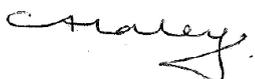


THE ARRETON & OAKFIELD FEDERATION

Volunteer Policy

Date of Approval:	21st November 2019
Committee/FGB	Resources Committee
Responsible:	Federation Business Manager Trudy Taylor
Review Date:	November 2022

Signed:  **Chair of Governors**

Signed:  **Executive Headteacher**

Date: 21st November 2019

1. The Federation's Volunteer Policy is part of the schools safeguarding system and policy.

Introduction

2. Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Board of Governors therefore, welcomes and encourages volunteers from the local community.
3. Our volunteers may include:
 - Members of the Governing Body
 - Parents of pupils
 - Ex-pupils
 - Students on work experience
 - Ex-members of staff
 - Local residents
 - Friends of the school
 - Church Members
4. The recruitment of new volunteers can take up to half a term and intake of new volunteers will be dependent on the candidate and available spaces within school. The smooth running of both Arreton and Oakfield CE Primary Schools for the pupils will always be a priority. The Heads of School and Executive Headteacher maintain the right to refuse volunteers and also terminate placements.
5. 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

Our School

6. 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 aims and values:-

Aims

- To enhance the quality of children's learning.
- To promote and sustain a challenging, stimulating and caring learning environment.
- To maintain high standards of behaviour through self-discipline, tolerance and mutual respect.
- To work closely and openly with parents/carers and the wider community to maximise children's development.
- To continually seek ways to improve every aspect of the school's work and life.

Values

- We will respect our children's individuality, encourage creativity and assist them to make the most of their abilities.
- We will promote equality of opportunity for all of our children irrespective of gender, race, creed, ability or disability.

Becoming a Volunteer

7. 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 Class Teacher, Head of School, senior member of Staff or Class Teacher directly. It is the school's decision to take on volunteers and this will depend on the time of year, the number of volunteers we already have in school and the potential impact on the children. Volunteers should 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.

Child Protection and Safeguarding

8. Safeguarding is our priority and we following the safer recruitment guidelines to ensure that we are committed to safeguarding pupils, young people and vulnerable adults and we expect our volunteers to share that commitment. The process of recruitment of volunteers mirrors the safer recruitment of paid staff to ensure the most suitable adults for our school. A list of volunteers will be kept in the main admin office - this will be kept up to date and is the responsibility of the Office Administrator. 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 frequent volunteers must have been cleared by the Disclosure and Barring Service (DBS).
 - Volunteers agree to the Visitors Code of Conduct when they sign the visitors' book at reception (Appendix 3)

On-line Safety

9. Online Safety relates to the teaching and learning of technology and through technology in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM), viruses and spam.
10. Volunteers, like staff, are expected to follow the E-Safety Policy which is available from the main office or the school website. Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in school during class time. Staff may not make or receive calls during teaching time. Use of phones or phone watches must be limited to non-contact time when no children are present. Staff and volunteers should keep devices out of sight in lockers, desks or cupboards when on school property. Personal devices must not be used for capturing, recording and storing data or photos of children. School owned devices are available for this purpose.

Frequent or Intensive Volunteers

11. 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).
12. Volunteers who are frequent or intensive need a DBS. If a volunteer does not have a DBS they should not, under any circumstances, be left with a child alone. 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.

Volunteers for school visits

13. School visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. The class teacher or staff member leading the visit will brief the volunteer regarding the risk assessment, daily schedule and any other important pieces of information. The visit lead, who will be a staff member, has ultimate responsibility for the pupils. Pupils should never be left with a volunteer unsupervised.

Process for recruiting volunteers

14. The process for recruiting volunteers is as follows:-

- A) Volunteers will be directed to the school office and will be given a copy of the Volunteer Policy. They will be asked to complete Appendix 1 and return.
- B) A member of the senior leadership team will identify the need and role for volunteers
- C) The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
- D) Enhanced DBS check undertaken
- E) The volunteer will be made aware of the role and responsibilities they will be undertaking
- F) An induction will be carried out. Relevant policies and documentation will be explained and issued, including the Health and Safety Policy, Behaviour Policy, Staff Code of Conduct and Whistleblowing Policy. Staff will be informed of how to access policies.
- G) Volunteer records will be kept in a central place within the school.

15. Before starting to help in a school, DBS clearance will be sought to enable an informed decision to be made as to whether the individual is deemed to be suitable to work with children. This is not required where a volunteer is engaged in a 'one-off' activity. An induction will be held and the volunteer will be asked to complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of its volunteers and to confirm they have received a copy of this Agreement.

