



Volunteers Policy

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The school therefore, welcomes and encourages volunteers from the local community.

Our volunteers may include:

- Members of our Governing Body
- Parents/grandparents of pupils
- Ex-pupils
- Students on work experience
- Ex-members of staff
- Friends of the school

The recruitment of new volunteers can take up to half a term and the intake of new volunteers will be dependent on the candidate and available spaces within the school. The smooth running of Freegrounds Infant School for the pupils will always be a priority. The Senior Leadership Team maintains the right to refuse volunteers and also terminate placements.

The types of activities that volunteers typically engage in, on behalf of the school, include:

- Listening to pupils' read
- Working with small groups of pupils to assist in their learning
- Accompanying school visits

All adults or young people 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 purposes, as identified below:

School Vision

At Freegrounds Infant School we encourage everyone to develop a strong sense of identity, self-worth and happiness, with a thirst for learning. We are relentless in the pursuit of the very best outcomes for all our children and committed to establishing strong foundations for our pupil's future success physically, emotionally and academically.

We aim to achieve this through:

- Creating a culture of inclusion and respect, valuing the ideas and celebrating the achievement, effort, successes and individuality of everyone providing high quality teaching and learning, first hand experiences, high levels of collaboration, challenge and support through highly personalised and Arts rich curriculum which builds on previous learning, promotes creativity, teaches key skills and creates opportunities for pupils to explore and be curious
- creating an exciting, stimulating, resource rich environment which supports learning through interactive displays and the use of technology and the outdoor environment
- enabling and encouraging everyone to become pragmatic citizens of the local and global community, confident to pursue their own interests, brave to take risks, resilient to overcome difficulties, independent and motivated to learn

- enabling and encouraging everyone to become pragmatic citizens of the local and global community, confident to pursue their own interests, brave to take risks, resilient to overcome difficulties, independent and motivated to learn
- working in close collaboration with each other, parents, outside agencies, schools and the wider community
- providing the knowledge, skills, enthusiasm and opportunities to enable everyone to embrace a healthy lifestyle in terms of diet and physical activity.

Becoming a volunteer

Anyone wish to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. listening to pupils read, usually approaches the Class Teacher, Headteacher or senior member of staff directly. It is the schools 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 giving their contact details, types of activities they would like to help with, times they are available to help and reference details.

Child Protection and Safeguarding

Safeguarding is our priority and we follow the safer recruitment guidelines to ensure that we as a school are committed to safeguarding pupils, young people and vulnerable adults and we expect our volunteers to share this 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 school office – this will be kept up to date and is the responsibility of the Admin Officer.

To ensure the safety of our pupils we adopt the following procedures:

- All volunteers will be given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement and Child Protection Declaration
- All of our volunteers must have been cleared by the Disclosure and Barring Service (DBS). A DBS Disclosure will be issued to the individual and the school will be notified once the certificate has been issued
- Volunteers have a clear induction and their supervisors will address any concerns in their work
- Volunteers agree to the visitor's code of conduct.

Online Safety

Online safety relates to the teaching and learning of technology and through using technology in a responsible and safe environment, focusing on raising awareness of the core messages and 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, viruses and spam. Volunteers are expected to follow the Online Safety and ICT policy which is available from the school office or the school website.

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' – 3 or more occasions in a 30 day period.

Volunteers who are frequent or intensive need a DBS check. If a volunteer does not have a DBS they should not under any circumstances be left with a child alone.

Volunteers, who will be under the constant supervision of school staff, must read and sign our Off-Site Visit Agreement.

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 leader, who will be a staff member, has ultimate responsibility for the pupils. Pupils should never be left with a volunteer unsupervised.

Process for recruiting volunteers 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 the volunteer application form and return.
- The volunteer attends the school for an informal discussion to ensure the applicant is suitable for the role.
- References will be requested. Two references should be sought where the volunteer arrangement will continue on a regular basis.
- Enhanced DBS check undertaken
- The volunteer will be made aware of the role and responsibilities they will be undertaking and will attend induction training with a senior member of staff. School and corporate policies and documentation will be explained and issued. These will include Safeguarding, Health & Safety, Behaviour Management Policies and Whistleblowing Policy.

Before starting to help in a school, a volunteer should complete the Volunteer Agreement, 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 suitable experiences available based on the smooth running of Freegrounds Infant School. There is a google form on the school website to complete in the first instance.

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 Safeguarding Lead (DSL) and not with the parents of the child/persons.

Volunteers who are concerned about anything in the school, should raise the matter with the Headteacher or appropriate member of staff. Any information gained at the school about a pupil 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' behavior 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 queries/problems regarding the pupils understanding of a task, behavior or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Health and Safety

The school has a Health and 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 (eg using DT equipment/accompanying pupils on visits).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Headteacher/Site Manager. Volunteers are covered by Freegrounds Infant School Public Liability Insurance.

Complaints Procedure

Any complaints made about a volunteer will be dealt with following the schools' complaints policy which is found on the schools website.

Monitoring and Review

This policy will be regularly reviewed and updated.

Linked policies:

- Behaviour Policy
- Child Protection Policy
- Equality Policy
- Online Safety Policy
- Feedback Policy
- Computing and Technology Policy
- Preventing Extremism and Radicalisation
- Safeguarding Policy
- SEND Policy
- Supporting Students at School with Medical Conditions Policy
- Teaching and Learning Policy

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 Freegrounds Infant School Child Protection and Safeguarding Policies.
- I am aware of who are the Designated Safeguarding Leads (DSL).
- I have received a copy of the School's Volunteer Policy.
- I agree to support the school's aims and model the school's core values.
- I will follow the Visitors Code of Conduct.
- I agree to treat information obtained from being a volunteer in school as strictly confidential.
- I understand that a Enhanced Disclosure and Barring Service (DBS) check will be undertaken, even if I already have a DBS certificate from a different role, unless I am registered with the Update Service.
- I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Leader.
- I agree to follow the Online Safety and Computing and Technology.
- I agree to follow the Health and Safety Policy.
- I understand that I will need to attend the school to undertake safeguarding training.
- I understand my role in safeguarding pupils in the school and understand what I need to do if I have concerns.

Visitors Code of Conduct

All visitors and school volunteers must:

- Adhere to the Equalities Policy which is available on the website or from the school office.
- Use appropriate language and behaviour with children.
- Sign in and out of the premises and wear a visitor's badge at all times.
- Report any breakages or accidents to the school office.
- If you feel in any way uncomfortable about the behaviour of a child, please discuss this with the Designated Safeguarding Lead (DSL).
- Seek permission to bring a vehicle on to the school premises from the school office before arrival.
- Mobile phones should be turned off when on site. In an emergency ask to use the phone in the school office.
- All photography and filming within school is prohibited unless permission is granted from the Headteacher.
- If a child attempts to make contact with you through a social networking site, inform the school immediately and do not respond.
- All visitors should be aware that Freegrounds Infant School has Whistleblowing, Child Protection and Safeguarding, Online Safety and ICT policies – these are available on the school website or from the school office.
- Clothing should be respectful to pupils, staff and the working environment and community.

In signing in to the school, you are agreeing to the above code of conduct.

Please sign below to say you agree to follow the above Volunteer Agreements and Code of Conduct when volunteering within school.

Signature	
Name	
Date	

Freegrounds Infant School

Child Protection Declaration

I understand that Freegrounds Infant School is entirely committed to safeguarding and promoting the welfare of children and young people, and expects all those working and volunteering on the school site to share this commitment.

I have been made aware of the key principles of the school's Child Protection policy, including the procedure for reporting concerns, the requirement for pre-employment checks to be undertaken as appropriate, and the boundaries and behaviours that are acceptable and appropriate within the school context, and those which are not. I have been provided with a copy of the school's Code of Conduct and have read Part One (Safeguarding information for all staff) of the most up to date version of Keeping Children Safe in Education.

I understand that adults are in a position of trust when working with young people and that appropriate boundaries must be maintained at all times. This means that language, demeanor and content of conversations, whether in person/face-to-face or via electronic must all be professional and relevant.

Signature	
Name	
Date	