

Policy: Volunteers into School Policy
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Holy Trinity Church of England (VA) Primary School



Believe • Achieve • Inspire •

Volunteers into School Policy

SCHOOL VISION

At Holy Trinity Church of England Primary School our Christian vision shapes all we do.

*"I know that there is nothing better for people than to be happy and to do good while they live."
Ecclesiastes 3:12.*

Our vision is to be an inspirational place of learning where:

- we facilitate opportunities so every child can flourish in a place where they feel safe, **happy and confident**.
- staff **well-being** and professional development is valued and supported in order to fulfil their roles, inspire others and experience personal **fulfilment**.
- the school provides facilities that enables an **optimum learning environment**.
- the **school plays a central role within our community** and enjoys strong **links with the church, local companies and other schools**.
- we create a culture of vigilance to safeguard all children.

*'I know that there is nothing better for people than to be happy and to do good while they live.'
Ecclesiastes 3:12*

Introduction

This policy relates to volunteers working within our school and in RBWM. A dictionary definition of volunteer is "one who offers service.....of his or her own free will". For safeguarding purposes, the school acknowledges the need to issue a statement on volunteering and the importance of the contribution of volunteers to our school.

Purpose of the Policy

The policy;

- acknowledges the mutual benefits and value of volunteering, both to the school and to the volunteer
- serves to ensure a consistent approach to the principle role of being a volunteer in school
- is a statement of commitment and support to volunteering and to volunteers
- provides a framework and guidance to volunteers, school leaders and staff
- recognises the roles, rights and responsibilities of volunteers and the school

Staff employing and working with volunteers should be aware of the school's commitment to volunteers. Volunteers will be treated with respect and professionalism, however, the direction of volunteers' duties will always be undertaken by paid staff usually the class teacher or the leader of a particular activity.

Principle Role

There are a number of voluntary roles that can be undertaken which include, but is not exhaustive;

- being a proactive member of the PTA,
- class support,
- class reps,
- school support for one-off initiatives,
- library support,
- school governor role.

At Holy Trinity we welcome parents into their child's class to support the class teacher in the learning and teaching for all the pupils. This does not mean a volunteer will necessary be working alongside their own child. Activities may include talking about reading and listening to children read, supporting in writing or number work, or engaging in class/school preparation work.

The school library (Research Hub) is used during lunch periods and volunteers can offer to support and oversee the library system and help children with book choices.

The role of a school governor requires a considerable amount of commitment and we are thankful to those who provide a great deal of their own time. If you are interested in becoming a governor, please write to the Clerk of Governors and hand this to the school office staff.

If a parent volunteers on a regular basis and demonstrates the class routines and behaviour principles then they may be approached to support with school walks, visits and trips where they are expected to lead a group of pupils. Most of these are covered by staff but on occasion volunteers are required. (See Appendix 3 for off-site volunteer agreement).

Supporting Voluntary Roles

In supporting and engaging volunteers, the school subscribes to the view that volunteering is to supplement and not substitute paid employment. In turn, volunteers make a valued contribution to the work of the school. Staff, parents and pupils are expected to afford due respect and commitment to volunteers.

Benefits to the volunteer and to the school community include:

- Experience for the volunteer in personal and skills' development
- An opportunity for the volunteer to work in their community
- Appropriate training to best support children and staff
- Insight into the life of the school without prejudice
- An opportunity for a volunteer to take on responsibility
- The opportunity, where necessary, to further prepare a volunteer for paid employment or for further learning opportunities

Benefits to the School include:

- The volunteers, skills and input to support high quality learning and teaching, and whole school leadership
- Links with the local community
- A support for the class/school workload
- Supporting initiatives and opportunities for children that may be otherwise unavailable or at risk of being withdrawn.

Responsibilities of the School

The school recognises its responsibility with regards to the rights of volunteers. The school need to:

- support the volunteer to complete an application and DBS for clearance
- make sure they understand safeguarding procedures
- provide lines of support and supervision at all times
- make sure the volunteer knows their role and purpose
- show appreciation and respect and model expectations
- have safe working conditions
- be free from discrimination
- ensure volunteers are aware of confidentiality
- monitor visitors so that there is no room for safeguarding, prevent or child protection opportunities

Responsibilities of Volunteers

The school expects that volunteers will:

- agree to volunteer their services regularly throughout the school year
- agree to undergo a DBS check
- be reliable and honest
- respect confidentiality: all volunteers will be expected to sign a confidentiality agreement (**Appendix 4**)
- act with care for their own safety and the safety of others
- adhere to school policy and procedure: volunteer induction packs and ongoing training will be provided by the office and teachers
- represent the school in a positive and professional manner
- be anti-discriminatory in school

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- treat staff, governors, parents and pupils with respect
- honour the commitment they have made
- Inform the school if they are unable to attend where a regular role has been established

Human Resources & Safeguarding

To ensure the protection of children and staff, we are required to make certain that volunteers are subjected to the same level of vetting as our employees. All those wishing to partake in voluntary work in our school must complete the 'Volunteer Application Form' and associated documentation.

