



<b>Document Status</b>			
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<b>Date of Policy Adoption by Governing Body 2.10.19</b>		<b>Signed</b>	
<b>Method of Communication (e.g Website, Noticeboard, etc) website</b>			

The Federation of Skelton Newby Hall and Sharow CE Primary Schools highly values parents and others who volunteer to help out with school activities. We hope to encourage your support, contributions and assistance. Many school activities would be at risk if it weren't for your help and many of our pupils would not flourish without it.

It is our duty to ensure that whilst you are engaged in voluntary activities for the school that we care for you and ensure your safety. We also, of course, have a duty to ensure that our pupils' welfare is promoted, they are cared for appropriately and they are safeguarded from any harm.

This information is to inform you of what measures we need to apply to ensure that all volunteers and pupils are safe and cared for and able to flourish.

### **Disclosure & Barring Service Checks**

We have a responsibility to ensure that all adults working for the school are suitable people to work with children. The Department for Education and Skills and the L.A. sets out guidance regarding when adults working on behalf of the school must be subject to these checks. This means that in certain circumstances, depending on the nature and regularity of your help, also the level of unsupervised access you have with children, that we may need to ask for your permission for a DBS check.

No checks will be undertaken without your agreement and you will receive a copy of the check.

In some instances, we may ask for your permission to seek references regarding your suitability to work with children e.g. from an employer.

If you have any concerns or would like further information about checks please discuss these with the Headteacher.

Volunteers on school visits



### **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.

### **Welfare and Safety of Volunteers and Children**

We undertake to ensure that any activities which you are involved with are planned properly and safely, also that you are consulted on and informed of these plans. This helps us to make sure that you are happy with the arrangements, also that you have the opportunity to make us aware of any anticipated difficulties, reservations or problems that arise. We further undertake to ensure that at all times you will have access to a member of the school staff should any emergencies arise or you need to talk to someone immediately regarding any difficulties. To ensure the safety of you when volunteering on trips and visits where your own child/ren are present, parents will not be placed in groupings with their own child/ren. Volunteers who are working with groups of children throughout school may at times work with their own child/ren but this will be avoided if possible and will remain at the Headteacher's discretion.

### **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 Online Safety Policy which is available on the school website.

Personal devices including mobile phones and wrist-watch 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 there are no children present. Staff should keep devices out of sight, in lockers, desks or cupboards, when on school property. Mobile phones and wrist-watch phones may be used in the staff room.

Only school owned devices should be used for capturing, recording and storing data or photos of children.

### **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 designated supervisor 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 designated supervisor 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 their designated supervisor.

### **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 particular 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 designated Supervisor/School Business Manager.

### **Code of Safe Conduct**

It is essential that we acknowledge that the vast majority of volunteers behave appropriately whilst working with our pupils. However, expected conduct of adults working in or for the school is sometimes different to that which applies whilst caring for our own children. Certain laws and government guidance also govern conduct. Further, staff and volunteers sometimes express uncertainty as to what is and isn't acceptable and ask for guidance regarding those behaviours which, whilst most probably innocent, may be considered illegal, improper or be misconstrued by another person.

The following, therefore, gives a guide to appropriate conduct whilst working in or on behalf of the school (e.g. residential visits, out of school activities). Adherence to this code will ensure that both children and adults are safe, including from the possibility of allegations being made against them.

You must:

- Always follow the instructions of the school staff.
- Adhere to the schools` policies.
- Behave in a mature, respectful, safe, fair and considered manner and not raise your voice to an individual or group of children.
- Provide a good example and a "positive role model" to pupils.



- Not behave in a way that could lead a reasonable observer to question your conduct, intentions or suitability to care for other people's children.
- Not leave a dependent child in a position which may compromise their safety e.g. without supervision
- Observe people's rights to confidentially (unless you need to report something to the headteacher e.g. child protection concerns)
- Not touch children in a manner which is gratuitous or would be considered sexual, threatening or intimidating.
- Do not share your food with pupils.
- Treat all children equally, never build "special" relationships with individual children or confer favour on particular children.
- Not discriminate favourably or unfavourably towards any child.
- Not push, hit, kick, punch, slap, throw missiles at, smack, a child or threaten to do so.
- Not be sarcastic, make remarks or "jokes" to children of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
- Never embarrass or humiliate children.
- Never undertake any work with children when not in a fit and proper state to do so e.g. under the influence of medication which includes drowsiness, have a medical condition which dictates that you should not be caring for children.
- Ensure that mobile phones, cameras or other recording devices remain out of site and not used whilst supervising children.



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 work with?

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.



## 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 the Federation of Skelton Newby Hall and Sharow CE Primary Schools' Child Protection Policy
- I have received a copy of the Volunteer Policy
- I will follow the Code of Conduct
- 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
- I agree to follow the Behaviour policy
- I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Teacher, Head of Department
- I agree to follow the Acceptable Use Policy

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



### **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 contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour.
- To follow the schools Acceptable Use 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
- 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: