

Volunteers Policy for Goffs Oak Primary and Nursery School

1. Introduction

At Goffs Oak Primary and Nursery School, volunteers are a welcome resource to raise pupil's achievement and to complement the work of Teachers and Teaching Assistants. Our school will benefit greatly from developing well planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis.

The role of volunteers in our school provides for the enrichment of the pupil's learning experiences, but should not encroach on, or restrict, professional teaching duties. The deployment of any volunteer, whether for one day or for a number of sessions over a longer period, is managed with care; in particular taking account of the needs of the pupils and the staff to whom they are assigned.

The Headteacher and Governors are mindful of deploying volunteers appropriately. Volunteers are not asked to replace paid staff or given responsibility within the School that would normally be associated with paid employees.

2. Deployment (see Appendix 1)

Volunteers are not asked to carry out duties which:-
(i) fall normally within a Teacher's responsibility under *loco parentis*;
(ii) fall normally within the job description of a Teacher or member of support staff, ie they are not asked to cover staff absence.
(iii) would normally be performed by a contractor engaged by the LA or by the school;

3. Organisation (see Appendix 2)

(a) All volunteers are welcomed. The parameters of their role within the school are clearly defined from the outset in order to avoid any misunderstanding.
(b) An interview between the volunteer or line manager and member of SLT is held to ascertain interest, skills and time commitment of the volunteer and the needs of the school.
(c) References will be requested to confirm their suitability for work in the school.
(d) An agreement is drawn up with the aims, objectives and timescales.
(d) Each volunteer is linked with a specific member of staff to whom they will be directly responsible.

4. Safeguarding

Volunteers are made aware of the rules governing behaviour at the school; including the key 'dos' and 'don'ts' for children and adults. Procedures are designed to avoid hazards or risks associated with the tasks being carried out including details of first aid and emergency arrangements.

As part of their induction to our school, volunteers are also provided with basic information such as details of those facilities available to them.

We feel it is vital that volunteers are made aware of the following:-

- safeguarding procedures;
- expectations with regards to confidentiality;
- access to information related to pupils and/or staff;
- the expected level of behaviour and an awareness of Professional Codes of Conduct;
- that at no time will they be working with a child or a group completely unsupervised;
- the school's Equal Opportunities policy – especially focussing on issues relating to discrimination and the use of appropriate language;
- the school's Complaints procedure;
- the school's Disciplinary procedure;
- the school's Health & Safety Policy.

5. Vetting Procedures

The school is committed to ensuring that all volunteers are suitable to work with children and young people. Volunteers who engage in regulated activity with children will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check, including a Children's Barred List check, before commencing their volunteering role.

Regulated activity may include volunteers who teach, train, instruct, care for or supervise children on a frequent basis, including those who:

- regularly support teaching and learning activities within school;
- regularly assist with extra-curricular or enrichment activities;
- accompany pupils on residential visits or other activities involving overnight stays;
- undertake any other role which meets the statutory definition of regulated activity.

The Headteacher will determine the appropriate level of vetting required for each volunteer role, taking account of the nature, frequency and level of contact with pupils.

All volunteers will be required to provide proof of identity and confirm their right to work in the UK where appropriate. Volunteers must also read and comply with the school's safeguarding procedures and Code of Conduct.

6. Signing In

When helpers arrive in the school, they must sign in at the reception desk. They will be given a visitor's sticker/ badge, which they should wear at all times. The signing-in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving, and return their badge before they leave.

Hertfordshire County Council
GOFFS OAK PRIMARY & NURSERY SCHOOL
Millcrest Road, Goffs Oak, Herts. EN7 5NS
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Appendix 1

VOLUNTEER GUIDELINES

Thank you very much for volunteering to help at Goffs Oak Primary & Nursery School. The following are a set of guidelines, which we hope will help to establish a successful partnership between staff and volunteers at the school.

• Teachers work hard to plan lessons and direct learning in advance. If you are unsure of the purpose of the activity you have been asked to assist with please clarify it with the teacher or teaching assistant at the start of the session.
• If you are committed to helping on a regular basis and for any reasons are unable to attend on a day when you are expected, please inform the teacher or the school office in advance. Similarly, if your help is not required on a particular day (due to a trip or other school activity) then the teacher will provide you with advance notice of this.
• Helping in the school that contains your own child will give you an insight into his or her education. Should you have any questions that arise out of this please direct them to the class teacher privately on a separate occasion, through Parent /Carer meetings, or through the other channels that already exist within the school.
• When you are working with the children it is important to create an atmosphere that makes the children want to learn. Enthusiasm and encouragement are extremely important in helping with development.
• Under the Children Act 1989 relating to child protection, if a child tells you something that you feel is of concern but you might not know the relevance of, you should discuss this privately with the teacher and no further.
• Confidentiality regarding what might be seen, heard or discussed within the class or group by children or adults is extremely important. School staff are bound by the rule of confidentiality that as a volunteer will also apply to you. Please do not discuss any issues that might arise in class with anyone other than the class teacher who is best placed to decide on the correct course of action.

You may be aware that legislation requires all people working with ‘vulnerable members of society’, whether in a professional or a voluntary capacity, to apply for a “Disclosure” from the Disclosure & Barring Service (DBS). The school will determine whether an existing DBS certificate and DBS Update Service status can be accepted or whether a new DBS application is required.

Thank you very much for volunteering, your time, effort and enthusiasm to help in school. You can be assured that your help is greatly appreciated and will be of genuine help to both children and staff alike.

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Appendix 2

VOLUNTEER AGREEMENT

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

Please read and sign this Volunteer Agreement sheet and hand it to the school office.

You will receive a copy of it for your records.

- I have received a copy of the school's Volunteer Policy and have read the Volunteer Guidelines (Appendix 1).
- I agree to support the school's aims and values & follow school policies.
- I agree to treat information I gain from being a volunteer in school as confidential.
- I understand that I may be required to undergo appropriate safeguarding and vetting checks, including a DBS check, depending on my role within the school.
- I understand that I will need to provide the school with two references.
- I understand that I will need to provide evidence if my right to work is subject to a work permit/visa/worker registration scheme.

Signed:_____

Name:_____

Date:_____

Note: this agreement is in honour only and is not intended to be a legally binding contract of employment.

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Appendix 3

VOLUNTEER INFORMATION SHEET

Name of Volunteer :…….

Address: ……

……..

Telephone:…… Date of Birth: ……..

Reason for applying as a volunteer: …….

Do you have the right to work in the United Kingdom? Yes/No (Delete as applicable)

Is this subject to a work permit/visa/worker registration scheme? *Yes/No (Delete as applicable)

*If yes, evidence must be provided.

What skills / areas would you like to help with in school?

……

Are there any particular age groups / classes you would like to work with? ……..

Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? (please give details)

……..

Details for two referees:

1. Title and full name: _____

Relation to the applicant: _____

Work place (if applicable): _____

Contact details (address, phone number, email): _____

Dates: from _____ to _____

Responsibilities at the workplace (if applicable):

_____

2. Title and full name: _____

Relation to the applicant: _____

Work place (if applicable): _____

Contact details (address, phone number, email): _____

Dates: from _____ to _____

Responsibilities at the workplace (if applicable):

_____

Please complete the form and hand in to the school office.