



Status: FINAL

Approval Date: 9<sup>th</sup> December 2016

Updated: 3<sup>rd</sup> February 2017

Review Period: Three Years

Requirement: Optional

Delegation: Resources & Audit Committee

## VOLUNTEERS IN SCHOOL POLICY 2016 - 2019

*The Ralph Sadleir Volunteering in School Policy is part of the School's safeguarding systems. It must be read in conjunction with the Child Protection Policy and the Health & Safety Policy. Other policies (such as the E-Safety Policy may apply depending on the nature of the volunteering).*

### 1. Aim of the Policy

The Aim of this policy is to:

- Provide parents, staff and volunteers with clear expectations, induction and guidelines for working in school.
- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.
- To ensure the highest standards of safeguarding for the pupils by a shared knowledge of procedures.
- It is the responsibility of each employee and volunteer to familiarise themselves with and adhere to this policy and procedures.

### 2. Introduction

A volunteer is a person who offers time freely to support an activity, project or programme on an unpaid basis. Volunteers are parents or other adults working alongside the school staff. At Ralph Sadleir School, we welcome those wishing to help in the school and value the contribution they make to school life. We believe that the involvement of parents, carers and volunteers in our pupil's education is vital and we encourage active participation in many ways.

Some volunteers come to school to help with a variety of tasks such as:

- Members of the Governing body
- Members of the Ralph Sadleir Association
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Hertfordshire University and Bedfordshire University
- Local residents
- Friends of the school.

The types of activities that volunteers are engaged include:

- Hearing pupils read
- Working with small groups of pupils
- Working alongside individual pupils
- Accompanying school visits
- Supporting school events
- Sharing their skills/knowledge by talking to the class

### 3. Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis, e.g. hearing pupils read, should contact Business Manager or Business Administrator at [business@ralphsadleir.herts.sch.uk](mailto:business@ralphsadleir.herts.sch.uk)

Volunteers should complete the *Volunteer Information Sheet (Appendix 1)* with their contact details, type of activities they would like to help with, and the times they are available to help.

Before starting to help in school, volunteers should complete the *Volunteer Agreement (Appendix 2)* which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

All volunteers will be asked to attend an induction meeting which will cover the following topics:

- Confidentiality
- Safeguarding including Prevent Duty
- Child Protection
- Health & Safety
- Fire

Volunteers are not employees of the school and therefore do not benefit from any of the terms and conditions of employment, such as payment for work, paid holidays or paid sick leave. Volunteers will not have a contract of employment with the school.

Volunteers will not be used to replace staff or to do work that should be undertaken by paid staff.

Volunteers will not be eligible to receive expenses. However, the school will reimburse volunteer drivers for any mileage incurred using their own vehicle. Mileage will be reimbursed at the HMRC mileage rate.

Where the volunteer is using their own vehicle, they must provide a copy of their driving license, the vehicle's insurance policy and valid MOT certificate. Any accidents or police cautions must be reported to the Headteacher and the school will not pay for any fines (including parking fines) incurred by the volunteer.

### 4. Safeguarding

As part of our commitment to safeguarding, volunteers who are not already known to the school will be asked to attend an informal interview to ensure that the aims and intentions of the school and the volunteer are compatible. The Headteacher has the authority not to accept the help of volunteers if they believe that it is not in the best interest of the pupils.

The school will seek a DBS clearance and two mandatory references for any regular volunteers before they come into school to protect the staff and pupils (Appendix A or B). Volunteers without prior DBS checks will not be allowed to work with the pupils unless they are supervised by a member of staff.

Referees will always be asked specific questions about:

- Referee's relationship with the volunteer – working? How long? In what capacity?
- The volunteer's suitability for working with children and young people.
- Details of any allegations or concerns that have been raised about the applicant to the safety/welfare of children or behaviour towards children and the outcome of those concerns - conclusions reached and how the matter was resolved.
- Any disciplinary warnings, including time-expired warning that relate to the safeguarding of children.
- The volunteer's suitability for this post.

All schools have a statutory requirement to hold a Single Central Record of all checks undertaken by the school. All volunteers' personal details and checks are retained on this register. All information will be handled in the strictest confidence.

Those volunteers who help out at specific events e.g. school fayre, relatives in school days who do not have unsupervised access to pupils do not need a DBS but must not have unsupervised access to pupils.

