



THE BISHOPSWOOD SCHOOLS FEDERATION

VOLUNTEER POLICY

Thank you for volunteering to help support our school community. At Bishopswood Schools Federation 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 children's education is vital and we encourage active participation in many ways. Volunteers from within the community bring with them a range of skills and experience that can enhance the learning opportunities of children.

Our volunteers include:

- Members of the governing body
- Parents of pupils
- University students
- Ex-members of staff
- Local residents

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

- Hearing children read
- Working with small groups of children
- Working with individual children
- Undertaking arts and craft activities with children
- Supporting teachers to run after school clubs
- 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 approach their child's class teacher, the Deputy Headteacher or the Executive Headteacher.

As part of our commitment to safeguarding all our pupils, before starting at the school, all volunteers will be required to complete a Hampshire approved application form, along with a DBS check and further pre-employment checks. Forms can be obtained from the school office. We are unable to have any volunteer in school regularly unless they have been cleared by the Disclosure and Barring Service and show their certificate to school staff. The copy of this certificate will be taken and kept in school.

Child Protection

The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers are given safeguarding information as part of their induction process
- All of our volunteers must have been cleared by an Enhanced DBS check if appropriate to role.

- Where a volunteer is engaged in a one-off activity e.g. supervision of group as part of class visit, no formal checks are required. However, such volunteers will be under the constant supervision of school staff.
- Any concerns a volunteer has about child safeguarding or protection issues, should be shared promptly with the child's teacher, Executive Headteacher or Deputy Headteacher. The Executive Headteacher and Deputy Headteacher are the DSLs (Designated Safeguarding Leads) for our school.
- The school reserves the right to request a volunteer leaves the school site at any time.

Please read our Child Protection and Safeguarding Policies for further information regarding the school's safeguarding practices and procedures. (available on the school's website or from the school office)

Confidentiality

All staff members, voluntary helpers and visitors should be aware that information relating to individual children 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 children's academic progress, misbehaviour, or home circumstances. All information relating to individual children and staff is totally confidential and volunteers must respect this. Please see our Confidentiality Policy for further information. (available on the school's website or from the school office)

Guidance

Volunteers may be asked to work across a year group. For parent volunteers, this may mean that they sometimes work in their child's class and at other times may be asked to work in an adjacent class. If children find it distracting when their parents are in school arrangements may need to be made for support to take place in another area in the school.

Each day before reporting to the class, volunteers should sign in at the school office and obtain a visitor's badge. This is a sign of visitor recognition that must be worn at all times. When leaving the school, volunteers must ensure that they sign out and return the visitor's badge. If applicable, a member of staff will offer refreshments at morning break.

Issues affecting children

Any concerns that volunteers have about the children they work with/come into contact with should be shared with the class teacher and NOT shared with the parents of the child or any persons outside of school. These comments, particularly if taken out of context, can cause distress to the parents of the child if not heard directly from the school. A situation may arise in school, where the duty to the child is greater than that to the parent.

Issues affecting adults in school

All adults in our schools can expect their personal and health issues to remain confidential unless:

- it impinges on their terms of contract;
- it endangers pupils or other members of staff;
- there is a legal obligation to disclose such information;
- it is necessary for legal proceedings;
- despite the duty of confidence the interest of the individual or the wider public interest justifies disclosure.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Executive Headteacher or Deputy Headteacher.

Supervision

All volunteers work under the supervision of the class teacher to whom they are assigned. Although teachers retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times. 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 child's behaviour or understanding of a task.

Health and Safety

The school has a health and safety policy which is available on request. 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 trip, 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, Deputy Headteacher or Executive Headteacher.

Complaints Procedure

Any complaints made about a volunteer or by a volunteer will be referred to the Executive Headteacher/ Deputy 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 should be read alongside the following policies:

- Confidentiality
- Child Protection
- Safeguarding
- Complaints
- Healthy & Safety
- Offsite Visits (if applicable to role)

This policy will be reviewed every two years or in the light of new guidance from either the DfE or the LA.

Policy Reviewed – Nov 2022

Next Review – Nov 2023

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 staff and pupils, and make them feel valued
- Be approachable, pleasant and positive role models for pupils
- Adhere to all school policies, including the Child Protection and Safeguarding policy, Health & Safety policy, Data Protection policy, Behaviour and Anti-bullying policy
- Read and work within the statutory direction of the document 'Keeping Children Safe in Education 2023' (Part 1)
- 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 appropriately and behave in a manner which promotes healthy and safe working practices
- Accept and follow directions from the supervisor and seek guidance through clarification where uncertain of tasks or requirements
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report any potential hazards in the workplace to the supervisor
- Conduct work in a cooperative manner with all other adults in the school
- Turn off mobile phones while on school premises
- For regular volunteers; contact the school in advance if possible, or on the day, if they are unable to attend a session.

Volunteers will not:

- Discipline pupils; if there are any problems, the class teacher or a senior member of staff will be informed immediately and they will manage the situation
- Share personal contact details with pupils or make personal arrangements to meet pupils outside of school
- Behave in a manner which may bring the school into disrepute when representing the school e.g. on a school trip
- Give or receive gifts to/from pupils, unless arranged through the Executive Headteacher.

I,, have read the code of conduct and agree to abide by the rules outlined in this policy. I am aware that the school reserves the right to request a volunteer leaves the school site at any time if concerns are raised about their conduct.

Signed:

Date:

OFF-SITE VISITS VOLUNTEER AGREEMENT

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this school trip.

Please read and return this form, and sign and return the helper's slip on the following page. This is part of our school's risk assessment planning and safeguarding requirements.

Role of the Volunteer Helper:

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their well-being and safety is maintained for the total duration of the school trip
- to promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- to ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- to contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour

Working alongside school staff:

School staff expect volunteer helpers to:

- comply with all of the above whilst being under the direct line management of school staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children
- to think about the task and help to explain areas of interest
- follow guidance from the school staff

What is not permitted:

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties with behaviour. If you need to move a child or gain a child's attention, we always use their name and under no circumstances are we to come into physical contact with a child.
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First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by school staff.

Emergencies

You are expected to inform a member of staff as soon as possible if any emergencies arise whilst on an off-site visit. If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

OFF-SITE VISITS VOLUNTEER AGREEMENT

Name: _____

- I have read the Volunteer Policy.
- I agree to the terms and conditions as stated in the policy
- I will support the school staff to ensure all pupils enjoy the trip and actively contribute to the smooth running of the event.

Signed : _____ Date : _____