



# Volunteer & Students Policy

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# Volunteer and Students Policy

## Introduction

Volunteers to our school can bring a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage parent volunteers as well as volunteers from the local community.

Our Volunteers/students include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Local residents
- Friends of the school
- Student Teachers

The types of activities that Volunteers are engaged can include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- Running after-school clubs e.g. dancing
- Working with children on the computers
- Accompanying school visits
- Addressing areas of development highlighted in the School Improvement Plan,
- Supporting pupils who need have been identified by the Inclusion Team as needing additional support
- Providing positive role models and one to one support

## Becoming a Volunteer

Anyone wishing to become a volunteer on a regular basis e.g. hearing children read, running a club, working in the classroom etc. should approach the Volunteer Coordinator (Chris Sevier). If a volunteer approaches any member of staff directly, their information will be passed to the Volunteer Coordinator for further contact.

Volunteers should complete the *Volunteer Information Sheet* (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help.

Before starting to help in school, all volunteers must complete the *Volunteer Agreement* (Appendix 2) which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy and a Disqualification by Association Declaration (Appendix 4). The Volunteer Coordinator will undertake induction with all new volunteers and ensure that an enhanced criminal records check from the Disclosure and Barring Service (DBS) has been undertaken satisfactorily. In no circumstances should any volunteer undertaking a 'regulated activity' be unaccompanied in school before these checks are complete.

For students who are on placement, a letter of assurance will be obtained from the relevant college or university to confirm that all required checks have been undertaken.

### **Helping with school visits or one-off events**

Class teachers may, from time to time, require additional adults to support a class activity or visit. On these occasions, provided it is not a regular activity (ie. weekly), a DBS check is not required. However, the class teacher must ensure that any adult who has not undertaken an enhanced DBS check remains under line of sight supervision at all times and is not alone with any child.

### **Our School Vision**

All adults who work in our school, whether a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our school vision and aims. The aims for Trevithick Learning Academy are defined using the four D's:



**To seek out opportunities, set targets, follow ambitions and achieve**



**To work hard to complete tasks set both independently and by others**



**To respect yourself by achieving a healthy and fulfilling life. To work as part of a team learning how to make a positive contribution to society**



**To embrace challenges of the future with confidence, energy and enthusiasm, striving to outperform expectations**

## **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with / come into contact with should be voiced with the Class Teacher and NOT with the parents of the child / persons outside school. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Head of School or Assistant Head.

## **Supervision**

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the Teacher as to how an activity is carried out / what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the Teacher in the event of any query / problem regarding children's understanding of a task or behaviour.

## **Health & Safety**

The school has a Health & Safety Policy and a summary information sheet is provided and explained by the Volunteer Coordinator. All volunteers must sign in at reception when they arrive and obtain a 'volunteer pass'. The pass must be returned when the volunteer signs out of the building. Class Teachers ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment / accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Head of school.

## **Child Protection**

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

- All Volunteers are given a copy of the Volunteer Policy and asked to sign a '*Volunteer Agreement*' (Appendix 2)
- Volunteers are given a copy of the 'Child Protection Summary for All Temporary Staff' and its contents explained fully by the Volunteer Coordinator.

- To ensure the safety of our pupils at all times, all of our regular volunteers must have been cleared by the Disclosure and Barring Service (DBS). A certificate is issued to the individual and the school receives confirmation via the online clearing system (eBulk).
- Where a Volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, must remain under constant supervision of school staff. The visit leader must explain the '*Off-site visit procedures*' to all parent helpers (Appendix 3).

### **Complaints Procedure**

Any complaints made about a Volunteer should be referred to the Head of School/Assistant Head for investigation. Any complaints made by a Volunteer will be referred to the Head of School / Assistant Head.

The Head of School 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 or in another Class;
- Inform the Volunteer that the school no longer wishes to use them. The full Complaints Procedure is available from the School Office or via the school website ([www.trevithick.cornwall.sch.uk](http://www.trevithick.cornwall.sch.uk)).

### **Monitoring and Review**

This Policy has been approved by the Governing Body and will be reviewed annually or when any new guidance is received.

**APPENDIX 1**



**VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS**

Name of Volunteer:

Date of Birth:

Other names known by (including maiden names):

Address:

Phone:

What skills / areas would you like to help with in school?

