

Keeping Children Safe:

Volunteers in School Policy



Normand Croft Community School

An International Family of Learners

Policy Published: Spring 2019

Next review: Summer 2021 or earlier if there is any new legislation

Policy revisions :

1. Introduction

- a. At Normand Croft we recognise that there are many situations where volunteers can make an appropriate and significant contribution to the work of our school. This policy sets out the principles, practices and procedures which will be followed in the management and supervision of volunteers.
- b. The contribution of volunteers to the work of our school is especially valued. We recognise that they bring with them a range of skills and experience that can enhance the learning opportunities, achievement and enjoyment of children at our school.

2. Our Volunteers include:

- a. Parents and other relatives of pupils
- b. Members of the Governing Body
- c. Members of PTA
- d. Students on work experience
- e. Members of the local community (including those from charitable organisations)

3. Volunteering Opportunities

The types of activities that volunteers support and assist with include:

- a. hearing children read
- b. working with small groups of children
- c. undertaking art and craft activities with children
- d. running or assisting with after-school clubs
- e. working with children on the computers
- f. accompanying school visits
- g. talking to groups of children about their experiences/line of work
- h. helping the PTA
- i. community projects

4. The Benefits of Volunteering

- a. For the children: increases in understanding, achievement, self-confidence and self esteem
- b. For teaching staff: greater opportunity to work with other children, so enabling the class as a whole to learn more effectively and achieve more
- c. For the volunteer: a great sense of achievement and personal satisfaction, new knowledge and new skills, improved career prospects

5. Becoming a Volunteer

- a. We greatly value and appreciate the time and effort that each of our volunteers generously gives to our school, whether it is on a regular or more ad hoc basis. In order to try to make our volunteers feel welcomed, valued and well informed about our school we aim to provide active and positive support to our volunteers in several ways, including:
 - i. a 'Welcome Pack' supporting a structured induction process
 - ii. appropriate references for those seeking to build on their volunteering experience in their career
- b. Before starting to help in school, volunteers will also be invited to complete the Volunteer Agreement which sets out our school's expectations of volunteers. Prospective volunteers who will be engaged in 'Regulated Activity*' will be required to complete a DBS (Disclosure and Barring Service) check and a Self-Disclosure regarding their suitability for working with children. This will be arranged through the school office before starting in school.

**Regulated activity is any activity that takes place in school or on a school trip that involves contact with children frequently, i.e. on 4 or more days in a 30 day period or overnight (in the case of school journeys)*

- c. Anyone wishing to become a volunteer, either for a one off event, such as a school trip or on a more regular basis, such as hearing children read should speak to school office staff, in the first instance.
- d. If it is to support the work of the PTA then please contact them directly. The PTA noticeboard is located near our main reception area.

6. Safeguarding

- a. Normand Croft Community School is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.
- b. Volunteers will be required to sign in and out at the school office on each occasion; they should wear their identification badge at all times while working on the school premises or when accompanying children on a school trip.
- c. All volunteers work under the guidance of the class teacher to which they are assigned. Although teachers retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times. 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 regarding a child's behaviour or understanding of a task.

7. Confidentiality

- a. Volunteers may have access to personal information about some individuals, or other information which may be confidential. Volunteers are expected to keep this information confidential. Any volunteers who break this confidentiality may be asked to leave.
- b. Any concerns that volunteers have about the children they work with/come into contact with should be shared with the class teacher or Designated Safeguarding Lead, or Deputy Designated Safeguarding Leads, Michelle How or Emma Bird and not with any persons outside the school. Safeguarding procedures will be included in the volunteers' induction pack.

8. Health and Safety

The school has a health and safety policy which is available on request, on induction the SBM (Marie Laure Mghabghab) will ensure that individuals are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task. If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher, or phase leader.

9. Complaints

Any complaints about a volunteer or by a volunteer will be dealt with in line with our complaints procedure.

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Normand Croft Primary School Volunteer Application Form
(Long term volunteers)

Name:	Address:	
Phone:	Mobile:	Email:
Links with school:		

1. What activities/ areas of the school's work would you like to help with?

2. Are there any particular age groups/classes you would like to work with?

3. 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)

Normand Croft Community School is committed to safeguarding children. Checks will be made to assess a person's suitability for the role. For all adults in school we ask that they can provide the name of a referee who can be contacted by the school:

Name of referee

Contact details (incl. email)

Thank you for taking time to complete this Volunteer Application Form Please hand it to the School Office, marked for the attention of the Deputy Head Teacher.

Your offer of help is greatly appreciated and we will be in touch as soon as possible.

Risk Assessment for Volunteers

This risk assessment should be completed when considering whether a person working as a volunteer at the school should be asked to apply for an enhanced DBS certificate.

Name of Person

Is the volunteer in 'Regulated' Activity? Yes • No •

If 'yes', an enhanced DBS with Barred list check is required.

Is the volunteer not in 'Regulated' Activity? Yes • No •

If 'no', an enhanced DBS without a Barred list check *may* be obtained

Areas to consider

What is the age group of the pupils that the volunteer will work with?	
Are these pupils regarded as particularly vulnerable?	
How frequently will the volunteer be in school?	
What is the connection of the volunteer to the school?	
What motivates the volunteer to want to work in the school?	
Is the volunteer in paid employment or do they work in a voluntary capacity elsewhere with children?	
Can the volunteer provide at least one reference from someone other than a family member, including a senior person at the employment or voluntary service named above?	

What information does the school already know about the person?	
Has the person's identity been verified?	
Is the person signed up to the DBS Update Service?	
Has a check been completed on the DBS Update Service?	
Is the person aware of any reason why they should not volunteer to work with children?	
Is the school aware of any reason that the person should not work with children?	

Decision

- High Risk** – the person has no previous connection with the school AND can not provide references from elsewhere.
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school should consider whether the person's uncorroborated background would raise an unacceptable risk.

- Medium Risk** – The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable. There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so, as no enhanced DBS has been seen.

- Low Risk** – The person is signed up to the DBS Update Service and the checks reveal no negative information OR The person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references OR the school knows the person well (eg. may be a former employee)
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, unless the person uses the DBS Update service, the school may decide to obtain a new enhanced DBS.

Decision

- Application for enhanced DBS check is not needed. State reason(s) below:

- Application for an enhanced DBS check is needed. State reason(s) below:

- Application for an enhanced DBS check and a Barred List check is needed because the person is in Regulated Activity

Headteacher (Print Name)

Headteacher (Signature).....

Date

Chair of Governors (Print Name)

Chair of Governors (Signature).....

Date

Volunteer Code of Conduct

Off Site Visits

Volunteer Agreement

Safeguarding Information Booklet for Parents, Carers and Visitors

Fire Evacuation Procedures

Term Dates

Normand Croft Community School
Volunteer Code of Conduct and Agreement

Thank you for offering your services as a volunteer in school.

Your help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this volunteer code of conduct and agreement and hand it in to the member of staff who leads your induction.

As Normand Croft Community School volunteers, everyone is expected to conform to high standards of behaviour and conduct whilst carrying out their duties.

Normand Croft Community School expects that volunteers will:

- respect other volunteers, pupils and staff and make them feel welcomed and valued.
- be sensitive towards others
- be approachable and pleasant.
- dress in a manner which promotes healthy and safe working practices.
- maintain the confidentiality of personal information at all times.

All volunteers should be aware of how their behaviour can affect both colleagues and children.

1. I have received a copy of the schools Volunteer Policy and Code of Conduct
2. I agree to treat any information obtained from being a volunteer in school as strictly confidential.
3. I understand that an enhanced DBS check will be undertaken.
4. I have been made aware of who is my designated supervisor e.g. Class Teacher, Early Years Leads, Assistant Head Teacher, School Business Manager.
5. I am aware of the school's safeguarding procedures and who I should go to if I have a concern about the welfare of a child.
6. I have received the fire safety procedures.

Signed: _____

Date: _____

Name: _____

Off-Site Visits Volunteer Agreement

School trips are an integral part of learning at our school and offer 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 trip.

Please read and return this appendix, and sign and return the helper's slip. This is part of our school's risk assessment planning.

Role of the Volunteer Helper

- To be responsible and look after, in equal measures 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 trip.
- To ensure that your group keep up with the body of the school party, be it walking, entering or exiting transportation or following speakers for the trip 'in the right place at the right time'.
- To contact your group leader if there are issues with first aid behaviour or safety.

