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**VOLUNTEERS WORKING IN SCHOOL POLICY**

**December 2021**

**The school’s volunteer policy is part of the school’s safeguarding systems.**

**Introduction**

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of our children. We therefore, welcome and encourage volunteers from the local community.

Our volunteers include:

* Members of the Governing Body
* Parents of pupils
* Students on work experience
* Local residents
* Friends of the school

Members of the governing board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings) are not covered by this policy. They are covered by our governor code of conduct.

The types of activities that volunteers engage in, on behalf of the schools, include:

* Reading stories to small groups of children
* Working with small groups of pupils to assist them in their learning
* Changing library books
* Gardening activities
* Cooking or snack activities
* Accompanying school visits
* Forest School
* Community Languages

**Rights Respecting School**

This policy is in accordance with the 1989 United Nations Convention on the Rights of the Child (UNCRC)

* Article 3 - The best interests of the child must be a top priority in all things that affect children.
* Article 19 - Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

**Safeguarding**

Featherstone & Osborne Nursery schools are committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment.

**Becoming a Volunteer**

Anyone wishing to become a volunteer on a regular basis (such as once a week or fortnight), approaches a keyworker or Headteacher directly who will ask the person to complete the *Volunteer Application Form* (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

**Definition**

Activity which is described as ‘frequent’ or ‘intensive’ covers the meaning given in the Safeguarding Vulnerable Groups Act 2006.

‘frequent’ – once a week or more often on an ongoing basis; and

‘intensive’ – three or more occasions in a 30 day period, or overnight (between 2am – 6am).

**Process for recruiting a Volunteer who will be working frequently or intensively**

A) Identify the need and role

B) Attract candidates by means of posters around school and informing families of the need through the monthly newsletter or volunteering leaflet

C) The candidate/s attend the school for an informal discussion to ensure they are suitable for the role

D) Enhanced DBS check undertaken

E) The volunteer will be made aware of the role and responsibilities they will be undertaking

F) If appropriate 2 references should be sought where the volunteer arrangement will continue on a regular basis.

G) Induction - school policies and documentation explained and issued. These to include Health and Safety, Behaviour Management, Safeguarding and Whistleblowing Policies

H) Volunteer records to be kept in a central place within the school

Before starting to help in a school, a volunteer should read the *Code of Conduct for Volunteers* (Appendix 2) and complete the *Volunteer Agreement* (Appendix 3), which sets out the school’s expectations of its volunteer and to confirm they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer **before** they come into school, to make an informed decision when accepting volunteers to work with children. This is not required where a volunteer is engaged in a ‘one-off’ activity such as helping on a school trip.

**Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

**Supervision**

All volunteers work under the supervision of a permanent teacher or teaching assistant. Staff retain ultimate responsibility for children at all times, including the children’s behaviour and the activity they are undertaking. We expect all members of the school community to be polite, courteous and self-disciplined. Pupils watch us and follow our example.

Volunteers will not be expected to manage any child’s behaviour but the children enjoy verbal praise for good behaviour from all adults. The only time we would expect volunteers to intervene is to prevent a child hurting themselves or another child. Do this by telling them quietly and firmly to stop. Avoid physically restraining a child but get a member of staff to help.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the child’s understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

**Health & Safety**

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Evacuation Plan) and about any safety aspects associated with particular tasks (e.g. using cooking equipment / accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor / Headteacher.

**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 a *Volunteer Agreement* (Appendix 2)

 All of our volunteers must have been cleared by the Disclosure and Barring Service (DBS).

 Any concerns a volunteer has, about child protection issues, should be referred to the designated supervisor or Head Teacher.

**Medical/accident Procedures**

All permanent full time members of staff are qualified first aiders. We ask that volunteers do not administer first aid of any kind. If a child requires first aid, please see a staff member. If a volunteer is injured whilst on the school site, this should be reported to the school office by a member of staff and the relevant accident form completed.

