

# Meltham CE (C) School



## School Volunteers Policy

Policy Date:	October 2019	Version:	1.3
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Approved by:	Chair of Governors: Mr P White		
Review Date:	October 2022		

### 1.0 Aims

The aims of this policy are:

- to provide guidelines for school volunteers to ensure that they meet the school's expectations in terms of conduct, especially with regard to confidentiality
- to define the procedures regarding volunteers that are necessary to ensure the safeguarding of children

### 2.0 Roles and Responsibilities

It is the responsibility of the head teacher or School Volunteer Coordinator to ensure that school volunteers are informed of this policy.

It is the responsibility of the school volunteer to read and comply with this policy.

## 3.0 Policy

### 3.1 Volunteering to help in school

The school welcomes offers of help from parents, grandparents, students, members of the local community and other friends of the school. Our volunteers provide a wide range of skills and experience that can enhance the educational opportunities for pupils and provide valuable support to benefit the children.

All adults who work in school, whether a paid member of staff or a volunteer, are expected to act in such a way as to actively promote the school aims:

*Meltham CE Primary School is an exceptional school that works in partnership with parents to create a caring environment where children feel safe and learn to be safe. The school provides an excellent, challenging and enjoyable education which allows our children to:*

- *enjoy a broad and balanced curriculum, with opportunities to be creative, active and healthy*
- *work and play co-operatively, showing respect and good behaviour*
- *discover their strengths and aspire to achieve their best*
- *take increasing responsibility for themselves, the community and the environment*
- *be inspired to develop a love of learning and a sense of wonder*
- *develop independence to become confident and resilient learners*
- *embrace Christian values*
- *be treated as individuals and value the differences between people*
- *develop spiritual and emotional awareness*
- *be prepared for the next stage of education and their future lives*

Volunteers may assist with various activities, for example:

- listening to children read
- helping with administrative tasks such as photocopying or library tasks,
- helping with arts and crafts, cooking or gardening,
- PSA related activities
- specialist help e.g. music, art, sport, languages, school productions,
- accompanying offsite visits

Anyone wishing to volunteer in school should contact the School Volunteer Coordinator. There is an application form to complete and two references are required. (See Appendix 1)

### 3.2 Supervision

All visitors to the school, including volunteers, must sign in at the office and collect a visitor's badge on arrival. This is important both for the safety of the volunteer in the event of an emergency and for the children's safety so that we know who is in school at all times.

All volunteers work under the supervision of either a classteacher, the School Volunteer Coordinator or the Advanced Business Support Officer.

Teachers retain responsibility for the children at all times, including their behaviour and the activity being undertaken. Teachers will provide clear guidance for volunteers on how a particular activity is to be carried out and volunteers are expected to seek further advice and guidance from the teacher in the event of any query or problem.

### 3.3 Safeguarding

Safeguarding of the children is paramount and the school will seek Disclosure and Barring Agency clearance for all volunteers in order to protect both children and staff. The only exception to this is for volunteers who are involved in a one-off activity such as accompanying an off-site visit. In this case a formal Disclosure

and Barring Service (DBS) certificate is not required but the volunteer will be asked to complete an Offsite Visits Volunteer Agreement (Appendix 4.2).

All volunteers are provided with a copy of this policy and a 'Volunteers In School: Confidentiality and Safeguarding' letter (Appendix 4.3), which they are asked to sign and return.

In the event of a volunteer hearing or seeing anything about which they feel uncomfortable or which may be a safeguarding issue the volunteer must contact the headteacher, the Designated Safeguarding Person.

All volunteers will be asked to sign a disqualification declaration to confirm that they are not disqualified from working with children (Appendix 4.4)

### 3.4 Confidentiality

By helping in school volunteers agree to be bound by a code of confidentiality. Volunteers must not discuss or share any information about children or staff with anyone outside school, including information about children's progress or behaviour. Any concerns about any child must also be raised with the classteacher or the headteacher and not with the parents of that child.

### 3.5 Health and Safety

The school has a Health and Safety Policy which states that 'The Governors of Meltham CE Primary School have adopted the Kirklees Health & Safety Policy'.

The classteacher (or the School Volunteer Coordinator or Advanced Business Support Officer) ensures that volunteers are aware of emergency procedures such as the fire alarm evacuation and also about any safety aspects of the task in which they are engaged, for example using particular equipment or working in a particular environment. Volunteers are expected to exercise due care and attention and report any obvious hazards or safety concerns to the classteacher.