## 5. Deployment of Volunteers

The school recognises the importance of ensuring volunteers are involved in appropriate activities with suitable checks and safeguarding measures put in to place.

The recruitment process for volunteers should be carried out by the Headteacher or a nominated member of the leadership team.

Volunteers will be asked to support in classes/areas of the school where there is the most need for support. The school will agree a role with the volunteer and there will be an expectation that the volunteer will meet the requirements of the role. However, the volunteer is free to refuse to fulfil the role and the school is not bound to provide the opportunity.

Where it has been agreed that a long term or recurring role may be undertaken by a volunteer, the volunteer will be invited to enter into a volunteering agreement with the school. This agreement will identify:

- The volunteer's role
- Where appropriate, the skills or experience that the volunteer may need
- Any training that the volunteer is expected to undertake
- Health and Safety requirements
- The mileage expenses that the school will reimburse if the volunteer role involves driving
- The insurance cover that will be provided for the volunteer
- Who will supervise the volunteer; and
- How the volunteer will be notified if their role is to come to an end.

It is expected that both the school and the volunteer will give as much notice as possible in writing if unable to meet these expectations.

Parent volunteers should be aware that they will not always be able to work in their child's class

## 6. Training

The school will provide any reasonable training required for the role, including health and safety training.

## 7. 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 pupils understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

## 8. Health and Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school. The Health & Safety Officer (Deputy Headteacher) 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 D T equipment/accompanying pupils on visits).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Health & Safety Officer or Business Manager/Administrator. Volunteers are covered by the Health & Safety Policy and indemnity and Public Liability Insurance.

Any complaints made about a volunteer the person concerned must follow the schools complaints policy which is found on the school website.

## 9. 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 Headteacher 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.

Volunteers must not disclose any confidential information or use it for their own or another benefit.



## 10. On-line Safety

Online Safety relates to the teaching and learning of technology and through technology in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM), viruses and spam.

Volunteers, like staff are expected to follow the ESafety Policy which is available from the main office or the school website. Our Computing Teacher leads on ESafety. Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in school during class time. Staff may not make or receive calls during teaching time. Use of phones or phone watches must be limited to non-contact time when no children present. Staff should keep devices out of sight in lockers, desks or cupboards when on school property. Staff must only use school owned devices for capturing, recording and storing data or photos of children.

## 11. Policy Review

11.1. This policy was reviewed, updated and ratified by the Resources & Audit Committee.

Governance	Chair / Vice Chair Person / Headteacher	Signature	Date
R&A Committee	Mr D Spong		09.12.2016
R&A Committee	Mr D Spong		03.02.2017

Reviewable every three years.

**Appendix A****EMPLOYER REFERENCE FORM FOR A VOLUNTEER IN A SCHOOL**

<b>Candidate's Name:</b>			
<b>Post applied for:</b>			
<b>Name of Referee:</b>			
<b>Referee's Tel No:</b>			
<b>How long have you known the candidate and in what capacity?</b>			
<b>What is (or was) the candidate's job?</b>			
<b>What is his/her current salary (or salary when leaving your post)?</b>			
<b>When did the candidate work for your organisation?</b>	<b>From:</b>	<b>To:</b>	
<b>If the candidate has left your employment, please state the reason:</b>			
<b>Please comment on the candidate's performance history and conduct as your employee:</b>			
<b>If the candidate has any current disciplinary warnings, or time-expired warnings that concern the welfare or safety of children, then please give details here:</b>			
<b>If you have any concerns about the candidate's suitability for working with children and young people, then please give details here:</b>			

<b>Please comment, if you can, on the candidate's suitability for the post above:</b>	
<b>Please comment, if you can, on the candidate's ability to manage difficult behaviour of children and young people:</b>	
<b>Your signature:</b>	<b>Date of this reference:</b>
<b>Your name:</b>	
<b>Your position in your organisation:</b>	

**THANK YOU FOR YOUR HELP**

**Appendix B**

**Non-Employee Reference Request for a Volunteer in a School**

Name  
Address

Date

Dear Headteacher

Example - *'I have known Mr or Mrs XXXXXX for X years and to the best of my knowledge there is no reason why she should not be allowed to work with children. She is a solid and upstanding member of the community.'*

Yours sincerely