



THE
LONG EATON
SCHOOL

VOLUNTEER POLICY

DRAFT

Date Drafted:	September 2019
Date Approved by Governors:	
Signed:	
Review Frequency:	Annually
To be Reviewed By:	Mrs Devine

Mission and Values Statement

At The Long Eaton School, we recognise and value the effort taken by volunteers who contribute towards school activities. We encourage your assistance and acknowledge that many school activities would be at risk if it weren't for your help.

We aim to make sure that your time spent in school is productive and enjoyable. The deployment of any volunteer, whether for one day or for a number of sessions over a longer period, must take account of the needs of students and the staff to whom they are assigned. We have a duty to ensure that the welfare of students is promoted and they are safeguarded from harm.

This policy sets out the practices and procedures which will be followed by appointing, managing and supervising volunteers. It also contains a code of conduct which all volunteers are required to comply with, in order for us to provide a safe environment and positive educational climate for students.

Our volunteers include:

- Parents
- Ex-members of staff
- Members of the governing body
- Members of the local community
- People on work experience.

Your main contacts in the school are:

- The Headteacher
- The HR Manager
- The Initial Teacher Training Coordinator
- The SENCo
- The relevant Curriculum Team Leader
- The department / team leader.

Activities that volunteers are engaged in might include:

- School visits / trips
- Undertaking arts / craft activities
- Working with individual children
- Reading clubs for children
- Cooking clubs
- Supporting staff to run breakfast and after school clubs
- Classroom experience
- Learning Support

Statutory Guidance on the Recruitment of a Volunteer

- The school will regard the DfE statutory guidance, 'Safeguarding children and safer recruitment', which states that if a school seeking volunteers has little or no recent knowledge of the individual, it should adopt the same recruitment measures as it would for paid staff.
- In circumstances where a school approaches a parent volunteer who is well known to the school, a streamlined procedure can be adopted: background checks, references, conducting an informal interview to gauge the person's ability and aptitude, and undertaking a Disclosure and Barring Service (DBS) Barred List check.
- If the volunteer's role is a one-off, such as accompanying teachers and students on a day trip, for a school fete or concert, measures are not required, as long as the person is not left alone in charge of children.
- If the volunteer is recruited by another organisation to work in a school, for instance, sports coaches from a local club, the school should receive assurance from the organisation that the person has been properly vetted.

Safeguarding Children and Child Protection

All volunteers must complete the School Risk Assessment for Volunteers Form, available from the Main Reception.

Depending on the extent of the volunteering role as stated above, volunteers may be asked to fill out a DBS and declaration form. This is standard practice for anyone in regular contact and / or in a position of trust with children. Any criminal convictions must be declared.

In September 2012, the Independent Safeguarding Authority (ISA) and Criminal Records Bureau (CRB) merged functions to create a new Disclosure and Barring Service. The law requires any persons who will come into unsupervised regular contact with children in any of the following capacities to undertake an Enhanced DBS check:

- Teach
- Train
- Instruct
- Care for or supervise children
- Provide advice / guidance on well-being
- Drive a vehicle only for children
- Personal care for a child
- Child-minding / foster care

The minimum age at which someone can be asked to apply for a DBS check is 16 years old. **Volunteers will no longer be subject to a DBS check as they are no longer in regulated activity. Regulated activity is where a person provides unsupervised activity of more than 4 times in a 30 day period.**

Welfare and Safety of Volunteers and Students

The Long Eaton School wants to make sure activities are planned properly and safely, and that you are informed of these plans. We strive to ensure that you have access to a member of school staff, should you wish to discuss difficulties or report on issues that may arise.

All staff, visitors and volunteers are required to be identified and located at all times. For this reason, please make sure the following process is adhered to:

- Make sure you sign in and out of the building at the main reception.
- Wear the visitor's badge at all times.
- Please make your contact person aware of where you are working.

