

HURST GREEN PRIMARY SCHOOL



Volunteer Policy

Policy for the attention of			
Audience	Key Audience	Optional Audience	Additional/Notes
Senior Leadership Team	√		
Teachers	√		
Teaching Assistants	√		
Administrative Staff	√		
Lunchtime Supervisors		√	
Site Manager		√	
Cleaners		√	
Governors	√		
Parents	√		
Website	√		
Local Authority		√	

Responsibility of	School Improvement Committee
Review frequency	Annually
Previous versions	4 February 2019; 3 February 2020; 22 February 2021
This version agreed	7 February 2022
Next review date	Spring 2023

Introduction

We welcome Volunteers at Hurst Green Primary School and value the time and enthusiasm they bring to our children and staff. Volunteers have an important role to play in bringing a range of skills and experience that can enhance and promote the learning opportunities that we offer to our pupils.

Our volunteers include:

- Members of the governing board
- Parents and grandparents of pupils
- Students on work experience
- Ex-members of staff
- Local residents
- Friends and supporters of the school

The types of activities that volunteers engage in include:

- Listening to pupils read
- Working with small groups of pupils to assist them in their learning
- Participating in Forest School sessions
- Accompanying school trips and visits
- Assisting with extra-curricular activities

Safeguarding

Dudley Local Authority and Hurst Green Primary School are committed to safeguarding and promoting the welfare of children and everyone who works here. We expect volunteers to share this commitment and to follow policies and procedures in relation to this and we ask all volunteers to read and understand our Child Protection policy, Keeping Children Safe in Education document and other relevant documents.

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis, should approach the classteacher, the Headteacher or a senior member of staff. The Headteacher makes the final decision with a regard to supporting the pupils' and the school's needs.

All volunteers complete a Volunteer Application Form (Appendix 2) and the Volunteer Agreement (Appendix 3) which sets out the school's expectations of its volunteers and confirms that they have received a copy of the Good Practice Guide and the Agreement.

Process for recruiting Volunteers

The recruitment of Volunteers must be treated in the same way as for a new member of staff in terms of Safeguarding of our children. Therefore, all volunteers need to:

- Gain DBS clearance (school will organise this process and there is no charge)
- Complete a Disqualification by Association self-suitability declaration form
- Complete a medical questionnaire
- Provide 2 referees for school to collect references

- Induction to include relevant school policies and documentation

Upholding the school ethos

All adults and young people who work within our school, whether as a paid member of staff or as a volunteer, are expected to work and behave in such a way as to promote Hurst Green Primary's aims and education purpose. A Volunteer Good Practice Guide is included in Appendix 1.

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 designated supervisor and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

Supervision

All volunteers work under the supervision of a teacher or full time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' 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 of an activity is. In the event of any query/problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Health & Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with particular tasks (e.g. using equipment/accompanying pupils on visits).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to their designated supervisor or other senior member of staff. Volunteers are covered by the school's Indemnity and Public Liability Insurance.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

Data Protection

This policy adheres to the principles under data protection law. For further information please review the school's data protection policy published on the school's website.

Other

This policy may be subject to change in a pandemic.

Hurst Green is a welcoming and caring community of children, parents, staff and governors. Together we continually strive to provide a happy and supportive environment in which the unique potential in every child is realised.

- Safeguarding is of the utmost importance at Hurst Green. Please ensure you are aware of and follow all the relevant procedures.
- It is important for all adults in school to act as appropriate role models.
- We aim for a consistent approach to respect within our community.
- You are not expected to make judgements about pupils' abilities or behaviour. Any personal views you may have about a pupil's ability should not be disclosed to anybody except a member of the school's teaching staff.
- Your help will bring you into close contact with staff and pupils. Much of what you see in school is confidential, so please do not talk about things outside of school. Do not share anything you have seen or heard in school on any form of social media.
- Please do everything possible to avoid any physical contact with pupils, even touching.
- You should not get drawn into inappropriate topics of conversation with pupils. If a pupil begins to talk to you about matters which disturb you, please talk to a member of staff or the Headteacher / Deputy Headteacher.
- Although it can be tempting, please do not seek to use your time in school as an opportunity to discuss personal issues such as your child's educational progress (this can be distracting for teachers during school time).
- All personal belongings (bags, valuable and medications) must be kept with you at all times or locked away securely (a member of staff will help you with this).
- Mobile phones, personal cameras and recording devices must be locked away, out of reach of children during school hours and must never be used to take photographs of pupils, whether in school or out on a school trip or other event.
- If you are in doubt about anything, always ask the advice of a member of staff or the Headteacher / Deputy Headteacher.
- Many of the above standards are there not only for the protection of our children, but also for your own. A serious breach of any of the standards set out above might lead to a volunteer being removed and considered an unsuitable candidate for further voluntary / student placement involvement.



VOLUNTEER APPLICATION FORM

Name	
Address	
Post code	
Home Telephone	
Mobile Telephone	
Email Address	

Areas of activity that you would like to help with?

Previous Volunteer/ Work experience (to include details of current or most recent employer if applicable)
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Do you have any health problems/ disabilities that we may need to take into account or make adjustments for, to enable you to undertake the volunteer role?

Yes/ No
 If Yes, please give details:

Are you or have you ever been a qualified teacher?

Yes/ No
 If yes, please provide your teacher reference number:

Please provide the details of two suitable referees.

Reference 1	
Name	
Job Title	
Company	
Address	
Relationship	
Telephone Number	
Email Address	

Reference 2	
Name	
Job Title	
Company	
Address	
Relationship	
Telephone Number	
Email Address	

Emergency Contact Name	
Emergency Contact Address and Phone Number	
Relationship	

This position involves volunteering with children and is, therefore, exempt from the provisions of the Rehabilitation of Offenders Act 1974. You **must** therefore **disclose** details of reprimands, formal warnings, cautions and convictions, including '**spent convictions**' and any formal warnings and suspensions relating to employment. Any failure to disclose such information could result in the withdrawal of the volunteering arrangement. Any information given will be treated as confidential and will be considered only in relation to posts to which the order applies.

If you answer yes to any of the following questions, please give details

	YES	NO	DETAILS
Have you at any time received or do you have pending, a reprimand, caution, formal warning or conviction?			
Are you a person known to any social care department as being an actual or potential risk to children, young people or vulnerable adults?			
Are you subject to any current, pending or expired disciplinary action or legal proceedings in relation to the safeguarding and protection of children, young people and vulnerable adults?			
Are you aware of any police enquiries that may have a bearing on your suitability for the post?			

I confirm that the information I have given is correct and complete and that any false statements or omissions may result in the withdrawal of the volunteering arrangement.

Signed (volunteer)	
Print Name	

Thank you for offering your services as a volunteer at Hurst Green Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please sign this Volunteer Agreement and hand it in to the School Office.

I have been accepted as a Volunteer at Hurst Green Primary School and I can confirm the following:

- I understand and accept Hurst Green’s Volunteer Policy and Good Practice Guide, which applies to my involvement as a Volunteer
- I agree to adhere to Hurst Green’s policies and procedures at all times
- I agree to work within the boundaries of Hurst Green’s Safeguarding procedures at all times
- I agree to treat any information obtained from with school with the strictest of confidence
- I agree to respect all pupils, staff, parents, governors and visitors to the school
- I agree to inform the school of any changes in circumstances which might have a Safeguarding or Health & Safety implication

Signed:

Full Name:

Date: