

RAVENSDALE JUNIOR SCHOOL VOLUNTEER POLICY 2017

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Governors welcome and encourage volunteers from both the local and wider community.

Our volunteers include:

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

The types of activities that volunteers engage in while assisting the school include:

- Hearing pupils read
- Working with small groups of children assisting in their learning
- Assisting in classroom activities
- Working alongside individual pupil giving additional support
- Accompanying school visits either walking to local venues or trips including coach travel

Safeguarding

Ravensdale Junior School are committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

Becoming a Volunteer

Anyone wishing to become a volunteer for any event - either a one-off or regular event should contact a class teacher or a member of the leadership or administration team requesting a Volunteer Application Form (Appendix 1). This should be completed with contact details, the types of activities to be involved with and times of availability.

Definition

An activity which is described as "frequent" or "intensive" cover the meaning given in the Safeguarding Vulnerable Groups Act 2006.

"Frequent" – once a week or more often on an ongoing basis.

"Intensive" – three or more occasions in a 30 day period.

Process for volunteer recruitment who will be working frequently or intensively

Identify the need for the role:

- Attract volunteers through the school newsletters
- Potential volunteers to attend school for an informal discussion to ensure suitability
- Enhanced DBS check undertaken
- The volunteer will be made aware of the role and responsibilities of the role
- If appropriate two references should be sought where volunteering is to be on a regular basis
- Volunteer records will be stored in a central place within the school
- Induction – Policies and documentation issued and explained:-

Health and Safety Policy
Behaviour Management Policy
Safeguarding and Child Protection Policy
Code of Conduct
Whistleblowing Policy
Student and Volunteer Handbook

Before volunteering can commence the Volunteer Agreement (Appendix 2) should be completed. This document sets out the expectations of volunteers and requires a signature. An enhanced DBS check will also be required.

Confidentiality

Volunteers are bound by a code of confidentiality. Any concerns regarding pupils must be voiced to the class teacher and NOT parents of the child.

All concerns regarding anything in the school which may affect their work should raise the matter with the Headteacher or Deputy. All information overheard in school about a child 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. Volunteers should have clear guidance from the teacher as to how an activity is carried out and the expected outcome. Any problems regarding the task, behaviour or welfare of a pupil the volunteer should seek guidance from the class teacher.

Health and Safety

The School has a Health and Safety Policy and this is available to volunteers in the school. The School Business Manager will ensure that volunteers are clear about emergency evacuation procedures and the class teacher will explain DT equipment or issues on accompanying children on a school trip. Volunteers must exercise due care and attention

and report any obvious hazards or concerns. Volunteers are covered by Ravensdale Junior Schools Public Liability Insurance.

Safeguarding and Child Protection

The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures.

- All volunteers are given a copy of the Volunteer Policy and asked to sign the Volunteer Agreement.
- All of our volunteers will hold a clear DBS Disclosure.
- Where a volunteer is engaged in a "one-off" activity eg., helping supervise pupils on a school visit, no checks are required. However, such volunteers will be under the constant supervision of school staff and must complete the Off-Site Visit Agreement (Appendix 3).
- Any concerns a volunteer has about safeguarding and child protection issues, should be referred to the designated supervisor or Headteacher.

Complaints Procedure

Any complaints about a volunteer will be referred to the Headteacher or appropriate 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 a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again.
- Offer an alternative placement for a volunteer, eg., helping in another class.
- Based upon the facts identified in the investigation it may be necessary for the School to inform the volunteer that the school no longer wishes to use them.
- Provide the volunteer with a copy of the school's full Complaints Procedure.

Monitoring and Review

This Policy has been reviewed by the Governing Body and will be regularly reviewed and updated.

**RAVENSDALE JUNIOR SCHOOL
NEW VOLUNTEER APPLICATION FORM**

First name **Surname**

Date of birth

Address

.....

Phone: Home **Mobile**

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/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.

Thank you for offer of help. It is much appreciated. We will be in touch as soon as possible.

RAVENSDALE JUNIOR SCHOOL

VOLUNTEER AGREEMENT

On behalf of the School thank you for offering your time to volunteer at Ravensdale Junior School. Your help is greatly appreciated and we hope that you will gain much from your experience.

In order to ensure we maintain a vigilant culture of Safeguarding please read and sign this Volunteer Agreement Sheet and hand it in at school. You will receive a copy of it for your own records.

- I have received a copy of the School’s Volunteer Policy.
- I agree to attend induction training with a member of the safeguarding team where policies and procedures will be explained.
- I agree to follow the procedures in the Safeguarding and Child Protection Policies.
- I agree to follow the guidelines in Keeping Children Safe in Education.
- I agree to support the School’s Aims.
- I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential**
- I understand that an enhanced DBS check will be undertaken
- If you already have a DBS please hand it to Mrs Albutt to record the number and issuing body.
- I have been made aware that my designated supervisor is the class teacher..

Signed

Name

Dated

RAVENSDALE JUNIOR SCHOOL

OFF-SITE VISIT VOLUNTEER AGREEMENT

School trips are an integral part of learning and provide many opportunities for pupils 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 school trips.

This form is part of our school's risk assessment planning and safe guarding arrangements.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the trip leader.
- To remain with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school.
- To ensure that your group remain with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip.
- To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour.

Working alongside school staff

- Comply with all of the above whilst being under the direct supervision of school staff.
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking 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

- Volunteers are not allowed to bring additional children on the trip.
- Smoking, drinking alcohol or engagement in any illegal practices are not allowed for the duration of the volunteer duties.
- Photographing pupils is not allowed.
- Volunteers are not allowed to buy/give their group treats etc., sweets or ice-cream – before, during or after the school trip.

First Aid

You will be informed if any child in your group has medication/needs. All medication will be administered by a member of staff unless you are the parent/carer of the child requiring medication. You will then be requested to administer this and be responsible for carrying medication.

All other medicines and first aid supplies 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 your contact list or telephone the school.

I have read the Volunteer Policy

I agree to the terms and conditions as stated in the Policy

I will support the pupils in enjoying the trip and actively contribute to the smooth running of the event

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

Signed Date

Name



RAVENSDALE JUNIOR SCHOOL
VOLUNTEERING POLICY
2017

Signed

Dated

Review date