Work Experience/ Placement Students

16. We are happy to take students on placement if we have suitable experiences available based on the smooth running of the Federation. Secondary schools, colleges and universities wanting students to be placed with us need to formally make contact with the Executive Headteacher or Head of School outlining the aims of the placement and duration. If the placement is as part of a teaching course (BA/ Bed. or PGCE) the Heads of School will deal with further correspondents/ details. If the placement is just for work experiences purposes the school/ college is asked to provide the reference for the student and the student is requested to complete the volunteer's paperwork. The Federation retains the authority to refuse or terminate a placement to ensure the smooth running of the Federation schools.

Confidentiality

17. Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons. Volunteers who are concerned about anything in the school, which may affect their work, should raise the matter with the Head of School or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

Supervision

18. 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/what the expected outcome of an activity is. In the event of any query/problem regarding the pupils understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Health and Safety

19. The school has a Health & Safety Policy and this is 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 designated Supervisor/Federation Business Manager.

Complaints Procedure

20. Any complaints made about a volunteer must follow the schools Complaints Policy which is found on the school website or upon request from the school office.

Monitoring and Review

21. This policy has been approved by the Governing Body and will be reviewed and updated every 3 years, or in response to updated guidance or legislation.

Appendix I

Request for Volunteering/Work Experience

Name:	First Name:	Last Name:
Address:		
Telephone No:	Home:	Mobile:
Do you have children in school – please provide names in box provided.	Yes / No	YR R
		YR 1
		YR 2
		YR 3
		YR 4
		YR 5
		YR 6
Reason for request:		
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 needs we need to take into account when working as a Volunteer in school?		
Please state your availability (days, times etc)		
Previous experience	Have you previously volunteered in schools? YES /NO If yes where and when did you volunteer:	

For training purposes please provide details	<p>Course provider (including Tutors name & contact details): (NB please provide evidence)</p> <p>Length and dates of placement required:</p> <p>Course requirements:</p> <ul style="list-style-type: none"> • What year group(s) do you need to be with? • Do you require a mentor/supervisor from school staff? • Is there any requirement for the school to provide/complete paperwork for your course?
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For official use only:

Approval by Head of School:
Notes:
Date of induction:

Thank you for taking the time to complete this Request for Volunteering/Work Experience.

Your offer of help is appreciated. The decision to take on new volunteers will be based on the time of year, the number of volunteers we already have in school and the potential impact on the children.

We will be in contact with you when a suitable opportunity within school becomes available.

Appendix 2

Name of Volunteer: _____ (INSERT NAME)

has been made aware of the following:

- Location of toilets and staffroom and invitation to tea/coffee facilities
- Location of areas in which they will be working.
- Fire alarm procedures
- Expectations with regard to confidentiality
- Access to information, as necessary, in relation to staff and pupils.
- Expected level of behaviour and an awareness of professional codes of conduct – e.g., appropriate use of language, equality and diversity.
- Schools Policies and practices appropriate to the visit

Signed:

Name: _____

Date: _____

Appendix 3

Visitors Code of Conduct

All visitors and school volunteers must:

1. Adhere to the Single Equalities Policy which is available on the web site or from the main office.
2. Use appropriate language and behaviour with children.
3. Sign in and out of the premises and wear a visitors lanyard at all times.
4. Report any breakages or accidents to the main office.
5. Report any concerns in relation to a child to the Designated Safeguarding Lead (DSL), Mrs Suze Keynes.
6. Ensure any information gained at the school about a child or adult remains confidential
7. Seek permission to bring a vehicle on to the school premises before arrival from the Federation Business Manager, as she will need to assess the risk.
8. Never give a pupil a lift in your vehicle unless you have appropriate insurance, parental consent and a member of staff present.
9. Ensure mobile phones are turned off when on site. In an emergency, please use the phone in the main office.
10. Handbags and personal items should be kept secure; in one of the offices or locked in the classroom cupboard.
11. Not take photographs or film within school, unless permission is granted from the Executive Headteacher, Head of School or Designated Safeguarding Lead.
12. If a child attempts to make contact with you through a social networking site, screen print the page, inform the school immediately and do not respond.
13. Be aware that The Arreton & Oakfield Federation Has Whistleblowing, Child Protection and Safeguarding and Health and Safety Policies - these are available on the school web site or at the main office.
14. Ensure clothing is respectful of pupils, staff and the working environment and community.
15. Professionals should bring photographic ID and proof of DBS, we request that all professionals make appointments so that their visit is organised and purposeful and does not interfere with the classroom learning.

By signing the visitors' book you are agreeing to the above code of conduct.