



*Caring Achieving Respectful Exciting*

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# Volunteer Policy

**School Leader:** R Sandhu

**Link Governor:** A Repesa

**Policy Approved** Signed: A Repesa Date: 09.06.2022

Policy Reviewed Signed: A Repesa Date: 08.06.2023

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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

### **Our School Vision**

Our school vision, CARE, sits at the heart of our community and underpins every aspect of school life. All adults/young people 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 vision and aims.

### **Becoming a Volunteer**

It is the Head of School'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. 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 will be referred to a member of the SLT.

It is illegal for anyone who is barred from working with children to apply for, or work in a school in any 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. This will be overseen by the School Business Manager.

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 a member of the SLT. 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 (including Code of Conduct)
- Good Behaviour Policy

All volunteers will be provided with a Volunteer Handbook, 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.

### Safeguarding and Child Protection

At Hardwick, safeguarding is of paramount importance. 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 Manager. 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 visitor's book at the main entrance and to collect a 'Volunteer Badge'.

### 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 student co-ordinator and School Business Manager 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 complete a Risk Assessment. 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 Induction meeting, Volunteer Handbook and Volunteer Agreement. 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 behavior 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, behavior 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 Volunteer Handbook. 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.

# VOLUNTEER APPLICATION

**Please complete all sections – do not enclose a CV.**

Contact 01332 854986

Last Name		First Names	
Preferred Title Mrs		Home telephone	
Address		Mobile telephone Work telephone	
Postcode Email:		Ext  Have you a full driving licence? Will you have transport available for work?  National Insurance No	
Sex:	Male                      Female	Date of birth	
Education qualifications and relevant non-qualification training starting with most recent			

Where you studied	Dates		Qualifications gained courses attended	Grades
	From	To	State level	

### Present or most recent employment

Sunbeam Fostering Agency	
Address	
Postcode	
Job title	
Date of appointment from	to
Briefly describe your job	

## Previous employment starting with most recent

Employer's name	Job title and main responsibilities	Grade/Salary /wage a year	Dates Month and year	Reason for leaving

**Describe any relevant experience, skills and knowledge you can bring to this school to support pupils and staff**

## Volunteers with a criminal record

**Criminal records are only taken into account when the conviction is relevant. Disclose all convictions including those which are 'spent' under the Rehabilitation of Offenders Act 1974. A conviction will not necessarily bar you from working in this school as this will depend on the circumstances and backgrounds to your offence(s). The Disclosure and Barring Service is available on <https://www.gov.uk/government/organisations/disclosure-and-barring-service> All Volunteers will be Risk Assessed before commencing work in school.**

Have you ever been convicted of a criminal offence? **No** If yes please provide brief details

Nature of offence(s)

Date of conviction(s)

Penalty

**Referees: One should be your present employer or your last employer if you are not currently employed.**

Name and address	Name and address
Position held by referee	Position held by referee
Organisation if appropriate	Organisation if appropriate
Telephone	Telephone
Email	Email

**Please inform any Medical Conditions that may affect your work**

	Yes	No
Do you have any allergies: Please state		<b>x</b>
asthma, bronchitis or chest problems:		<b>x</b>
diabetes,		<b>x</b>
Any other medical conditions we should be aware of		<b>x</b>

**Emergency Contact Details:**

Name	Address	Telephone number Home  Mobile  Work Ext
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## Hardwick Primary School Volunteer Agreement

This document sets out the agreement between the named person and the school for voluntary work. This agreement is not intended to be a legally binding contract between us and may be cancelled at any times at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

<b>Name of Volunteer:</b>		
<b>Agreed Start Date:</b>		
<b>Type of Volunteering:</b>		
<b>Signed (Head of School)</b>		<b>Date:</b>

**I confirm that I have read and understood the Hardwick Volunteer Handbook. As outlined in the Volunteer Handbook, I agree to:**

- Abide by the school's Volunteer Policy, Health and Safety Policy, Safeguarding and Child Protection Policy and Working at Hardwick Policy.
- Support the school's vision, **CARE**.
- Work positively within the school staff team and to be respectful, helpful and supportive to all team members.
- Be reliable and punctual and let the school office know if I am unable to come in or if I will be late (email: [admin@stjamesj.derby.sch.uk](mailto:admin@stjamesj.derby.sch.uk) or telephone: 01332 854986).
- Dress in a respectful and appropriate manner.
- Keep what happens at school confidential.
- Not put images or information from school on any social networking sites.
- Keep my mobile phone in my bag at all times and only take phone calls outside of the school premises or in the staffroom.
- Communicate clearly with key staff.
- Share the school's commitment to safeguarding and report any concerns immediately to the Head of School, the Deputy Safeguarding Leads.

<b>Signed (Volunteer)</b>		<b>Date:</b>
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