered manner.
- Provide a good example and a 'positive role model' to young people.
- Treat all young people equally, and never build 'special' relationships or confer favour with individual young people.
- Observe young people's rights to privacy and confidentiality.
- Report to the headteacher/deputy headteacher any significant issues of concern, including: – Accidents/incidents/dangerous driving during the transport of young people. – Situations that may give rise to complaint or misunderstanding. – Roles and responsibilities that I feel that I am not sufficiently qualified, trained or skilled to fulfil. – Any inappropriate behaviour of other adults.
- Not behave in a way that could lead a reasonable observer to question my conduct, intentions, or suitability to care for other people's children.
- Not leave a dependent young person in a position which may compromise their safety or well-being e.g. if parent has not collected them after a visit.
- Not discriminate favourably or unfavourably towards any young person.
- Not be sarcastic, make remarks or 'jokes' to young people of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
- Not embarrass or humiliate young people.
- Not swear in front of young people.
- Not use mobile phones or other personal devices around young children

I _____ have read and agree to abide by the Code of Conduct above.

Signed: _____

Date: _____

Checked and approved by _____

Date _____