



WYCLIFFE C E PRIMARY SCHOOL

Volunteer Policy

&

Good Practice Guide

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1 Introduction

Thank you for volunteering your time and enthusiasm to our school and its children and staff. Volunteers have a very important role in bringing a range of skills and

experience that can enhance and promote the learning opportunities that we offer to our pupils.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Ex-members of staff
- Students on work experience
- University students
- Local residents
- Friends and supporters of the school

The types of activities that Volunteers engage in, include:

- Listening to pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits
- Assisting with extra-curricular activities

2 Safeguarding

Bradford City Council and our school are committed to the safeguarding of pupils, young people and everyone who works here. We expect volunteers to share this commitment and follow policies and procedures in relation to this.

3 Becoming a volunteer

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. to listen to children read) should approach the School, via the School office.

Volunteers should complete a volunteer application form (appendix 1) and the Volunteer Agreement form (appendix 2) which sets out the school's expectations of its volunteers and confirms that they have received a copy of this agreement.

4 Process for Recruiting Frequent Volunteers

- Identify the need for the role

- Attract candidates by means of a local advert/other methods of communication used by the school
- The candidates attend a meeting at school for an informal discussion to ensure that they are suitable for the role
- A DBS Enhanced Disclosure is undertaken before the volunteer starts working
- The volunteer will be made aware of their role and responsibilities within the school (this is not required where a volunteer is participating in a one-off activity).
- If appropriate, two references should be sought
- Induction – relevant school policies and documentation should be explained and issued
- Volunteers records should be kept centrally within the school

5 Upholding the Schools Ethos

“Learning for Life.....”

We recognise that we represent only one of several key stepping stones along a child’s educational journey through life and, therefore, we aim to provide all our pupils with a sound start to their education and a smooth transition to subsequent senior schools.

Our ethos is based upon Christian principles. We seek to provide pupils with a clear and solid moral framework, part of which is tolerance of the different beliefs and cultures of others, and equal opportunities for all.

- It is critically important for pupils to see all adults in school as role models
- You are not expected to make judgements about pupils’ abilities or behaviour. Any personal views you may have about a pupil’s ability should not be disclosed to anybody except a member of the school’s teaching staff.
- Your help will bring you into close contact with staff and pupils. Much of what you see in school is confidential, so please do not talk about things outside of the school.
- Please do everything possible to avoid any physical contact with pupils, even touching.
- You should not get drawn into inappropriate topics of conversations with pupils. If a pupil begins to talk to you about matters which disturb you, please talk to a member of staff, or the Headteacher or a member of the SLT.
- Although it can be tempting, please do not seek to use your time in school as an opportunity to discuss personal issues such as your child’s educational progress (this can be distracting for teachers during school time).

- All personal belongings (bags, valuables and medications) MUST be kept with you at all times or locked away securely (a member of staff will help you with this).
- Mobile phones, personal cameras and recording devices MUST be locked away, out of the reach of children during school hours and MUST NEVER be used to take photographs of pupils, whether in school or out on a school trip or other event.
- If you are in doubt about anything, always ask the advice of a member of staff or member of the SLT.
- Many of the above standards are there not only for the protection of our children, but also for your own. A serious breach of any of the standards set out above might lead to a volunteer being removed and considered an unsuitable candidate for further voluntary /student placement involvement. Obviously, we hope and expect that such a situation remains extremely rare.

6 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 pupils' behaviour and the activity that they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out and the expected outcome of the activity. In the event of any query or problem regarding the pupil's undertaking of the task, their behaviour or welfare, volunteers must seek advice/guidance from their designated supervisor.

7 Health & Safety

The school has a Health & Safety Policy, which will be made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedure (e.g. fire alarm evacuation) and about any safety aspects associated with particular tasks (e.g. using equipment or accompanying pupils on visits).

Volunteers need to exercise due care and attention and representatives any obvious hazards or concerns to their designated supervisor or other senior member of staff. Volunteers are covered by the School's Indemnity & Public Liability Insurance.

8 Complaints

Any complaints made about a volunteer will be referred to the Headteacher or delegated to a senior member of staff for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher or designated member of staff reserves the right to take the following action:

- To speak with the volunteer about a breach of the volunteer agreement and seek reassurance that this will not happen again
- Offer an alternative placement for the volunteer (e.g. helping with a different activity or in another class).
- Based upon the facts identified in the investigation, it may be necessary for the school to inform the volunteer that they are unable to continue using them
- The volunteer will be provided with a copy of our school's Complaint's Policy.

9 Equality, Diversity & Inclusion

At our school we aim to ensure that no member of the school community experiences harassment, less favourable treatment or discrimination within the learning environment because of their age, any disability they may have, their ethnicity, colour or national origin, their gender, their religion or beliefs.

We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences when devising and implementing School policies and procedures.

10 Monitoring & Evaluation

This policy and guidance will be regularly reviewed by the Governing Body and updated in line with our school's policy schedule.

11 Finally...

We hope that you will find this guidance helpful and that you will keep it in mind throughout your time in School. We are confident that you will enjoy the experience of working as a Volunteer at our School, satisfied in the knowledge that you are making a positive contribution.

WYCLIFFE C E PRIMARY SCHOOL

Full Name of Volunteer

Home Address

.....

Home telephone number

Mobile telephone number

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 or other needs we need to take into account, or adjustments we need to make, to enable you to work as a Volunteer in School?

Please give details...

Thank you for taking the 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.

WYCLIFFE C E PRIMARY SCHOOL Appendix 2

VOLUNTEER CONTACT INFORMATION SHEET – Private and Confidential

Please fill in information below and return to Zita Macdonald in the School office.

Basic Information

Title		Preferred Foreman	
Legal Forename		Preferred Surname	
Middle Name (s)		Gender	
Legal Surname		Previous Name	
Date of Birth			

Address information and contact information

Address			
Home Telephone No		Mobile Tele No	

Please sign below to confirm that you have understood the reason you will have to declare any criminal offences and understand the reason why you need to undergo a DBS check. Also that you have had a meeting with the student/volunteer co-ordinator who has discussed safeguarding, health and safety and guidance on policies. The school confirms that it has public liability insurance. Please sign below also that you understand the need for absolute confidentiality regarding anything you might be partied to either with pupils, families and the school staff.

Signed Print

Date

For admin purposes only – discussed/checked

tick / initial as necessary

Application form completed	
Criminal offence checked	
DBS Checked/ evidence recorded by	
Public liability insurance	
Health and safety policy	
Fire alarm procedure	
ICT Policy	
Safeguarding /child policy	
Area of working – appropriate personnel informed	
Any comments/notes	