School Regulations

Volunteers need to be aware of the following procedures:

- All aspects of The Long Eaton School Safeguarding and Child Protection Policy
- The Long Eaton School Disciplinary Procedure
- The Long Eaton School Complaints Procedure
- The Long Eaton School Dignity at Work Policy
- The Long Eaton School Behaviour Policy
- The Long Eaton School Confidential Reporting Policy / Whistleblowing Procedure
- The Long Eaton School Staff Handbook

Health & Safety

Volunteers are required to comply with the school's Health and Safety Policy. They should be made aware of emergency procedures (e.g. evacuation) and safety aspects of being involved in a particular task (e.g. while in a cookery class).

Any potential hazard which you may feel might put people at risk of injury or harm must be reported straight away to the class teacher / School Business Manager.

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 / main office know before you leave the premises.

Confidentiality

Volunteers are reminded that all information on individual students and members of staff is confidential and that the sharing of data is protected under the Data Protection Act 1998. 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 on. These include incidents where the child is bullied (report to the class teacher) or when a child discloses he or she is being harmed in any way (report to the Designated Safeguarding Lead / Headteacher). Volunteers are advised not to report this to the child's parents / carers but to inform the school contact as soon as possible.

Internet Use and Social Networking

Volunteers are expected to behave in an ethical and lawful manner with regard to 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 employment 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 make arrangements to meet outside of school.

Equal Opportunities

At The Long Eaton 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 required to make a commitment to this policy and treat everyone with respect at all times.

Code of Conduct for Volunteers

Volunteers are expected to maintain high standards of behaviour and conduct while involved in activities at school. The following is a guide to appropriate conduct while working in or on behalf of a school (including school trips, residential visits and out of school activities).

You should:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other volunteers, members of the staff and students, and make them feel valued.
- Be approachable, pleasant and be a positive role model for students.
- Adhere to all school policies. For example: Child Protection, Health and Safety, Anti-Bullying, Behaviour Policy etc.
- Maintain confidentiality of personal information at all times, unless there is a need to report something.
- Treat all children and members of staff equally.
- Report any incident of bad behaviour to the class teacher immediately.
- Dress and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from the class teacher / department lead and seek guidance through clarification where you may be uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report to the supervising staff any potential hazard in the workplace.
- Avoid waste or extravagance and make proper use of the resources of the school.
- Conduct your work in a co-operative manner.
- Turn your mobile phone off while you are on school premises.

You should never:

- Tell a child off. As a volunteer, you are not expected to discipline children. If there are any problems, tell the class teacher straight away and he or she will deal with the situation.
- Shout, hit, threaten or manhandle a child.
- Take photographs in school without the prior permission of the Headteacher.
- Develop 'personal' or sexual relationships with students.
- Work with children when you are not in the proper physical or emotional state to do so. For example: under medication which makes you drowsy, or under extreme stress which may impair your judgement.
- Behave in an illegal, improper or unsafe manner. For example: smoking or drinking alcohol.
- Share your personal contact details with students or make personal arrangements to meet children outside school.
- Discriminate favourably or unfavourably towards a child.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the school into disrepute when representing the school.
- Give or receive (other than 'token') gifts, unless arranged through your line manager / Headteacher, for example, outgrown sports kit, football boots or uniform.

I have read The Long Eaton School Volunteer Policy and agree to abide by the safe code of conduct it contains.

Signed: _____ **Date:** _____

Full Name: _____

Volunteer Agreement Form

Please complete the following agreement:

Your name:	
Name of person to whom you will report to:	
Times that you will volunteer in the school:	
Between the following dates (to be reviewed after one month):	

I have read and understand the following documents: -

The Long Eaton School Staff Handbook	
Behaviour Policy	
Anti-bullying Policy	
Child Protection Policy	
Health and Safety Policy	
Fire Safety Guidelines	

I understand that I am volunteering in the school and will therefore not receive any payment as a volunteer for my duties.

Signed: _____

Date: _____

Line Manager: _____

Date: _____

HR Manager: _____

Date: _____