### 3.6 Accompanying Offsite Visits

Offsite visits are an integral part of the learning at our school and can provide the children with additional experiences and opportunities to support the learning in the classroom. Volunteer helpers are invaluable in ensuring the success and safety of these visits if the following rules are observed:

A volunteer on an offsite visit is expected to:

- be responsible and to look after all the children assigned to them, ensuring that their safety and welfare is maintained for the duration of the school trip
- promote polite and respectful behaviour towards each other and the general public
- show a commitment to the group and an interest in the focus of the visit
- follow guidance from school staff
- assist children in their tasks

Volunteers must **not**:

- bring additional children
- smoke, drink alcohol or engage in any illegal practices
- buy or give their group treats (sweets, ice-creams, etc) before, during or after the school visit
- take photographs of children

In the event of a volunteer being assigned a child with any special medical or educational needs the classteacher will discuss this with the volunteer before the visit.

In the event of an emergency the volunteer is expected to contact a member of staff as soon as possible.

### 3.7 Complaints Procedure

Any complaints made about a volunteer will be referred to the headteacher for investigation. The headteacher reserves the right to take any of the following actions:

- to speak to the volunteer about a breach of the volunteer agreement and seek reassurance that it will not recur
- to offer an alternative placement within the school
- to inform the volunteer that the school has withdrawn the offer of placement.

The Complaints Policy is available at the school and on the website.

## 4.0 Appendices

### Appendix 4.1 Volunteer Application form

## Application for Volunteer in school

### Personal Details

Title (select as appropriate):	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify)	
Surname(s):		
First name(s):		
Previous surname(s):		
Address:		
Post Code:		
Email Address:		
Telephone:	Work:	Home:

Reasons for applying for voluntary work:

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Mobile:
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Please supply two referees

**References**– remember to ask your referees for permission before you give their name.

Name:	
Email:	
Address:	
Post Code:	
Tel:	
Occupation:	
Relationship:	

Name:	
Email:	
Address:	
Post Code:	
Tel:	
Occupation:	
Relationship:	

References will be requested as part of the volunteer recruitment process and they will form part of the decision making process. Your Referees must be able to answer questions concerning your employment/volunteer history and suitability for the post which includes any details of any investigations and/or disciplinary action – this forms part of the requirements under “Safeguarding & Safer Recruitment in Education”. Please do not give the names of friends or family.

### Previous Employment

This section deals with your previous employment. Start with the most recent and please include any part-time, casual or voluntary work. We need details of previous employment (paid or unpaid), and also periods of non-employment e.g. child care, unemployment etc. If you use additional sheets please remember to put your name and the post applied for on each extra page and number it.

<b>Job Title</b>	<b>Main Duties</b>	<b>Name and Address of Employer</b>	<b>From</b>	<b>To</b>	<b>Reason for Leaving</b>

## Criminal Convictions

The Rehabilitation of Offenders Act 1974 provides that certain criminal convictions become 'spent' after the passage of time, that is the law will treat them for the most purposes as if they have never happened and it is not necessary to disclose them on Application Forms. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 contains certain classes of employment where a person can be asked to disclose spent convictions. *The job for which you are now applying falls within that order.*

However, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) provides that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

For details of what criminal convictions must be declared please refer to the following guidance:

<https://www.gov.uk/government/news/disclosure-and-barring-service-filtering> It is your responsibility to read this information in full and complete the application form accurately.

If you fail to disclose that you have been convicted of a criminal offence or received a caution, reprimand or warning this may lead to dismissal or disciplinary action by the authority. Any information given will be treated in the strictest confidence and will be considered only in relation to an application for which the order applies.

For jobs that are subject to a disclosure, please note that a criminal record will not necessarily bar you from employment. This will depend on the nature of the position you are applying for and the circumstances and background of the offence.

*Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198? Please give details below:*

Date	Details of conviction, caution, reprimand or warning	Penalty

Are there any matters pending? Yes  No

If 'Yes' please give details		
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I declare that the particulars given are correct and I have not withheld any facts which might unfavourably affect my application

Last name:

First name:

Signed:		Date:	

**We will treat all information provided on this form in the strictest confidence - you may provide additional information in writing and in confidence or indicate that you wish discuss in more detail**

***The information on this form is collected to comply with Safer Recruitment guidelines as in the School's Safer Recruitment Policy***



b) If yes, what were the circumstances and why, and what was the outcome

c) Did you receive details of any investigations and or disciplinary procedures from the employer prior to yourself? *(Please refer to the Keeping children safe in Education September 2016)*

YES / NO

If yes, please provide details:

6. If this person has already left or has indicated an intention to leave your employment, please could you indicate the reasons, as far as you are aware.

7. Would you consider this person for re-employment if there was a suitable vacancy?

**Section 2 (Non Employers)**

1. How long have you known this person?

2. What is your relationship to this person?

**Section 3 (Volunteer Requirements)**

With reference to the role details and from your own knowledge of this person, comment on how they will meet the requirements of the voluntary role.