- Volunteers will be appointed in accordance with the policies of the school, which are designed to achieve fairness and good practice.
- Application packs will include the volunteer application form, RBWM Disclosure of Criminal Background Declaration Form, Volunteer Policy, Visitors into School Policy, Volunteer Confidentiality Agreement and Safeguarding procedures. Volunteers will not be allowed to commence as a volunteer until the school has received a satisfactory disclosure.
- All applications and checks are currently processed by the school. A voluntary donation for the cost of the DBS check would be welcome.(circa £13)
- The application form asks volunteers to provide 2 reference requests. If this is not possible, personal references will need to be sought. This will be followed up by the school.
- Volunteers accepted will be asked to complete an online DBS application and medical questionnaire. We have a duty of care to protect the health and safety of our volunteers as well as employees and children.
- All necessary records of volunteers will be maintained and held by the school until they relinquish their volunteer role. The school will then shred and/or delete such records.

Data Controls

Under GDPR, the school will keep on record the volunteer's application and subsequent paperwork. This will be kept confidential and stored securely. Whilst a school volunteer, details will remain on file and information will be entered onto our single central record to confirm relevant checks have been completed.

Conclusion

The school very much wants to encourage members of the community to assist in extending the learning opportunities for our pupils. We are vigilant to ensure the safety and welfare of every pupil and this will always remain our top priority. All volunteers who have not engaged in voluntary work within a year will be required to re-register and undergo DBS checks again.

This policy was adopted by Holy Trinity CE Primary School and agreed by the Finance and Resources Committee and ratified by the Full Governing Board.

Approved by.....on behalf of the School Governing Board.

Signature:.....

Date:.....

VOLUNTEER SERVICES

Thank you for offering your time as a volunteer to help at Holy Trinity.

In order to maintain consistency and equality in our recruitment processes, it has been decided that volunteers will be subject to the same clearances as other staff members; i.e., 2 references, a DBS clearance, medical clearance and Asylum and Immigration evidence.

You will need to complete an online DBS application plus an online medical questionnaire with borough's health providers. Details of how to do this will be given to you once we have received your completed forms.

References will be obtained from the referees you advise us of on your Volunteer Application Form.

If you have any questions or require further information regarding this process, please do not hesitate to contact me on the above number. In the meantime I would like to take this opportunity to thank you again for volunteering your time.

Yours sincerely,



Mrs J Griffith

Headteacher

ROYAL BOROUGH OF WINDSOR & MAIDENHEAD

**VOLUNTEER APPLICATION FORM****For completion by the Volunteer:**

Title: Mr / Mrs / Miss / Ms/ Dr
Surname:
First name:
Previous surnames:
Address:
Postcode:
Email:
Phone contact:
Date of Birth:
Do you possess a full driving licence?
Details of current employment:

Please provide the names and addresses of 2 people who can be contacted to obtain references: **(Ideally current employment and previous employer or a personal reference)**

1 st Referee
Name:
Capacity in which known:
Address:
Postcode:
Phone contact:
Email:

2 nd Referee
Name:
Capacity in which known:
Address:
Postcode:
Phone contact:
Email:

Supplementary Questions:
Have you previously been employed by the Royal Borough of Windsor & Maidenhead? If YES, please provide details:
If there are any specific health and safety needs or requirements these should be identified here:

Additional Information

If you are invited to become a volunteer within the Royal Borough and the position offered involves regular or substantial contact with children or vulnerable adults, you will be required to complete an application form for the Disclosure & Barring Service (DBS) We are unable to allow you to begin your volunteering until a satisfactory DBS disclosure has been received.

I certify that the information given on this form is correct.

Signed _____

Date _____

Off-Site Visits Volunteer Agreement

School trips 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 trip. Please read and return this form signed to the trip leader. This forms part of our school's risk assessment planning and safeguarding arrangements.

Role of the Volunteer Helper

- To have a DBS check for the purpose of supervising and taking the lead role for a group of pupils and when working with individuals.
- To be responsible and look after, in equal measure, all the pupils in your group under the instruction of the lead person.
- To stay with your allocated group of pupils, ensuring that their safety and welfare is maintained at all times for the total duration of the 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 board of the school visit party, be it walking, entering or exiting from transportation or keeping up with speakers. Volunteers must stay with their group.
- To contact the child's class teacher/group leader if there are issues with first aid, safety, child protection, or behaviour.

