



# **Volunteer Policy**

Ratified: July 2023

Review: July 2027

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. We welcome and encourage volunteers from the local community. A volunteer is an unpaid adult who provides support to our school.

**Our volunteers may include:**

- Parents of pupils
- Students on university placements or work experience
- Parent Association (OSA)
- Former members of staff
- Local residents

**The types of activities that volunteers are engaged in might include:**

- Hearing pupils read
- Working with small groups of pupils
- Running the library at lunchtime
- Undertaking arts and craft activities with pupils
- Gardening activities
- Coordinating/planning school events
- Supporting teachers to run clubs
- Individually arranged projects
- Accompanying school visits

**Becoming a volunteer**

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis should contact the school office. 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.

Before starting in school and to ensure the safety of our pupils at all times, all volunteers will be required to complete a DBS (Disclosure & Barring Service) check. This can be completed online and the school office will provide the necessary information. We are unable to have any volunteer work unsupervised with the pupils in the school unless they have been cleared by the DBS and show their certificate in school. Details of this certificate will be recorded.

**Confidentiality**

Volunteers in school are bound by our Confidentiality Policy. All staff members, voluntary helpers and visitors should be aware that information relating to individual pupils or members of staff is totally confidential. Whilst in school volunteers may hear conversations which are of a confidential nature. These cover aspects such as pupils'

academic progress, misbehaviour, or home circumstances. All information relating to individual pupils and staff is confidential and volunteers must respect this. Any concerns that volunteers have about the pupils they work with/ come into contact with should be shared with the class teacher and NOT with the parents of the pupil or any persons outside school. These comments, particularly if taken out of context, can cause distress to the parents of the pupil if not heard directly from the school.

A situation may arise in school, where the duty to the pupil is greater than that to the parent. If a pupil discloses something, this information should be shared promptly with the pupil's teacher or safeguarding team. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the headteacher.

### **Supervision**

All volunteers work under the supervision of the class teacher to which they are assigned.

Although teachers retain responsibility for pupils at all times, this does not require volunteers that have a DBS clearance to be in their direct supervision at all times. For example, a parent coming on a school trip or coming in to give a talk to a class.

Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/ guidance from the teacher in the event of a query or problem regarding a pupil's behaviour or understanding of a task.

### **Health and Safety**

The school has a health and safety policy which is available on request. Volunteers in school for at least a term will be given an induction. For volunteers in school for a day, class teachers should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school educational visit, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or head teacher.

### **Complaints Procedure**

Any complaints made about a volunteer or by a volunteer will be referred to the Headteacher for investigation.

The school has the right to take the following actions:

- Speak with the volunteer about a breach in the volunteer agreement
- Offer an alternative placement for a volunteer
- Inform the volunteer that they are no longer required to help in school

This policy will be reviewed every three years or in the light of new guidance from either the DfE or the Local Authority.

**APPENDIX 1**

**Regular Volunteer Information Sheet – for new volunteers**

<b>Name:</b>	<b>Emergency Contact Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Email:</b>	<b>Email:</b>
<b>Telephone:</b>	<b>Telephone:</b>

<b>Days available (am/pm) – please tick</b> Specify specific times if relevant				
<b>Mon am</b>	<b>Tues am</b>	<b>Wed am</b>	<b>Thurs am</b>	<b>Fri am</b>
<b>Mon pm</b>	<b>Tues pm</b>	<b>Wed pm</b>	<b>Thurs pm</b>	<b>Fri pm</b>

<b>Child/ren’s name and class if applicable:</b>
<b>Qualification studying towards if applicable</b>
<b>I wish to volunteer as (eg class support, library, admin, SEN etc)</b>

## **APPENDIX 2**

### **Regular Volunteer Agreement**

Thank you for offering your services as a volunteer at Osidge 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 in at school. You will receive a copy of it for your records.

- I have read and understood the school's volunteer policy
- I agree to treat any information about the school, pupils, staff and parents as confidential

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Osidge School Risk Assessment for Volunteers in School

✓	Reason for the risk assessment
	Volunteer will be supporting in a classroom
	Volunteer will be supporting a class on a school educational visit and may be responsible for a small group
	Volunteer transports pupils to events organised by school staff
	Other:

<b>Completed by:</b>			Severity on a 1-4 scale with 4 high Likelihood L on a 1-4 scale with 4 high Risk Rating SxL on a 1-16 with 16 high	
<b>Position:</b>				
<b>Signed:</b>				
✓	Step 1 Specify significant hazards or risks that arise	Step 2 Identify people potentially at risk	Step 3 What control measures and mitigation will be put in place to minimise any risk?	Risk Ratings Eg 1 x 2 = 2 low risk
	<b>Volunteer with regular</b> contact working with pupils <b>with significant unsupervised contact</b> e.g takes pupils for one to one or group work	Pupils in class and around school	DBS check required Mobile phones and/or personal cameras not to be used in school other than staffroom area Volunteer advised to refer pupils to a permanent member of staff if they are injured, need to use the toilet, etc. Volunteer to be informed that they must alert a member of staff if they notice any pupils	1

			involved in an altercation and not to try to deal with the situation themselves	
	Volunteer, <b>regular or one off event</b> , will be working in a classroom with pupils, supporting groups and individuals under the general guidance and <b>full supervision</b> of the class teacher or member of staff.	Pupils in class and around school	<p>Volunteer will not be left alone with pupils, class will always have a permanent member of staff present who has an enhanced CRB/DBS clearance.</p> <p>Mobile phones and/or personal cameras not to be used in school other than staffroom area</p> <p>Volunteer advised to refer pupils to a permanent member of staff if they are injured, need to use the toilet, etc.</p> <p>Volunteer to be informed that they must alert a member of staff if they notice any pupils involved in an altercation and</p>	1
	Volunteer will be supporting a class on a school educational visit and may be responsible for a small group under the general guidance and <b>full</b> supervision of the class teacher.	Pupils on educational visit	<p>Volunteer will not be left alone with pupils. Overall supervision will rest with the Lead teacher on the visit or educational visit.</p> <p>Teacher will take groups to the toilet or organise for two adults to take the pupils.</p> <p>Volunteer advised to refer pupils to a permanent member of staff if they are injured, need to use the toilet, etc.</p> <p>Volunteer to be informed that they must alert a member of staff if they notice any pupils involved in an altercation and not to try to deal with the situation themselves</p> <p>Use of Mobile phones and/or personal cameras to be strictly monitored by a permanent member of staff</p>	2

	<p>Volunteer for a <b>one off event</b>.  Volunteer often supports educational visits and <b>activities</b> and takes responsibility for leading a small party of pupils with minimum or no supervision</p>	<p>Pupils on educational visit</p>	<p>DBS check required  Mobile phones and/or personal cameras not to be used in school other than staffroom area  Volunteer advised to refer pupils to a permanent member of staff if they are injured, need to use the toilet, etc.  Volunteer to be informed that they must alert a member of staff if they notice any pupils involved in an altercation and not to try to deal with the situation themselves</p>	<p>1</p>
	<p><b>Volunteer - One off event – not regular</b> – transporting a child in a car to a school or organised event</p>	<p>Pupils in car being transported</p>	<p>The driver of the car must be fully insured to carry pupils for this type of activity  Where possible, two adults to be in the car.  Pupils to sit in the back seats of the car.  Parental permission required.</p>	<p>2</p>
	<p><b>Other:</b></p>			

Signed: (Headteacher) \_\_\_\_\_ Date: \_\_\_\_\_