

SOUTH DARLEY C.E.
PRIMARY SCHOOL



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SOUTH DARLEY C of E PRIMARY SCHOOL

VOLUNTEERS POLICY

Person/Committee responsible for reviewing/updating this plan	Full Governing Body
Policy Number	PN284
Date First Issued	11.10.21
Date of Next Review	Term 2 2025

Date of Review	Governors Meeting Reference Number	Approved by name	Comments
11.10.21	FGB11102021.24.16	K Dean	

South Darley C E Primary School

Volunteer Policy

South Darley C E Primary School values the contribution that volunteers can make to the learning experience of its pupils. Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of our pupils. We welcome and encourage volunteers from our parent and local community.

Who is classed as a volunteer

A volunteer is a person who provides support to our school. Volunteer roles are unpaid.

Our volunteers include:

- Members of the governing body
- Parents or family members of pupils
- Former members of staff
- Members of the local community
- Church members

Types of activities undertaken by volunteers

The types of activities that volunteers at South Darley CE Primary School may undertake include:

- Hearing pupils read
- Working with small groups of pupils
- Working with individual pupils
- Undertaking arts and craft activities with pupils
- Supporting staff members to run before and after school clubs
- Accompanying staff members and pupils on school visits
- Driving pupils to and from sporting events

Volunteers are not allowed to

- Take responsibility for all or some of the class
- Change pupils clothing or supervise pupils whilst changing
- Supervise children engaged in PE or other specialist activities
- Take children off the school site without a teacher in charge unless driving them to or from a sporting event at the request of the Headteacher.
- Escort a pupil into a toilet

The responsibility for the health and welfare of the child remains with the class teacher at all times.

Becoming a registered school volunteer

Individuals who wish to become a school volunteer, either for a one-off event or on a more regular basis should approach the Headteacher in the first instance. Volunteers will need to complete a Volunteer Application form and hand it in to the Headteacher. If successful, applicants will be invited into school for an informal interview. Two character references will also be required.

The Headteacher has the authority not to accept the help of a volunteer if he or she believes it will not be in the best interests of the pupils or the school.

Disclosure and Barring Service and other checks

Before working unsupervised within our school and to ensure the safety of our pupils, all our volunteers will need to obtain a Disclosure and Barring Service (DBS) check. To enable this, volunteers will need to complete a DBS application form. The DBS check will be organised by the school but volunteers will need to play a part by ensuring they action requests for information promptly. Volunteers may be able to start working supervised in school until the DBS check has been completed but a risk assessment will need completing by the school first. Volunteers will also need to have completed the Volunteer Agreement (Annex 4), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy. The nature and design of our school means that all our staff and volunteers may work with children 5 years and under during the school day. As such, all our volunteers are also asked to complete a childcare 'Disclosure by Association' and 'Disqualification' declaration. The school may also undertake Teachers Disqualification checks.

General Data Protection Regulations (GDPR)

To conform with the requirements of the GDPR all data is handled in accordance with the Terms of the South Darley CE Primary School Staff Privacy Notice. A copy of this will be provided to all volunteers as part of their induction process.

All pupils and adults in our school can expect their personal and health information to remain confidential at all times, except where it

- Impinges on their staff members terms of contract or employment
- Endangers pupils or staff
- There is a legal duty to disclose such information
- It is necessary for legal proceedings
- Despite the duty of confidence, the staff members interest or the wider public interest justifies disclosure.

Volunteer records will be kept in the school office in line with the Records Management Policy and the Records Retention and Destruction Policy.

Equal Opportunities

South Darley CE Primary School recognises that the activity of volunteering can provide an individual with experience and opportunities for self and career development. In accordance with the schools Equal Opportunities Policy, volunteer placements will be open to individuals irrespective of race, gender, disability, sexuality, age or marital status. Where a prospective volunteer demonstrates hostility to, or a clear lack of support for equal opportunities, he/she will be deemed automatically unsuitable for a volunteer position.

Volunteer Induction

All volunteers at South Darley CE Primary School will receive a full induction package as well as a Health and Safety briefing. All volunteers will also receive copies of key school policies and there is an expectation that they will make themselves aware of the content.

Confidentiality

It is essential that all volunteers in school understand the necessity of confidentiality. Volunteers at South Darley CE Primary School are bound by our school Code of Conduct Policy, Confidentiality Policy, E-Safety Policy, Confidential Reporting (whistleblowing) Policy and all other school policies. Full details of policies will be provided as part of the induction process and all policies can be viewed in the school office. All staff members, volunteers and visitors should be aware that all information relating to our pupils and staff is totally confidential and this must be respected at all times. This includes posting of any information on social media.

All volunteers will be asked to sign a confidentiality agreement and follow its principles. Volunteers who break this confidentiality agreement will be asked to leave immediately.

Safeguarding and Child Protection

It remains the responsibility of the Headteacher to ensure that all relevant safeguarding checks are carried out before a volunteer commencing working at the school. It is also the responsibility of the Headteacher to ensure that the volunteer has a clear understanding of the safeguarding policy and procedures in school. Regular volunteers (those who assist more than 3 times per calendar month) will be asked to participate in an annual safeguarding refresher.

All volunteers will be given a copy of the South Darley CE Primary School's Safeguarding and Child Protection Policy.

Any concerns that volunteers have about the pupils they work/come into contact with or if a child should disclose something to the volunteer, then this information should be shared with the class teacher at the earliest opportunity and not with the parents of the child or any persons outside school. A situation may arise in school, where the duty to the child is greater than that to the parent. It is not the volunteer's role to investigate concerns.

Code of Conduct

As a South Darley volunteer, everyone is expected to conform to high standards of behaviour and conduct whilst carrying out their duties. Volunteers are expected to comply with the South Darley CE Primary School Code of Conduct, a copy of which will be given to volunteers during their induction.

All volunteers should be aware of how their behaviour can affect both colleagues and children. Everyone has a responsibility to avoid becoming involved in situations that could bring the school into disrepute.

Confidential Reporting (whistle blowing)

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher

Supervision

All volunteers work under the supervision of the class teacher to which they have been assigned. Teachers retain responsibility for pupils at all times but this does not mean that volunteers to be directly supervised all the time. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/guidance from the teacher in the event of a query or problem with a child's behaviour or understanding of the task.

Working in your child's school

Where possible, it is the policy of South Darley CE Primary School that parent volunteers do not support in their own child's classroom(s) as this can be distracting for the child and perhaps place the class teacher in an uncomfortable position. Volunteers will be asked to support in classes in which there is the most need for individual support.

Health & Safety

South Darley CE Primary School has a Health & Safety Policy and all volunteers will be provided with a copy of the policy as part of their induction. Volunteers will also receive a Health & Safety induction briefing. All volunteers should ensure they are clear about emergency procedures (e.g. fire evacuations) and familiarise themselves with any risks associated with tasks they are asked to carry out. Risk Assessments can be viewed in the school office.

First Aid

Volunteers must not administer First Aid to pupils and should seek assistance from a member of school staff.

Complaints Procedures

Any complaint made about a volunteer or by a volunteer will be referred to the Headteacher for investigation. The Headteacher will investigate any complaint by following the structure set out in the Complaints Policy. The school retains the right to:

- Speak with a volunteer about any breach of the Volunteer Agreement
- Offer an alternative placement for a volunteer
- Inform a volunteer that they are no longer required to help in school.

School Trips or Excursions

School trips are an integral part of learning at our school and afford many children opportunities which are outside of their usual experiences. Volunteers may participate in school trips, and if fully supervised at all times may not need a full DBS check.

Volunteers on school trips are expected to complete our School Trip Volunteer Agreement for each trip they participate in.

It is school policy that parent volunteers do not directly supervise their own child(ren) on a school trip and should a parent volunteer attend a school trip with their own child, the school will endeavour to place their child in a group supervised by other adults. Volunteers are not allowed to bring additional siblings on school trips.

School Drivers

South Darley CE Primary School relies on volunteer drivers to assist in transporting children to local school events.

All volunteer drivers and staff who transport children in private cars at South Darley CE Primary School will be required to commit to safeguarding and promoting the welfare of children whilst transporting children on behalf of the school.

The Headteacher (or other senior staff member) will ensure that all drivers remain competent to transport pupils. In making any decision the safety and welfare of the pupils will be given the

highest priority and where there is any doubt about this, the driver will not be utilised for transporting pupils.

As part of our continuing commitment to safeguarding children, all volunteer drivers and staff who transport children in private cars on behalf of the school are required to complete a declaration each time that they transport children in private vehicle to confirm that

- there has been no material change in circumstances since their annual DVLA licence check
- since last providing the school with documents/evidence that their vehicle is roadworthy
- that they have an appropriate and valid driving licence
- that they have a valid insurance policy covering the intended use

Volunteer drivers will also be required to supply copies of the MOT certificate and certificate of Insurance for the vehicle being utilised to transport children.

Volunteer drivers will also be asked to certify that their vehicle is in a road worthy state and that the person driving is fit to drive.

Monitoring and Evaluation of this Policy

The day to day monitoring of this policy is the responsibility of the Headteacher. The policy will be reviewed by the Governing Body every four years or earlier if considered necessary.