



Volunteer Policy and Procedures

This policy was adopted on 24th February 2022

Signed on behalf of Emmanuel Community School

Review date: February 2024



Emmanuel Community School

Volunteer Policy

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers from the local community.

Our Volunteers may include:

- Members of the Governing Body
- Parents and carers of pupils
- Students on work experience
- Ex-members of staff
- Local residents
- Friends of Emmanuel Community School
- Others

The types of activities that Volunteers may engage in include:

- Hearing children read
- Working with small groups of children
- Supporting individual pupils
- Helping with classroom organisation
- Undertaking art & craft activities with children
- Running after-school clubs
- Working with children on the computers
- Accompanying school visits
- Other similar tasks

Volunteers are not allowed to:

- Take lead responsibility in the class
- Change children (i.e. those who are not properly toilet trained)
- Supervise children engaged activities which in the opinion of the Head Teacher require more specialist supervision
- Take children off the school site without a teacher in attendance

Becoming a Volunteer

Volunteers will be overseen by the Office Manager, whose role will be to provide initial information to anyone expressing an interest in becoming a volunteer, to assist them with the application process and to support the Headteacher in the ongoing development, monitoring and compliance of this area of school activity.

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 children read should, in the first instance, contact the school's Volunteer Services Co-ordinator to discuss their interest.

They should then complete the *Volunteer Information Sheet* (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help.

Before starting to help in school, volunteers should complete the *Volunteer Agreement* (Appendix 2), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

Volunteers accompanying school trips, must sign the *Off – site Visits Volunteer Agreement* (Appendix 3)

Signing in

When helpers arrive in the school, they must sign in at reception. They will be given a visitor's badge, which they should wear at all times. The computerised signing-in system will give the date and time of arrival. They must also sign out and return their badge before they leave.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with / come into contact with should be voiced with the Class Teacher and NOT with the parents of the child/persons outside school. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter directly with the Headteacher or member of the Senior Leadership Team.

In conversation, children may disclose information about home or family, for example. Any information of this nature is confidential except where that information may involve a safeguarding issue. In such cases, the class teacher must be informed without delay, so that they may follow the school's safeguarding policy and procedure

Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the Teacher as to how an activity is carried out / what the expected outcome of an activity is. Volunteers are encouraged

to seek further advice / guidance from the Teacher in the event of any query or problem regarding children's understanding of a task or behaviour.

Helpers will be asked to support classes in which there is most need. This may not necessarily be their own child(ren)'s class/es.

Health & Safety

The school has a Health & Safety Policy and this is made available on request to Volunteers working in the school. Class Teachers ensure that Volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using D & T equipment / accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher/Headteacher.

Safeguarding

Emmanuel Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- All Volunteers are given a copy of the Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2)
- To ensure the safety of our pupils at all times, all of our Volunteers are required to have police clearance, first through a List 99 check. In addition, regular helpers must also have been cleared by the Disclosure & Barring Service (DBS). We take 'regular' as meaning three or more times in a thirty day period, or once a month or more, or overnight. 'For regular' volunteers an informal interview will be conducted and references will be taken up.
- Where a Volunteer is engaged in an 'off site' activity e.g. helping supervise a group of children as part of a class visit, these volunteers, who are under supervision of school staff, must read and sign our *Off-site Visit Agreement* (Appendix 3).

The Headteacher has the authority not to accept the help of any volunteer/s, if they believe it will not be in the best interest of the children.

Complaints Procedure

Any complaints made about a Volunteer will be referred to the Headteacher or member of Senior Leadership Team for investigation. Any complaints made by a Volunteer will be referred to the Headteacher member of Senior Leadership Team

The Headteacher reserves the right to take the following action:

- To speak with a Volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;
- Offer an alternative placement for a Volunteer, e.g. helping with another activity or in another Class;
- Inform the Volunteer that the school no longer wishes to use them. The full Complaints Procedure is available from the School Office.

Monitoring and Review

The day to day monitoring and compliance of this policy is the responsibility of the Headteacher, who will report to the Governing Body on the activity of volunteer helpers, as part of the Headteacher's termly report.

This Policy has been approved by the Governing Body and will be reviewed regularly and updated in the light of any new statutory guidance.

APPENDIX 1

VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS

Name of Volunteer:	
Are you aged over 18 years of age?	
Address:	
Phone:	
E-mail address:	
What skills / areas would you like to help with in school, if the opportunity arose?	
How often would you be interested / available to offer your help? (<i>eg, weekly, once a term, school trips only</i>)	
Are you available during and / or after core school hours?	
Are there any particular age groups / classes you would like to work with?	
Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? (<i>please give details</i>)	

Please provide details of 2 people whom we may ask to provide a personal reference for you.	

Signed: _____

Name (Please print): _____

Date: _____

Thank you for taking time to complete this Volunteer Information Sheet.

Please hand it to the Headteacher.

Your offer of help is appreciated and we will be in touch shortly or as opportunities arise.

APPENDIX 2

VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at Emmanuel Community School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it in to the school office, addressed to the Volunteer Services Co-ordinator. You should keep a copy for your own records.

- I have received a copy of the School's Volunteer Policy
- I agree to treat information I learn from being a Volunteer in School as Confidential, except where the information may involve a child protection issue, in which case I would inform the class teacher.
- I understand that I am required to undergo a List 99/ Disclosure & Barring Service check to advise the school of my suitability to work as a volunteer. I consent to the appropriate check being carried out.

Signed: _____

Name (Please print): _____

Date: _____

APPENDIX 3

OFF-SITE VISITS VOLUNTEER AGREEMENT

School trips are an integral part of learning at our school and afford many children 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 trip.

Please read and sign and return this agreement, which forms part of our school's risk assessment planning.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all of the children in your group
- To stay with your allocated group of children, ensuring that their well being and safety are 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

Working alongside school staff

Members of school staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct line management of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs / labels / information, asking questions that encourage children to think about the task and help to explain areas of interest
- Follow guidance and carry out requests of the school staff

What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.

- Volunteer helpers are not permitted to take photographs of children, unless authorisation has been given by the Head Teacher.
- Volunteer helpers are not allowed to give / buy their group treats, eg, ice creams, biscuits, sweets – before, during or after the school trip.

First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication / needs. If medicine needs to be administered, a member of staff will do this unless it is your own 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 of any emergency.

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 off-site visits agreement
- I agree to the terms and conditions as stated in the agreement
- I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

Signed: _____

Name (Please print): _____

Date: _____