**Complaints Procedure**

Any complaints made 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, e.g. helping with another activity
* 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**

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| **VOLUNTEERS WORKING IN SCHOOL POLICY** |

**This policy will be reviewed on at least a three yearly basis and whenever significant changes to the systems and arrangements take place.**

**Policy Agreed by**

**………………………………………. Nursery School Governing Body on …………**

**Signed: ……………………………………………… Date : …………………**

**Next Review Date: …………….……………………………………**

**APPENDIX 1**

**VOLUNTEER APPLICATION FORM –** FOR NEW VOLUNTEER

Name of Volunteer: First Name………………………….…………………………………

Surname………………………………………………………………

Address: ………………………………………………………………………………………

………………………………………………………………………………………………….

Phone: Home………………………….. Mobile ………………………………….

**What activities / areas of the school’s work would you like to help with?** (Please tick)

Gardening Cooking

Reading Stories Snack Table

Art/Craft Activities Changing library books

Forest School Community Languages

**What days and times would suit you best?** (Please tick)

Monday Tuesday Wednesday Thursday Friday

Mornings (1-3 hours between 8.30 - 11.30am)

Afternoons (1-3 hours between 12.30 – 3.30pm)

Do you have any previous experience of working with children? Please give details. (No previous experience will not prevent you from volunteering with us, but may alter the support we make available for you)

Do you have any disabilities or 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

Please provide the names and contact details of two people who could provide references for you. If possible one should be able to comment on your suitability for working with children.

Referee 1 Referee 2

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Or Or

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I agree to Featherstone Nursery School

Osborne Nursery School (tick as appropriate)

contacting the referees named above

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

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for taking time to complete this Volunteer Application Form

Please hand it to the School Office, marked for the attention of the Headteacher.

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

**Data Protection Notice**

Throughout this form, we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

You’ve given us your consent

We must process it to comply with our legal obligations

You’ll find more information on how we use your personal data in our privacy notice for volunteers which can be found in your induction pack.

APPENDIX 2 - Code of conduct for volunteers

1. **School rules and policies**
   1. Volunteers will follow all school rules and policies, including those on:
      1. Child protection
      2. ICT and internet acceptable use
      3. E-safety
      4. Mobile phones
      5. Data protection
      6. Health and safety
      7. Equality
      8. Whistle-blowing
      9. Behaviour
   2. Copies of the school policies are available from the school office
2. **Professional conduct**
   1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the Head Teacher, Sharon Eeles
   2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school’s behaviour policy, or are struggling to manage the behaviour of pupils with whom they’re working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.
   3. Volunteers must conduct themselves in a professional manner at all times. This includes:
      1. Dressing in a way that is professional and appropriate to the work they are doing
      2. Refraining from using inappropriate language
      3. Setting an example for pupils by acting in a way that reflects the school’s ethos and values
      4. Behaving in a way that is appropriate for the role they are undertaking
      5. Ensuring that comments, including those made on social media, do not bring the school into disrepute
   4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged as a way of saying “thank you”.
   5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil’s parents have consented.
   6. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day. They may not use their time as a volunteer to discuss their child’s education with school staff.
   7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.
3. **Safeguarding**
   1. Volunteers must be familiar with, and adhere to, the school’s safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.
   2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is Sharon Eeles
   3. Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil’s consent before touching them.
   4. Volunteers must not form personal relationships with pupils or their parents, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
      1. Exchanging contact information
      2. Making contact with pupils or parents outside of school, including on social media
      3. Arranging to meet pupils or parents outside of school
      4. Alerting the DSL if a pupil develops an infatuation with them
   5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.
4. **Health and safety**
   1. Volunteers must abide by the school’s health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
   2. Volunteers must be familiar with the school’s fire safety and emergency evacuation procedures.
   3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.
5. **Confidentiality**
   1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn’t discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a key worker or the headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school’s staff disciplinary procedures.

**APPENDIX 3**

**VOLUNTEER AGREEMENT**

Thank you for offering your services as a volunteer at

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nursery School.

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

Please read and sign this Volunteer Agreement Sheet and hand it in at school.

 I have received a copy of the School’s Volunteer Policy

 I agree to adhere to the Volunteer Code of Conduct

 I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential**

 I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken

 I have been made aware of who is my designated supervisor

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

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_