



Wateringbury Church of England Primary School

Volunteers Policy

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Learning, growing, achieving.....our journey together with God.

WATERINGBURY CHURCH OF ENGLAND PRIMARY SCHOOL

VOLUNTEERS POLICY

Our Vision and Values

Guided by our Christian values and nurturing culture, we aspire to enable everyone to grow green leaves to meet the challenges of our ever-changing world and to send out our roots to the wider community.

Every child is seen as a unique learner, loved by God and is equally valued and championed to grow and achieve their very best in all they do.

LOVE FORGIVENESS JOY RESILIENCE RESPECT COURAGE

Introduction

Volunteers bring with them a range of skills and experience that can enhance the learning opportunities of pupils. This school, therefore, welcomes and encourages volunteers from our local community.

Our volunteers include:

- ◆ Members of the Governing Body
- ◆ Parents of pupils
- ◆ Students on work experience
- ◆ University students
- ◆ Local residents
- ◆ Friends of the school

The types of activities that volunteers engage in, on behalf of the school include:

- ◆ Hearing pupils read
- ◆ Working with small groups of pupils to assist them in their learning
- ◆ Working alongside individual pupils, as an additional tutor
- ◆ Accompanying school visits
- ◆ Other projects, such as gardening.

Safeguarding

The Local Authority and Wateringbury C.E. Primary School are committed to safeguarding and expect its volunteers to share that commitment.

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing pupils read, usually approaches the school office, class teacher, head teacher, or member of the senior leadership team. All volunteers must then be agreed by the Headteacher.

Volunteers should then complete the Volunteer Application Form (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

Definition

Activity which is described as 'frequent' or 'intensive' covers the meaning given in the Safeguarding Vulnerable Groups Act 2006:

- ♦ 'frequent' – once a week or more often on an ongoing basis; and
- ♦ 'intensive' – three or more occasions in a 30 day period, or overnight (between 2am –6am).

Process for recruiting a Volunteer who will be working frequently or intensively

1. The candidate will attend the school for an informal discussion to ensure that they are suitable for the role
2. An enhanced DBS check will be undertaken
3. The volunteer will be made aware of the role and responsibilities they will be undertaking
4. If appropriate, two references should be sought where the volunteer arrangement will continue on a regular basis.
5. Once agreed, an induction session will be arranged at which school policies and documentation will be explained and issued.
6. Volunteer records will be kept in the school office.

Before starting to help in a school, a volunteer should complete the Volunteer Agreement (Appendix 2), which sets out the school and school's expectations of its volunteers and to confirm they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer before they are left unsupervised with a child/ren.

Our School Aims

All adults / young people who work in our school, whether a paid member of staff or a volunteer, are expected to work and behave in such a way as to actively promote our school's aims and educational purpose.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with, or come into contact with, should be voiced with the Headteacher or one of the Designated Safeguarding Leads and NOT with the parents of the child. Any information gained at the school about a child or an adult must remain confidential.

Volunteers who are concerned about anything in the school which may affect their work should raise the matter with the Headteacher, Designated Safeguarding Lead or member of the Senior Leadership Team.

Supervision

All volunteers work under the supervision of a teacher or full time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour, and the activity they are undertaking. Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out and the expected outcome. In the event of any query or problem regarding a pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice and guidance from their designated supervisor.

Health & Safety

The school has a Health & Safety Policy and relevant parts of this are made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Headteacher.

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 a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2)
- ◆ All of our volunteers must have been cleared by the Criminal Records Bureau (DBS).
- ◆ Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff, must read and sign our Off-Site Visit Agreement (Appendix 3).
- ◆ All volunteers will be asked to sign a Visitor/Volunteer Acceptable Use policy. (Appendix 4).
- ◆ Any concerns a volunteer has about child protection issues, should be referred to the designated safeguarding lead.

Complaints

Any complaints made about a volunteer will be referred to the Headteacher for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher reserves the right to take the following action:

- ◆ To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again
- ◆ Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class
- ◆ Based upon the facts identified in the investigation, it may be necessary for the school to inform the volunteer that the school no longer wishes to use them
- ◆ Provide the volunteer with a copy of the school's full Complaints Procedure



APPENDIX 1

VOLUNTEER APPLICATION FORM - FOR NEW VOLUNTEER

Name of Volunteer:

Date of Birth:..... Address:

..... Postcode:

Phone: Home..... Mobile

Email address:

Emergency contact number:

What activities/ areas of the school's work would you like to help with?

(If you are a student please include details of your course/placement requirements)

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

If you have relatives in school, please give details of their names/year groups/classes).

(We try to avoid putting volunteers in the same class as their relatives to protect the volunteer and the pupils).

Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School?

Thank you for taking time to complete this Volunteer Application Form

Please hand it to the School Office, marked for the attention of the Headteacher.

Your offer of help is greatly appreciated and we will be in touch as soon as possible.



APPENDIX 2

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Wateringbury C.E Primary School

Your offer of help is greatly appreciated, and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in 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 agree to adhere to its contents.
- ◆ I agree to support the School's aims and ethos.
- ◆ I agree to treat information obtained from being a volunteer in school as strictly confidential.
- ◆ I understand that I here to support the whole school community, not just my friends and family.
- ◆ I understand that an enhanced Criminal Record Bureau (DBS) check will be undertaken .
- ◆ I know who the Designated Safeguarding Lead is
- ◆ I have had safeguarding information shared with me. .
- ◆ I have been made aware of who is my designated supervisor e.g. Class Teacher

Name: _____

Signed: _____

Date: _____



APPENDIX 3

OFF-SITE VISITS VOLUNTEER AGREEMENT

School trips are an integral part of learning at Wateringbury C.E. Primary School and afford many pupils 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 appendix, and sign and return the helper's slip.

This is part of our school's risk assessment planning and safeguarding arrangements.

Role of the Volunteer Helper

- ◆ To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip
- ◆ To stay with your allocated group of pupils, ensuring that their wellbeing 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 supervision of school staff
- ◆ Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about what they are experiencing and help to explain the areas of interest
- ◆ Follow guidance from the school staff

What is not permitted

- ◆ Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip
- ◆ Volunteer helpers are not allowed to smoke, vape, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties
- ◆ Volunteer helpers are not permitted to take photographs of pupils.
- ◆ Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets – before, during or after the school trip.

First Aid

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 unless you are the Parent/ Carer of the

child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff of an emergency as soon as possible. If you become separated from the rest of the school party, you must telephone the school.

Agreement

- ◆ I have read the Volunteer Policy
- ◆ I agree to the terms and conditions as stated in the policy
- ◆ I will support the children in enjoying the trip and actively contribute to the smooth running of the event.
- ◆ I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Name: _____

Signed: _____

Date: _____

APPENDIX 4

VISITOR AND VOLUNTEER ACCEPTABLE USE OF TECHNOLOGY POLICY



As a professional organisation with responsibility for safeguarding, it is important that all members of the community, including visitors and volunteers, are aware of our behaviour expectations and their professional responsibilities when using technology. This AUP will help Wateringbury CE Primary School ensure that all visitors and volunteers understand the school's expectations regarding safe and responsible technology use.

Policy scope

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services, either provided to me by the school or accessed by me as part of my role within Wateringbury CE Primary School, professionally and personally. This may include my use of devices such as laptops, mobile phones, tablets, digital cameras, as well as IT systems and networks, email, data and data storage, remote learning systems and communication technologies.
2. I understand that Wateringbury CE Primary School AUP should be read and followed in line with the school volunteer policy.
3. I am aware that this AUP does not provide an exhaustive list; visitors and volunteers should ensure that all technology use is consistent with the school ethos, school behaviour and safeguarding policies, national and local education and child protection guidance, and the law.
4. I will not upload, download, or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
5. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience, or needless anxiety to any other person.
6. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.

Data and image use

I understand that I am not allowed to take images or videos of children unless requested by a member of staff and I will be using a school device.

Classroom practice

1. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of children. See online safety policy and pupil AUPs for details.
2. I will support and reinforce safe behaviour whenever technology is used on site and I will promote online safety with the children in my care.
3. If I witness or suspect accidental or deliberate access to illegal, inappropriate or harmful material by any member of the school community, I will report this to the DSL in line with the school child protection policy.
4. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text, or music is protected, I will not copy, share, or distribute or use it.

Use of mobile devices and smart technology

In line with the school mobile and smart technology policy, I understand that I cannot use my mobile phone in the presences of children. If I need to take a call or check my phone, I must go to the admin corridor, staffroom or out to my car.

Online communication, including the use of social media

1. I will ensure that my online reputation and use of technology and is compatible with my role within the school. This includes my use of email, text, social media, social networking, gaming and any other personal devices or websites.
 - o I will take appropriate steps to protect myself online as outlined in the child protection policy.
 - o I will not discuss or share data or information relating to children, staff, school business or parents/carers on social media.
 - o I will ensure that my use of technology and the internet will not undermine my role, interfere with my duties and will be in accordance with the school behaviour policy and the law.

Policy compliance, breaches or concerns

1. If I have any queries or questions regarding safe and professional practice online either in school or off site, I will raise them with the Designated Safeguarding Lead (Debbie Johnson) and/or the headteacher.
2. I will report and record concerns about the welfare, safety or behaviour of children or parents/carers online to the Designated Safeguarding Lead (Debbie Johnson) in line with the school child protection policy.
3. I will report concerns about the welfare, safety, or behaviour of staff online to the headteacher, in line with the allegations against staff policy.
4. I understand that if the school believes that unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, the school may invoke its disciplinary procedures.
5. I understand that if the school suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with Watringbury CE Primary School visitor/volunteer Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Name of visitor/volunteer:

Signed:

Date (DDMMYY).....