EYNSHAM COMMUNITY PRIMARY SCHOOL

VOLUNTEER POLICY

THIS POLICY WAS AGREED BY GOVERNORS ON (DATE):	**OCTOBER 2024**
REVIEW DATE:	**OCTOBER 2026**
CHAIR OF GOVERNORS:	**Peter Leonard**
Headteacher:	**Ginny Bayliss**

This policy has been agreed in consultation with the whole school community's stakeholders, including the Governing Body, to ensure that it remains fit for purpose.

Eynsham Community Primary School Volunteer Policy

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Eynsham Community Primary School Volunteer Policy

The school's volunteer policy is part of the school's safeguarding system and policy.

Introduction

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.

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

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 Eynsham Community Primary and its pupils will always be a priority. Senior Management maintains the right to refuse volunteers and terminate placements.

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 Aims

All adults / pupils 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 educational purpose, as identified below -

School Vision:

At Eynsham Community Primary School all our children will be given the opportunity and experiences to nurture their talent, realise their potential and achieve success in academic and personal development. We will value each other, our families, and the wider community.

- The school is driven by a strong sense of equality and entitlement.
- Its core purpose is to give children aspirations, ambition, and life chances
- The quality of the day-to-day teaching and learning gives the children life chances they rightly deserve.
- All staff are dedicated to making sure these aims are met.

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 Class Teacher, Head teacher, 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 a covering letter requesting interest. (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

Safeguarding is our priority, and we follow the safer recruitment guidelines to ensure that we are school are committed to safeguarding pupils, young people and vulnerable adults and expects its 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 the responsibility of the Headteacher.

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 our frequent volunteers must have been cleared by the Disclosure and Barring Service (DBS). A DBS Disclosure will be issued to the individual to present to the designated member of staff in school.
- Volunteers agree to the visitor's code of practice daily when the sign the visitors book at reception

On-line Safety

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. Volunteers, like staff are expected to follow the E- Safety PolicyStaff Raising Concerns at Work which is available on the school website.

Personal devices including mobile phones and wristwatch 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 should keep devices out of sight in lockers, desks, and cupboards when on school property. Staff must only use school owned devices for capturing, recording, and storing data or photos of children.

Frequent or Intensive Volunteers

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).

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, must read and sign our Off-Site Visit Agreement (Appendix 3).

Volunteers for school visits

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 Volunteer who will be working frequently or intensively

- Volunteers will be directed to the school office and will be given the volunteer policy. They will be asked to complete Appendix 1 with a supporting covering letter and return.

- References will be requested

- The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
- Enhanced DBS check undertaken
- The volunteer will be made aware of the role and responsibilities they will be undertaking
- Two references should be sought where the volunteer arrangement will continue a regular basis.
- Induction- school policies and documentation explained and issued. These to include Health and Safety, Behaviour Management Policies and Staff Raising Concerns at Work/ Whistleblowing Policy
- Volunteer records to be kept in a central place within the school

Before starting to help in a school, a volunteer should 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. The school will seek DBS clearance for a volunteer before they come into school, to make an informed decision when accepting volunteers to work with children. This is not required where a volunteer is engaged in a 'one-off' activity.

Work Experience/ Placement Students

We are happy to take students on placement if we have a suitable need available based on the smooth running of the school. Secondary schools, colleges and universities wanting students to be placed with us need to formally contact the Head Teacher outlining the aims of the placement and duration.
If the placement is as part of a teaching course (BA/ Bed. or PGCE) the Head Teacher 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. Eynsham CP School retains the authority to refuse or terminate a placement.

Confidentiality

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 class teacher or Headteacher 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 teacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

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 class teacher 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 the class teacher.

Health and Safety

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 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 school office. Volunteers are covered by school's Public Liability Insurance.

Complaints Procedure

Any complaints made about a volunteer the person concerned must follow the school's complaints policy which is found on the school website.

Monitoring and Review

This policy has been approved by the Governing Body and will be regularly reviewed and updated.

Reviewed October 2024
Next review October 2026

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APPENDIX 1

VOLUNTEER APPLICATION FORM –FOR NEW VOLUNTEER

Name of Volunteer: ……**……**……

Date of Birth: ……

Address: ……
……..

Home phone:…….. Mobile: …….

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

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

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? (Please give details)

Please provide details of two people who can provide professional references for you:
(If this is a work experience placement from a secondary school you only need to provide one reference from the school that you attend)

Name: Address: Phone number:	Name: Address: Phone number:

Thank you for taking time to complete this Volunteer Application Form

Please hand it to the School Office, marked for the attention of the Head teacher. Your offer of help is greatly appreciated and we will be in touch as soon as possible.

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APPENDIX 2

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at 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 at school.

You will receive a copy of it for your records.

- I will follow Eynsham CP School Child Protection and Safeguarding Policy
- I have received a copy of the School's Volunteer Policy
- I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential**
- I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken
- If you already have a DBS Certificate, please hand it to the school, the number will be recorded and checks made with the issuing body. A new enhanced DBS check must be undertaken.
- I agree to follow the Online E- Safety Policy

Signed: _____

Name: _____

Date: _____

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APPENDIX 3

Off-Site Visits Volunteer Agreement

School visits are an integral part of learning at our 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 visits.
Please read and return this appendix, and sign and return the helpers slip. This is part of our school's risk assessment planning and safeguarding.

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.

- To follow the schools E-Safety policy on the use of mobile phone procedures.

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 the task 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

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- Volunteer helpers are not allowed to smoke, 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 boxes) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible.
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.

I have read the Volunteer Policy

I agree to the terms and conditions as stated in the policy

I will support the young people 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.

Signed: _____ Date:_____

Name: Designation: