



Harborne Primary School

Volunteer Policy

May, 2023

Ratified by Governors:

Date: May, 2023

Date of next review: May 2024

VOLUNTEER POLICY

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Introduction

The school benefits greatly from developing well planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis.

Harborne Primary School believes that volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all pupils.

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children at Harborne Primary School without encroaching on the professional teaching responsibilities of the class teacher.

Aim

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

Categories of Volunteers

Volunteers could include any of the following (this list is not exhaustive):

- Members of the Governing Body
- Parents, carers, guardians, elder siblings or Grandparents of Pupils
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Local residents
- Volunteer drivers for trips or sporting fixtures
- Staff family members

Types of Activities

Activities in which volunteers may be engaged in could include any of the following:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks
- Running or assisting with an after-school club
- Social activities such as running a disco
- Fund raising activities such as running a cake stall or Summer Fayre
- Interviewing children on a governor visit.

Becoming a Volunteer

Anyone wishing to work as a volunteer who will be in school on a regular basis or a one-off occasion completing a work placement should request a Volunteer Application Form from the school office. This should be completed and returned with the necessary original Identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check if required. Where the volunteering is a placement linked to a course of study the cost of the DBS (if required) will be met by the volunteer (or his/her college).

The Headteacher (or staff member with delegated responsibility) will interview the potential volunteer and an appropriate placement will be agreed. This will be in a class which has no family connection to the applicant. A regular day and time will be agreed, and the applicant will be expected to sign all relevant documentation (appendix to this policy). An entry will be made on the school's Safeguarding Central Record and a file maintained with the confidential details of the volunteer.

The exceptions to this are:

- Work Experience Students or University Placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at Harborne Primary School. The student will be expected to sign a confidentiality agreement and will not be placed in a class with any family connection.
- One-off volunteers i.e. assisting with a school walk, a fund-raising event or a school visit will not require a DBS. Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care.
- If there is any doubt as to the level of checks required, a decision should be sought from the Headteacher.

Safeguarding Induction

All volunteers working regularly in school must undertake a short safeguarding induction to include health and safety before commencing their voluntary role and undertake Safeguarding and Child Protection Training, Prevent Training and Manual Handling Training and Health and Safety overview.

Information on the Role of a Volunteer

All volunteers should have access to this policy and the school's **Staff Handbook** which includes important information about the day to day routines of the school, a site map and advice on protocol and practices in school.

Volunteers should also have access to the following policies which are all available from the school website.

- Health and Safety Policy
- Confidentiality Policy
- Data Protection Policy
- Safeguarding & Child Protection Policy
- Safer Care Code of Conduct Policy
- Safeguarding Guidance
- Equal Opportunity Policies
- Behaviour Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)
- Staff code of conduct

- Safer Employment Policy

Harborne Primary School – Happy Pupils Succeed

At Harborne Primary School we are developing confident, successful children with a natural love of learning, through an aspirational curriculum where everybody is valued.

Volunteers' Expectations from School

Volunteers in school should expect to:

- be recognised for their valuable contribution to the learning experience for the children they support
- be assigned worthwhile tasks
- access any school policies or procedures that are relevant to their role
- access any training that is necessary for the success of their activities
- claim any expenses incurred such as travel (where a personal car is being used for a school trip) or purchases made on behalf of the school and on the instruction of the class teacher.

School's Expectations from Volunteers

School expects all volunteers to:

- Adhere to the name protocol for staff i.e. Miss Smith, Mr Brown.
- Adhere to the school's Dress Code.
- Adhere to the School's Code of Conduct
- Adhere to the school's Health and Safety Policy, Safeguarding Policy, Data Protection Policy, Confidentiality Policy and ICT Acceptable Use (where appropriate), Site Security Policy.
- Read and work within the Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (2019) and Keeping Children Safe in Education (Latest version).
- Be role models for the children they work with i.e. consider the language they use, only walk in school, no smoking or swearing and dress appropriately.
- Refer any behavioural or safeguarding concerns to the class teacher.
- Commit to a regular window of time to allow teachers to plan activities to include the volunteer
- Advise school as soon as possible when it is not possible to attend.
- Annually disclose any information of a criminal nature.

Security

All volunteers must sign in and out and wear a visitor badge and lanyard for the duration of their volunteering session.

Internet use and social networking

Volunteers are expected to behave in an ethical and lawful manner about the use of the internet and emails. Care and attention should be taken while using social networking sites. Use of these sites should not involve communication regarding your role at this school or any activities which may bring the school into disrepute and / or may cause us to question your

suitability to work with children. Volunteers must not attempt to contact pupils via social media or email or decide to meet outside of school.

Absence

Volunteers are required to inform the school, before 8.00 a.m., if you are unable to attend when you are expected. If you are called away in the event of an emergency while volunteering, please let the class teacher / office know before you leave the premises. Confidentiality Volunteers are reminded that all information on individual pupils and members of staff.

Confidentiality

Volunteers are reminded that all information on individual pupils and members of staff is confidential and that the sharing of data is protected under the General Data Protection Regulations 2018. They are not permitted to discuss children's or staff member's issues with other professionals in the school. Volunteers who break this confidentiality rule will be asked to leave. There may be instances where volunteers MUST pass information to the headteacher or class teacher. These include incidents where the child is bullied or when a child discloses, he or she is being harmed in any way. Volunteers are advised not to report this to the child's parents / carers and inform the class teacher as soon as possible.

Equal Opportunities

At Harborne Primary School, we do not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender, sexual orientation or marital, social or financial status. All volunteers are always required to make a commitment to this policy and treat everyone with respect.

Complaints Procedure

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

The Headteacher reserves the right to take the following action:

- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated
- Offer an alternative placement or activity for a volunteer
- Inform the volunteer that the placement has been withdrawn.