1. Relevant Experience

How will their previous experience help this person fulfil the requirements of this role?

2. Education and Training

Has this person had any specific training or gained any qualifications that you think will be relevant? If so, please specify.

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3. Special Knowledge and Skills

Please specify any particular knowledge and skills that this person possesses which you think will be directly relevant to this role.

4. Please comment on this person's honesty and integrity.

5. Can you confirm that you are satisfied that the candidate is suitable to work with children or young people?

YES / NO

If not, please give specific reasons of why you think the person is unsuitable.

**Please note the contents of your reference are used to assist with assessing the suitability of the person for a voluntary role within school. Decisions and consequently the contents are likely to be shared with the person for whom the reference is provided. Our assumption is that the individual is aware of the contents of the reference.**

Name :

Date:

Signed :

Address

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**Many thanks for your time and effort**

## 4.2 Offsite Visits Volunteer Agreement

Thank you for volunteering to help on our forthcoming visit to

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Your help is invaluable in ensuring the success and safety of this visit and we ask that you observe the following code of conduct:

- Be responsible and look after all the children assigned to you, ensuring that their safety and welfare is maintained for the duration of the school trip
- Promote polite and respectful behaviour towards each other and the general public
- Show a commitment to the group and an interest in the focus of the visit
- Follow guidance from school staff
- Assist children in their tasks

Volunteers must **not**:

- bring additional children
- smoke, drink alcohol or engage in any illegal practices
- buy or give their group treats (sweets, ice-creams, etc) before, during or after the school visit
- take photographs of children or staff

In the event of any child assigned to you having any special medical or educational needs the classteacher will discuss this with you before the visit.

In the event of an emergency contact a member of staff as soon as possible.

*Please sign below and return this agreement to the school:*

I agree to the code of conduct stated above and am aware that the full policy is available in school and on the website.

I will treat any information about children or staff as confidential and will not discuss it outside school.

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

Date:

Print: \_\_\_\_\_

Mobile Phone Number \_\_\_\_\_

### 4.3 Confidentiality & Safeguarding Declaration

#### **Volunteers in School Confidentiality and Safeguarding**

Dear Parent/Helper

Thank you so much for your offer of help in our school. It is very much appreciated. We value your support and know how extra help can benefit the children. We hope you will enjoy working with the children and help them to move forward. Ensuring that the children are polite and respectful to each other and staff is extremely important and your help in encouraging this is vital.

We have to be very careful when we are dealing with children and young people and I know I can rely on you to speak and behave in a respectful way towards them and the teachers around school. Children often talk more openly when they are in small groups and I have to remind you that if you hear or see anything that you feel uncomfortable about or which may be a Safeguarding issue, please make sure that you either tell myself or the class teacher. Often there is nothing to worry about but we always have the child's best interests at heart. I am the Designated Senior Person in charge of Safeguarding at school so please do not hesitate to let me know if you are concerned.

Our other concern is confidentiality. By helping in school you are agreeing to a code of practice where you do not discuss or share any information about children or teachers with anybody outside school. This is a very sensitive area. You must not discuss children's progress or behaviour with anybody. If you have any concerns please see me as our children's safety and welfare is extremely important.

Whilst we want to help provide opportunities for placements and courses and opportunities for those wishing to gain voluntary experience, this can only happen in a climate where we are confident that our levels of professional conduct are maintained by all. Should a situation arise where we have concerns, then we will be forced to withdraw our offer of a placement.

I am sure you will enjoy working with our children; they are usually well-behaved and very responsive. We appreciate you spending time working with us in school.

Yours sincerely



Alex Beaumont  
Headteacher

Please sign to say that you have read, understood and agree to maintain the professional standards expected, and then return it to the School Office.

Name.....

Signed.....

Date.....

## **KEEPING CHILDREN SAFE: CHILDCARE DISQUALIFICATION REQUIREMENTS**

### **Disqualification declaration**

**Please answer questions 1 and 2 below:**

**Q1. Are you disqualified from working with children as per the Childcare Act 2006 and/or the Childcare (Disqualification) Regulations 2009?**

**Please mark with an 'X'**

**YES** [  ]

**NO** [  ]

**If you have answered 'YES' to either of the questions above, please provide details:**

You must provide: details of any order, determination, conviction or other ground for disqualification; date of this order, determination or conviction or date when the other ground for disqualification arose; information about the body or court involved and the sentence (if any) imposed. We will also require a certified copy of the relevant order in relation to an order or conviction).

I, \_\_\_\_\_ (Please insert your name), certify that the above information is correct and accurate.

Signed:

Date