



VOLUNTEER POLICY

Volunteers at our school bring with them a wealth of skills and experience that can enhance the learning opportunities of the children. St Margaret's welcomes and encourages them.

Becoming a Volunteer

We have many requests from a variety of people who wish to volunteer. These may be parents of children at St Margaret's, members of the local community or individuals interested in pursuing a career with children. The development of any volunteer, whether for one day or for a number of sessions over a longer period, must take into account the needs of pupils and the staff to whom they are assigned. We have a duty to ensure that the welfare of pupils is promoted and they are safeguarded from harm.

All requests from volunteers should be directed to the Head teacher who has responsibility for the organisation and/or placement of such individuals. Parent helpers will not, usually, be placed in the Year Group in which their children are taught.

This policy sets out the practices and procedures which will be followed when appointing, managing and supervising volunteers, as well as a code of conduct which all volunteers are required to comply with.

Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- The Childcare Act 2006
- The General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- DfE 'Keeping children safe in education' 2018
- DfE 'Disqualification under the Childcare Act 2006' 2018

Safeguarding Children

The welfare of our children is paramount. To ensure the safety of our children we adopt the following procedures;

- All volunteers will need to complete a Volunteer Application Form prior to being accepted as a volunteer
- The school reserves the right to ask for a character reference

- The school will obtain a Disclosure and Barring Service (DBS) certificate for anyone volunteering on a regular basis and engaging in a regulated activity with children
- All volunteers are given a copy of this policy.
- All volunteers must sign a Volunteer's Code of Conduct
- All volunteers will meet the Designated Safeguarding Lead as part of the induction process
- All volunteers will be given a copy of the most recent Keeping Children Safe in Education document and asked to read it and sign to say they have read it.
- Mobile phones must not be used whilst on the school premises.

All volunteers are required to be identified and located at all times. For this reason the following process must be adhered to:

- Sign in and out of the building at the office
- Volunteers must wear an identification badge whilst on the premises
- A designated member of staff (the headteacher) is made aware of where the volunteer is working

As teacher, parents and community members, we expect:

- Our children to be respected.
- Our children to be safe and to feel secure.
- Our children to be protected from inappropriate behaviour and language.

Volunteers concerned about what another adult in the schools says or does, should raise the matter directly with the head or deputy head teacher.

Safe Practice

To protect the children and yourself from any false accusation, follow these simple steps:

- Only work in public areas such as classrooms and corridors;
- Try to work close to where other volunteers or staff members are working;
- Avoid any physical contact with the children;
- Ensure your conversation with children is friendly but not over-familiar;
- Never accompany children into the toilets.

Confidentiality

- Volunteers will be reminded that all information with regards to individual pupils and members of staff is confidential, and that the sharing of data is protected under the Data Protection Act 2018.
- Volunteers are not permitted to discuss any confidential information regarding a pupil or member of staff, with any other individual at the school
- Any volunteer who breaches the confidentiality rules will be asked to leave the premises and will not be able to return to undertake any further activity
- There may be instances where a volunteer is required to pass information to a member of staff, such as if they notice a pupil being bullied or subjected to harm.
- Volunteers will report any concerns to a member of staff and are instructed not to notify the parents.

Health & Safety

- All volunteers will be required to meet with the Health and Safety Officer as part of the induction process to familiarise themselves with emergency procedures and any health and safety aspects relating to the activity they will be undertaking (e.g. during a practical task such as cooking).
- Volunteers are asked to exercise due care and attention and report any obvious hazards or concerns to the class teacher or a Senior Leader.
- The school has a Health and Safety Policy available on request from our school office.

Absence

- Volunteers are required to inform the school office if they are unable to attend at the agreed time.
- Failure to inform the office on more than three occasions may result in the volunteer being unable to attend the school on any further occasions
- If a volunteer is called away in the event of an emergency whilst volunteering, they will inform the class teacher or senior leader, and will sign out of the building before leaving the premises.

Internet Use

- All volunteers will be required to behave in an ethical and respectful manner with regards to email and internet use
- Sharing of information related to school matters is not permitted on Social Media websites
- No volunteers are permitted to make contact with pupils via social media or email, or arrange to meet pupils outside of school

Parent helpers and Volunteers have the right to expect:

- Work to be prepared and the teacher organised.
- Good manners and acceptable behaviour from pupils.
- To be treated with respect.
- The teacher to deal with discipline issues that arise.
- Support from the teacher.
- Careful explanations of the tasks expected.
- To be notified if sessions are cancelled or the timetable changes.

Complaints Procedure

Any complaints about a visitor or volunteer will be referred to the head or deputy head teacher. Any complaints made by a visitor or volunteer will also be referred to the head or deputy head teacher.

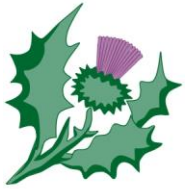
The headteacher reserves the right to take the following actions:

- To speak with the individual about a breach of our agreement and seek reassurance this will not happen again
- Offer an alternative placement in another class
- Inform the visitor or volunteer that the school no longer supports their attendance at school.

Monitoring and review

This policy has been approved by the governing body and will be reviewed annually or in the light of new guidance from the DfE.

Dated: - September 2018



Volunteer code of conduct

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at the school.

Volunteers will:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other volunteers, members of the staff and pupils, and make them feel valued.
- Be approachable, pleasant and a positive role model for pupils.
- Adhere to all school policies, e.g. Child Protection and Safeguarding Policy, Health and Safety Policy, Data Protection Policy,
- Maintain confidentiality of personal information at all times, unless there is a need to report an issue to a member of staff.
- Treat all pupils and members of staff equally.
- Report any incident of bad behaviour to the class teacher or a senior member of staff immediately.
- Dress and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from the class teacher and seek guidance through clarification where uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by class teachers, and report any potential hazards in the workplace to a member of staff
- Avoid waste or extravagance and make proper use of the resources.
- Conduct work in a cooperative manner.
- Turn any mobile phones off while on school premises.

Volunteers will not:

- Discipline a pupil; if there are any problems, the class teacher/senior member of staff will be informed straight away and he/she will deal with the situation.
- Take photographs in school without the prior permission of the headteacher.
- Behave in an illegal, improper or unsafe manner, e.g. smoking or drinking alcohol.
- Share personal contact details with pupils or make personal arrangements to meet pupils outside school.
- Express any extremist or discriminatory views, or any views that would offend others.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the school into disrepute when representing the school.

I, _____, have read the code of conduct and agree to abide by the rules outlined.

Signed: _____

Date: _____

Volunteer Application Form

Name:		Date of birth:	
Postcode:		Telephone:	
Address:			

In the box below, please give details of why you wish to volunteer and the activities you want to undertake:

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Is your application in connection to an educational course? (please circle) Yes/No

If you answered 'yes' to the above, please fill out the table below:			
Name of educational school/college/university:		Postcode:	
Address:			
Course details:			
Qualification:		Length of course:	
Link tutor:		Telephone:	

Please provide the name and address of a referee who can provide a work reference or a character reference:

Your relationship to the referee:	How long known:

Please fill out the below, providing accurate details of when and how long you are available for:

I wish to work on the following school days (please tick):

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

I wish to work (please tick):

- A full day (8:45am – 3:05pm)
- Mornings
- Afternoons

Please list any other requirements in terms of availability (e.g. specific times):

If accepted, I understand that I will need to attend an induction meeting and will need to be aware of, and follow, all school policies:

Signature of volunteer:

Date:

To be completed by school staff if accepted as a volunteer:

Name of staff member to whom you will report	
Number of times you will volunteer in the school	
Between the following dates	

Staff signature _____

Date _____