Working alongside school staff:

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of the school staff
- Show a commitment to their group, an interest in the focus of the visit and assist 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 permitted to take photographs of the children
- Volunteer helpers are not allowed to give/buy their groups treats e.g. Ice-creams and sweets - before, during or after the trip.
- Volunteers are not allowed to drink alcohol while assisting on a school trip – this includes trips beyond the usual school day.

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 the medicine, in which case you will be responsible for carrying the medication.

All other medicines and first aid kits 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 the contact list or the school office.

I have read the volunteer policy and agree to the terms as stated in the policy.

I will treat the information I may hear about the pupils as confidential and will not discuss or disclose it out of school.

Signed _____ Date: _____

Name: _____

Safeguarding Advice for Volunteers and Visitors

This leaflet is designed to help parents, carers, volunteers and visitors to our school to understand the expected behaviour around our children in order to ensure their safety and wellbeing.

Keeping Children Safe

We are committed to promoting the safeguarding and wellbeing of every pupil.

Our aim is to provide a safe and secure environment for our pupils, staff, volunteers and visitors.

We appreciate the help that you are able to give us and hope that you enjoy working in our school.

This leaflet contains information that will be helpful. If you need any more information, or have any questions, please do not hesitate to ask.

What are my responsibilities?

As a visitor or volunteer you will be issued with a fob when you sign in, this should be worn at all times. Please remember to sign out before leaving the premises.

Volunteers will be required to sign the volunteer code of conduct. Supply teachers are required to sign our 'Acceptable use Policy' for the use of technology in school.

All supply teachers, regular visitors and volunteers will require a Disclosure and Barring Service Enhanced Clearance. If you do not have one of these then you will be supervised while working with our children.

Safeguarding and Child Protection

Our Designated Safeguarding Lead is Katrine Bulley, Deputy Head Teacher and our Deputy Designated Safeguarding Leads are Michelle How and Emma Bird. If you are worried about the welfare or treatment of a child during your visit, please inform a member of our admin team that you wish to speak to the safeguarding lead.

If a child tells you something has happened

If a child tells you something, or you suspect a child is being abused or at risk of being abused tell the Designated safeguarding Lead, Katrine Bulley immediately.

Stay calm, listen to the child, and keep any questions to a minimum.

Reassure the child they were right to tell, record in the child's own words what has been said. Tell the child that you have to tell someone, act promptly and immediately.

For further information Please see our Child Protection and Safeguarding Policy available from the school office.

Mobile Telephones

While working with children or in areas of the school where children circulate you are asked not to use your mobile phone. Phones should be switched off and stored safely out of the reach of children.

In the event of a fire:

A continuous alarm will sound

All classrooms have clearly displayed fire safety procedures.

If you discover a fire or hear the fire alarm:

- Leave by the nearest route (see fire details in classroom)
- Sound the alarm on route
- DO NOT STOP to collect personal belongings
- Close all doors on route
- DO NOT RE-ENTER the building
- Assemble in the designated area
- If you are working with children, and it is safe to do so, return them to their muster point via the outside of the building.

Lockdown:

All classrooms have clearly displayed partial and full lockdown procedures.

- Return to classroom
- Lock all doors

Preventing Extremism

We have adopted the Government definition of extremism:

“Vocal or active opposition to fundamental British values such as democracy, the rule of law and tolerance of different faiths and beliefs.”

There is no place for extremist views of any kind in school, should you have any concerns please ask to speak to a member of the Leadership Team immediately.

How do I ensure my behaviour is always appropriate?

If you are asked to work 1-1 with a child, always keep the door open.

Please do not photograph the children.

Any unprofessional contact with children may leave you vulnerable to an allegation of abuse being made against you.

This leaflet has been given to you to ensure you understand what is expected of you when you visit Normand Croft Community School. If you are unclear about anything in this leaflet please speak to a member of staff.

Term Dates

<http://www.normandcroftschool.co.uk/wp-content/uploads/2017/08/Term-dates-2018-19.pdf>

<http://www.normandcroftschool.co.uk/wp-content/uploads/2017/08/Term-dates-2019-20.pdf>