



## **Good Practice Guide for Volunteers Working in our School**

Thank you for offering your services to the School on a voluntary basis. Everyone at the school hopes you will find the experience enjoyable and rewarding. The purpose of having volunteers in our school is to enhance our children's learning. We aim to achieve partnership with parents, carers and the wider community and welcome offers of assistance.

To help you and to safeguard the interest and reputation of the school and its community the school has drawn up this guidance document. Its main purpose is to help you to understand and accept the high standards of conduct required when working in schools, in particular the need for confidentiality and the making of harmonious working relationships. In this way the valuable and valued contribution of volunteers to the work of the School will be enhanced.

Once you have read and understood the guidance notes below, please would you sign the second copy of this document (enclosed) and return it to the Headteacher via the school office. The Headteacher is happy to deal with any queries you may have.

This guidance has been written to comply with Keeping Children Safe in Education -Part 3 - September 2016.

### **Recruitment and selection of Volunteers**

- All prospective volunteers should initially complete an expression of interest form (see attached)
- Arrange to meet Mrs Sandra Scott our Parent Support Adviser for an informal talk to discuss reasons for volunteering and the skills and experience you hope to contribute to our school
- Provide details of two referees (who should not be relatives)
- Complete a DBS (Disclosure and Barring Service) check if necessary

### **How do I know if I need a DBS check?**

- ❖ Some volunteers will require a DBS check because of the frequency of their volunteering activity and the contact they have with children. Some volunteers **do not** need a DBS check if they are accompanying a school trip or attending a school event as a one off activity. If you do not require a DBS check you must not be left unsupervised with children
- ❖ You will require a check as a volunteer if you are in our school regularly, which is defined as once a week or more, 4 or more times in a 30 day period, or overnight (between 2 – 6am)
- ❖ If a DBS check is required, volunteers must complete the attached Criminal Record Declaration Form (HR14) and return it to the Headteacher
- ❖ If the school decides to go ahead with a DBS identity check you will be required to present certain original documents for verification in the application process
- ❖ All schools need to hold a register of the checks undertaken. Please be assured that all information will be treated in the strictest confidence and that these checks are done in the best interests and safety of the children

## **Safeguarding**

Remember all of those who come into contact with children through their everyday work whether paid or voluntary have a duty to safeguard and promote the welfare of children including against radicalisation and extremism. Safeguarding children is everyone's responsibility as defined in 'Working Together to Safeguard Children' 2015, HM Government statutory guidance.

When you first start as a volunteer, you will be given a copy of the school's Code of Conduct and 'Keeping Children Safe in Education: Information for all school and college staff' - Sept 2016 and Annex A. You will be asked to sign to say that you have received and read these. You will be signposted to our school's Child Protection Policy and receive a copy of our CP summary sheet.

If a child tells you something that causes you concern, please tell the class teacher or Head Teacher as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.

## **Training, Induction and Support of Volunteers**

- ❖ Volunteers will be given training appropriate to their role and assigned a contact point/nominated member of staff for their task
- ❖ A programme of induction and workshops will be organised over the school year to ensure volunteers have the relevant level of knowledge in these important areas: **Child Protection, Safer Working Practice, Health & Safety, Behaviour, Equal Opportunities/Equality, Inclusion, Code of Conduct for Volunteers**
- ❖ All volunteers work under the supervision of the class teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking

- ❖ Volunteers should have clear guidance from the teacher as to how an activity should be carried out/what the expected outcome of an activity is
- ❖ Volunteers are encouraged to seek further advice/guidance from the teacher in the event of any query/problem regarding children's understanding of a task or behaviour

### **Confidentiality**

- ❖ As a volunteer in our school we insist confidentiality must be observed at all times. You will respect the confidentiality of all children and adults
- ❖ Volunteers must immediately report to the Headteacher or Deputy all and any concerns about things they have seen or heard in school or on visits. You must not discuss these concerns with anyone else or repeat them outside school

### **Health & Safety**

- ❖ Risk assessments are in place for volunteers in our school
- ❖ Volunteers should disclose any information which relates to their own health and safety and must take reasonable care of their own health and safety and that of others
- ❖ Headteachers must ensure that volunteers do not undertake any activities which present a risk to their health or to others

### **Grievances and Complaints**

- ❖ Any problems arising from either side should be resolved through informal discussion. If the issues prove to be irreconcilable, either side has the right to terminate the agreement
- ❖ If the conduct or performance of a volunteer falls below that required, they may no longer be offered duties and in some circumstances may need to be referred to the Independent Safeguarding Authority

<b>Date effective</b>	February 2017	<b>Approval</b>	Board of governors
<b>Maintenance</b>	SLT	<b>Role/responsibility</b>	Moira Bearwish Deputy Headteacher / DSL
<b>Date of next review</b>	February 2020	<b>Date of last update</b>	February 2017