



STRATFORD RURAL SCHOOLS FEDERATION

LOXLEY C OF E COMMUNITY PRIMARY SCHOOL

SNITTERFIELD PRIMARY SCHOOL

WILMCOTE C OF E PRIMARY SCHOOL

Small schools, big ambitions...

FEDERATION POLICY FOR THE USE OF VOLUNTEERS IN SCHOOL

This version	June 2016
Approved by the Governing Body	07/07/2016
Reviewed	June 2018
Approved by the Governing Body	18/06/2018
Reviewed	June 2020
Approved by the Governing Body	14/07/2020
Reviewed	May 2022
Approved by the Governing Body	06/06/2022
Reviewed	October 2023
Approved by the Governing Body	22/11/2023

Related Policies:

- Child Protection and Safeguarding
- Confidentiality
- Work Experience
- Health & Safety Induction

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Introduction

The schools in the federation welcome and encourage volunteers; we accept that they bring with them a range of experiences that can enhance the learning opportunities of children at our schools. We recognise that parents and other members of the community have many skills which can be deployed in a school on a voluntary basis for the benefit of the children's education. Volunteer helpers in the classroom, on trips and for extra-curricular activities are a great asset in helping teachers to offer a broader and more differentiated curriculum.

Community volunteers can be:

- Members of the Governing Body
- Parents and carers of our pupils
- Local residents
- Ex members of staff
- Work experience students from secondary schools

All adults who work or volunteer in school are expected to work and behave in such a way as to actively promote our school core aims and values, whether they are a paid member of staff or volunteer.

Aims

Schools have the responsibility to manage their volunteers well. When a person volunteers to help in our schools we must be able to support that person to equip them properly for the tasks we ask of them. They must be given clear instructions in order to show that we value their support, but also in order to make the best use of their time. Class teachers retain responsibility for their class at all times.

Volunteers in school can:

- Enrich the educational experiences of the children
- Promote the partnership between school, home and the local community
- Demonstrate that learning is a lifelong process
- Enable children to have more time with an adult in the classroom, thereby enhancing their learning
- Release teachers from some minor tasks, enabling them to spend more time engaged with children.

Applying to be a Volunteer

Procedure

- Complete the Volunteer Application Form (Appendix 1).
- Return to the school.
- The Head of School will ask you into school to discuss your reasons for becoming a volunteer and what you feel you can offer. You will then be asked to apply for a DBS check (see Child Protection and Safeguarding section below).

- Once your DBS is returned and shows no issues, you will be asked into school to discuss your role in more detail and to give you some general information about what is required. You will be asked to sign the school's Code of Conduct and Confidentiality Agreement and then a start date will be agreed.

The Role of a Volunteer

Typical tasks we may ask of volunteers:

- Supporting individual pupils with learning tasks
- Listening to children read
- Helping to supervise on school trips/at sports events
- Helping with art or practical activities
- Preparing materials for lessons
- Administrative support

Volunteers should follow class conventions and rules. They should treat everyone in the class in the same way, even their own children if applicable.

Volunteers should not use mobile phones **at any time or for any purpose** whilst in school.

The Head of School reserves the right to take the following actions:

To speak with a volunteer who has breached this policy or other agreement and seek reassurance that this will not happen again.

Offer the volunteer an alternative placement in another class.

Inform the volunteer that the school no longer wishes to use them.

Child Protection and Safeguarding

Criminal Checks through the Disclosure & Barring Service (DBS)

All volunteer helpers at our schools are required to complete a criminal disclosure (called a DBS check). DBS applications are submitted online and the method of application will be advised when a person applies to become a volunteer. Unfortunately we cannot accept anyone as a helper in school until we have received a clear DBS check.

Child Protection

Volunteers will appreciate the need for all adults in school to be aware of child protection procedures. Any issues about a child's welfare and safety that volunteers are concerned about should be referred to the class teacher or the Head of School. All our schools have 2 trained Designated Safeguarding Leads that volunteers can also talk to in confidence. You will be informed who this is before you start volunteering in school.

Occasionally children may feel that they can trust a volunteer enough to disclose personal information of a concerning nature. Some children are more likely to disclose to a relatively unknown person. If this happens, volunteers should explain to the child that they have to share this

information with a member of staff. Please report any disclosure to the class teacher or the DSLs identified above as soon as possible.

Keeping Children Safe in Education

This government document is updated annually in time for the new academic year. We ask all volunteers to read Annexes A and B and sign to state that they understand the document and will abide by the information within.

Confidentiality

The federation has a Confidentiality Policy and a Confidentiality Agreement (Appendix 2) that all staff and volunteers are required to sign. Volunteers are bound by this code of confidentiality. It is vital that volunteers do not share any information about specific children with anyone else. It is the school's role to inform parents about any concerns.

Volunteers working in classrooms or on trips should do so on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles.

Any conversation with parents outside the school is a distinct and clear breach of the school's Confidentiality Agreement. Even quite innocent comments could be misunderstood by parents. It is therefore important to treat anything seen or heard in school as being in absolute confidence and entirely a matter for the school. Unfortunately we would have to ask a volunteer to step down if this policy is breached.

Health and Safety

Arrival at School

All volunteers are expected to report to the main school office on arrival and sign in. This will allow the office staff to locate people visiting the site in the event of an emergency. They should collect a visitor's badge/lanyard as this will identify the volunteer as an 'official visitor'. On leaving the site it is essential that all visitors sign out and hand back their badge.

Fire Procedures

In the event of a fire or another emergency evacuation a bell will ring continuously. Please follow the children and staff to the designated fire assembly point. Fire escape notices are also displayed clearly around school. Office staff will check all visitors against the visitor's book.

First Aid and Medical issues

All our schools have a number of First Aid trained staff. Should a child need first aid they should be directed to their class teacher in the first instance who will arrange treatment. Should a volunteer need first aid they should follow the same procedure.

Some of our children have medical issues that volunteers may need to be aware of. Class teachers will give you any details on a 'need to know' basis. Please see the section on confidentiality.

In case a volunteer has a medical issue whilst on school property, we do ask that volunteers supply the school with an emergency contact. See Volunteer application form (Appendix 1)

Useful Guidelines for Volunteers

- Always treat pupils with respect and as you would expect them to treat you.
- Be friendly towards children but do not encourage physical affection, for example hugging. It is essential that you do not initiate any physical contact. You should never be alone with a child or enter the children's toilets.
- Avoid raising your voice to the pupils. Speaking in a normal voice encourages them to listen harder to hear you.
- Don't be afraid to calmly and quietly correct a child who is misbehaving but never physically handle a child. If in doubt refer to a member of staff.
- Praise the children for their effort as much as possible.
- Don't let pupils become over familiar or cheeky, even if they know you out of school. They should be learning how to behave socially towards adults. Insist that they use your surname.
- Please don't do the children's work for them. We are encouraging all our children to become independent learners.
- If listening to a child read, please try to ask the child some questions about the text. You could ask what's gone on before in the story, about the characters, what certain words mean or what they think might happen to the characters next.
- Do not contact children outside of school through any form of social media, texting, email etc. This would be viewed as a very serious safeguarding concern.
- Do not arrange to meet up with children outside school hours.

APPENDIX 1: Volunteer Application Form

APPENDIX 2: Confidentiality Agreement

APPENDIX 3: Volunteer Job Description & Person Specification

APPENDIX 1: Volunteer Application Form



Section A – Personal Details			
Surname:		Forenames:	
Address:		Telephone (Home): (Mobile): E-mail Address:	
Section B - Present or Most Recent Employment			
Job Title:			
Date Joined:		Date Left: (if applicable)	
Name and address of employer:			
Main Duties:			
Section C – References			
Please provide two referees (who are not friends or relatives). At least one referee should be your present or last employer or school. The other should be someone who knows you well and can provide information about your suitability to volunteer in our setting.			
Name & Address	Occupation	How is this person known to you	Contact Details
			Tel No: Email:
			Tel No:

				Email:
Section D - Previous Employment since leaving full time education				
Dates		Position held	Employer (name and town of employer)	Reason for Leaving
From	To			
Please explain any gaps in your Education and Employment history				
Section E - Education, Qualifications and Training relevant to the volunteer position you are applying for				
From	To	School/College/University/Training Establishment	Qualification Obtained (if applicable)	
Section F – Skills, Experience and Knowledge				
Please state the reasons why you are interested in volunteering with us and give details of any experience, skills, training that you think is relevant, together with any other information in support of your application.				

Section G – Rehabilitation of Offenders Act 1974

All posts involving direct contact with children and vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the DBS website or at Nacro – see [here](#).

For volunteer roles, we undertake a risk assessment of the role and the nature of the work to determine whether an enhanced DBS certificate is lawful and proportionate. If the volunteer role will be in regulated activity, we also have a statutory duty to undertake a check of the children's barred list.

If we are considering offering you a volunteering role with us, we will invite you to meet with us to talk about the type of volunteer roles available and what we and you can expect. You will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the meeting. You may be asked for further information about your criminal history during the vetting process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service (if relevant) before your appointment is confirmed.

Section H – Declaration

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) (if relevant) a satisfactory DBS certificate and check of the Barred list, and c) the entries on this form proving to be complete and accurate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Signature:

Date:

APPENDIX 2: Confidentiality Agreement



STRATFORD RURAL SCHOOLS FEDERATION

LOXLEY C OF E COMMUNITY PRIMARY SCHOOL

SNITTERFIELD PRIMARY SCHOOL

WILMCOTE C OF E PRIMARY SCHOOL

Small schools, big ambitions...

CONFIDENTIALITY AGREEMENT

NAME		
SCHOOL		
ROLE		
<p>All members of staff, regular visitors, Governors and volunteers are required to sign the following statement relating to confidentiality.</p>		
<p>I have read and understood the Confidentiality Policy and agree to adhere to this in my role at School during my time at the school and after I have left.</p>		PLEASE TICK
<p>I recognise that I am in a position whereby, at certain times, I may have access to information concerning individual children, staff and parents/carers.</p>		
<p>I agree to only discuss information relating toSchool and respective stakeholders on a 'need to know' basis, as defined in the policy.</p>		
<p>I agree not to post or share information online through any means, including all areas of social media (e.g. Facebook, Twitter), which relates to any individual stakeholder or brings School into disrepute.</p>		
<p>I agree to refer all requests for information by an outside agency or the media to the Head of School or Executive Headteacher.</p>		
SIGNED		
DATE		

APPENDIX 3: Job Description - Volunteer

Purpose:

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school.

Duties:

1. Support for children

- **Under the direction of the teacher**, carry out pre-determined tasks and / or perform general classroom duties.
- Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks.
- Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities

2. Support for the curriculum

- Under the direction of the teacher, support the school curriculum, including literacy and numeracy activities.

3. Support for the teacher

- Help to prepare the learning environment for use.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Ensure that information relating to a child's safety is shared effectively and sensitively with the class teacher.

4. Support for the school

- Develop and maintain effective working relationships with staff.
- Commit to promoting and safeguarding the welfare of all children.

Special Conditions

All volunteers undertaking regulated activity in schools are required to be DBS checked.

Training and support

All volunteers undertake a welcome and induction session. Support and training is provided, relevant to the volunteer role.