Working alongside school staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of the group leader.
- 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 and follow signs, information and labels, ask questions and encourage pupils to think about the task and help them to explain their findings.
- Follow guidance from the school staff.
- Be aware that permission to take photographs of children might be granted on the understanding that if circulated or shared with any persons other than the school could lead to prosecution under the data protection act.

What is not permitted?

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in their care during the trip.
- Volunteers are not permitted to smoke, drink or engage in illegal practices.
- Volunteer helpers must seek permission before using their mobile phone while on the outing.
- Volunteers are not allowed to give or buy their group treats e.g. ice creams, sweets, biscuits, presents before, during or after the school trip.
- Volunteers must not leave the group without arranging adult supervision during the trip.

First Aid/Medication

- You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be undertaken 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 bags will be carried by staff.

Emergencies

- You are expected to inform a member of staff as soon as possible of any emergency situations.
- 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 and 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.

We hope you enjoy the experience and thank you for volunteering to help the children at our school.

Volunteer Confidentiality Agreement

All volunteers working with pupils at Holy Trinity CE Primary 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, or any other persons outside of school.

No information will be passed on to parents or other community members about individual pupils that you have come into contact with whilst volunteering.

I(name of volunteer) agree that I will uphold the necessary confidentiality expected.

Date:.....

Safeguarding Statement

Holy Trinity CE Primary School is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

This leaflet contains information about our expectations of you whilst visiting our school. If you are unclear about anything in it please speak to any of the contacts named within. Please keep the leaflet in a safe place so that you can read it again if the need arises.

If you are concerned about the safety of any child in our school, you must report this to a member of the Designated Safeguarding Team.

If you are concerned about the conduct of a member of staff or volunteer in our school, you must contact the Headteacher.

Visitor Procedures

- All visitors must sign in at Main Reception.
- All visitors will be issued with an appropriate pass which must be displayed at all times whilst on site.
- Visitors will be asked to remain under the supervision of a member of staff whilst on site.
- Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, when possible, to avoid disappointment.
- If you are seeking an urgent appointment please report to Main Reception and we will arrange a time for you to see a member of staff on duty.
- All visitors must sign out at the Main Reception and return their visitor pass before leaving the site.

Useful Contacts**Designated Safeguarding Team:****Mrs J. Griffith****Mrs C. Barnes****Miss S. Hardina****Mrs F. Faraher****Governors for Safeguarding****Mrs Aileen Boaler & Rev'd J. Hutchinson**

Holy Trinity CE Primary School



Keeping Children Safe In Education

Information for Volunteers and Visitors

What to do if I am worried about a child?

If you become concerned about:

- Something a child says
- Marks or bruising on a child
- Changes in a child's behaviour or demeanour

YOU MUST INFORM THE DESIGNATED SAFEGUARDING LEAD

- If you feel that a child may be at risk of harm but are not sure, inform the Designated Safeguarding Lead immediately who will offer advice and take appropriate action.
- Child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without a disability.
- A copy of the school's Safeguarding and Child Protection Policy is located in the school office and on the website.
- Sometimes a child may disclose information to you. If this happens then the following actions must take place.

What to do if a child discloses they are being harmed?

- React calmly.
- Listen carefully to the child; particularly what is said spontaneously.
- Do not promise confidentiality. Explain to the child that you may need to pass on the information if you are worried about their safety.
- You may clarify your concern using "tell, explain, describe or outline" but as soon as your concern is confirmed ask no

further questions as further enquiries may be compromised.

- Only trained investigators should interview the child.
- Reassure the child that they have done the right thing.
- Record carefully what the child says in their words including how and when the account was given. Date, time and sign the record. Pass this on to one of our Designated Safeguarding Team immediately.

Types of Harm

Everybody has a responsibility to keep all children under the age of 18 safe and applies to both the home and school environment. Harm is identified in four ways:

Physical: This is when a child is deliberately hurt or injured.

Emotional: This is when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

Neglect: This is when a child is not being taken care of by their parents. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.

Sexual: This is when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or none physical e.g. being made to look at an inappropriate image.

Staff Conduct

If you are concerned about the conduct of a member of staff following an observation or disclosure, the following actions must take place:

- Immediately inform the Headteacher Mrs Jo Griffith.
- In their absence, immediately inform Mrs Carmel Barnes, Mrs Fiona Fargher or Miss Stacey Harding.

Keep Yourself Safe

- Be professional. Be careful how you interact with or speak to a child; the child may interpret it differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child, always ensure that a door is open and that you visible to others.
- It's best not to do anything for a child that he or she can do for themselves.
- Always tell someone if a child touches you or speaks to you inappropriately. Write down the incident, time and date and pass it on to the Headteacher.
- If you have any concerns about the conduct of staff, it is your responsibility to inform the Headteacher.