



Caring **A**chieving **R**espectful **E**xciting

Volunteer and Visitor Policy

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Link Governor: Clive Sayer

Policy Approved **Signed: C Sayers** **Date: 05.03.2020**

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Introduction

At Hardwick Primary School, we welcome and value volunteers as part of our wider school community. We recognise that volunteers bring with them a range of skills and experience that can enhance the learning opportunities of our children. Our volunteers may include:

- Members of the Governing Body
- Parents/grandparents of children
- Ex-pupils
- Students on work experience
- Ex-members of staff
- Local residents
- Trainee student teachers
- Retired professionals
- Friends of the school
- Adults looking for placements to gain experience before starting a course in education

We are an inclusive school and we welcome volunteers from all backgrounds, faiths and cultures.

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

- Hearing children read
- Working alongside individual children to assist them in their learning
- Working with small groups of children to assist them in their learning
- Accompanying school visits

The role that is being carried out will determine the level of DBS certificate required, and whether a check for any prohibition, direction, sanction, or restriction is required. Our volunteers fall into two main categories: frequent/regulated activity or infrequent/a 'one off e.g. helping on a school trip. An enhanced DBS certificate will be required for all volunteers in frequent/regulated activity.

Becoming a Volunteer

It is the Senior Leadership Team's decision to take on volunteers and this will depend on the time of year, the number of volunteers we already have in school and the potential impact on the children. The school advertises volunteer vacancies on its school website, in half-termly newsletters and through advertisement with local charities and volunteering organisations. In general, adults will approach a class teacher or contact the school office and express an interest in helping in school. Anybody expressing an interest in becoming a volunteer will then be directed to the School Business Administrator.

It is illegal for anyone who is barred from working with children to apply for, or work in a school in a voluntary or paid capacity. All volunteers who have regular contact with children will be asked to complete a Volunteer Application Form and DBS Enhanced Disclosure Form. The school will seek a reference for the volunteer based on information given on the application form. It is the responsibility of the School Business Administrator to liaise with and hand-over completed documentation to the Senior School Business Administrator.

It is necessary to wait for clearance of the DBS before an adult is invited into school. If a disclosure is not satisfactory, it will be the responsibility of the Head of School to decide whether the offences shown make the person suitable/unsuitable to work in school.

Following clearance, the volunteer will be asked to come into school for an induction meeting with the Senior School Business Administrator or a member of the Senior Leadership Team. This meeting will give

an opportunity for the volunteer to ask any questions and for the school to familiarise the volunteer with key school policies relating to their role, including:

- Safeguarding and Child Protection
- Health and Safety
- Working at Hardwick Primary School (including Code of Conduct)
- Golden Behaviour
- Volunteer Policy

All volunteers will be provided with the Visitor Health & Safety Protocol Policy summarising essential and useful information about the school. This meeting will also provide an opportunity for both the volunteer and the school to agree the start date and frequency of the support being offered and to sign the Volunteer Agreement.

The process of recruiting volunteers mirrors the safer recruitment of paid staff to ensure the most suitable adults for our school. Volunteers details are recorded on our school, database – this will be kept up to date and is the responsibility of the School Business Administrator. Under safeguarding legislation, the school must hold a Single Central Register that lists volunteers in regular and/or unsupervised contact with children. As part of the school's safeguarding procedures, all volunteers are requested to sign into the Inventory System at the main entrance and to collect a 'Visitor Badge and lanyard'.

Work Experience/Placement Students

Hardwick has a long-standing relationship with various local colleges and universities. We are happy to take students on placement if we have suitable experiences available based on the smooth running of our school. Colleges and universities wanting students to be placed with us need to formally make contact with the Head of School outlining the aims of the placement and duration. If the placement is part of a teaching course (BA/Bed/PGCE/School Direct), the school's mentors and School Business Administrator will deal with further correspondent/details. If the placement is just for work experiences purposes, the college/university is asked to provide the reference for the student and the student is requested to complete the volunteer's paperwork. The Head of School retains the authority to refuse or terminate a placement to ensure the smooth running of the school.

Volunteers for School Visits

School visits are an integral part of learning at our school. Class teachers are encouraged to identify parent helpers at the beginning of each academic year to support the smooth running of trips and outings. All volunteers supporting on an outing/trip are required to sign the Trip Volunteer agreement. The class teacher or staff member leading the visit will brief the volunteer regarding the risk assessment, daily schedule and any other important pieces of information. The visit lead, who will always be a staff member, has ultimate responsibility for the children. **Children should never be left with a trip volunteer unsupervised.**

Confidentiality

Volunteers in school are bound by a code of confidentiality, as outlined in the Volunteer Induction meeting. Any concerns that volunteers have about the children they work with/come into contact with should be voiced with the designated supervisor and not with the parent/carer of the child. Volunteers who are concerned about anything in school, which may affect their work, should raise the matter with the Head of School or appropriate member of the senior leadership team. Any information gained about a child or adult should remain confidential.

Supervision

All volunteers work under the supervision of a teacher. Teachers retain ultimate responsibility for their class at all times. Including the children's behaviour and the activity they are undertaking. Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the

expected outcome is. In the event of any query/problem regarding the child's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Health and Safety

The school has a Health and Safety Policy, and this is made available to volunteers working in school. Information about emergency procedures (e.g. fire alarm evacuation) are shared during the induction Meeting and within the Health & Safety Safeguarding Policy for Visitors. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the school office.

Complaints

Any complaints made about a volunteer must follow the school's Complaints Policy.

Monitoring and Review

The Head of School is responsible for monitoring the effectiveness of this policy.