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 when working as a Volunteer in school? *(please give details)*

**Thank you for taking time to complete this Volunteer Information Sheet. Please hand it to the Volunteer Coordinator (Chris Sevier).**

**Your offer of help is appreciated and we will be in touch shortly.**

## APPENDIX 2



### VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at Trevithick Learning Academy. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it in at school. You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Aims and Core Values
- I agree to treat information I learn from being a Volunteer in School as confidential
- I understand that I am required to undergo an enhanced Disclosure & Barring Service (formally CRB) check to advise the school of my suitability as a volunteer as well as completing a Disqualification by Association Declaration.

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

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

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

## APPENDIX 3



### OFF-SITE VISITS VOLUNTEER PROCEDURES

School trips are an integral part of learning at our school and afford many children 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.

This is part of our school's risk assessment planning.

#### Role of the Volunteer Helper

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their well being 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 keep up 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

School staff expect volunteer helpers to:

- comply with all of the above whilst being under the direct line management of school staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- follow guidance from the school staff

#### What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.



- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties.

### **First Aid**

For each class on the school visit, there will be at least one qualified first aider. 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. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by staff.

### **Emergencies**

In the event of any emergency, follow the advice and instructions given by the visit leader.

If you have become separated from the rest of the school party, please telephone the school immediately.



## Criminal Convictions - Childcare Disqualification Declaration

### Privacy Notice

The information you provide will be used for the purposes of your on-going employment and may be shared with the *Local Authority, Disclosure & Barring Service & the DfE* as required by them.

We will not use your information for any other purpose unless we have your consent, or the law allows us to do so. We are committed to protecting your information and will handle it in line with the General Data Protection Regulation 2018.

For more information about how we handle personal information and your rights, visit our website at: <http://www.trevithick.cornwall.sch.uk/about-us/data-protection/> or email our Data Protection Officer via the school at [DPO@venturemat.co.uk](mailto:DPO@venturemat.co.uk).

### CONFIDENTIAL

#### SECTION A

#### Criminal convictions declaration

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore required to declare whether you have any criminal convictions (or cautions, reprimands or warnings) including those which are 'spent'.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Barring Service website](#).

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) or do you have any charges pending?	Yes/No
Have you ever been barred or restricted from working with children and/or vulnerable adults?	Yes/No

#### SECTION B

#### Childcare disqualification declaration

**If the following does not apply to you, please move onto section C**

[Disqualification under the Childcare Act 2006](#) applies to all schools and settings who provide childcare and/or are directly concerned with the management of early years childcare or later years childcare (children above reception age but have not attained the age of 8). If you are in a role that falls within the categories below then you are required to provide information relating to your suitability:

- staff who work in early years provision (including teachers and support staff working in nursery and reception classes);
- staff working in later years provision for children who have not attained the

<p>age of 8 including before school settings, such as breakfast clubs, and after school provision;</p> <ul style="list-style-type: none"> <li>• staff who are directly concerned in the management of such early or later years provision.</li> </ul>	
<p>Have you ever been disqualified from caring for a child, including your own child? (which are referred to in <a href="#">regulation 4</a> and listed at <a href="#">schedule 1</a> of 2009 Regulations)</p>	<p>Yes/No</p>
<p>Have you ever had your registration refused or cancelled relating to childcare, or children's homes, or been prohibited from private fostering? (as specified in <a href="#">Schedule 1</a> of the 2009 Regulations)</p>	<p>Yes/No</p>
<p>Have you committed an offence overseas which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the United Kingdom?</p>	<p>Yes/No</p>

**SECTION C**  
**Further information and declaration**

If you have answered yes to any of the above questions, please provide further information below:

**Declaration:**

I confirm that the information I have declared above is correct and I accept that if any of the information I provide is found to be false or misleading I may be disqualified from appointment.

I understand that I have a duty to inform my employer should any of this information change at any time during my employment. I understand that any subsequent offer of employment will be subject to the satisfactory outcome of all required safeguarding, vetting and barring checks.

<b>Signature:</b>		<b>Date:</b>	
<b>Print Full Name:</b>			

**For more information, advice and guidance on safer recruitment, criminal record checks and the Disclosure and Barring Service, please contact the HR Safeguarding Team on 01872 324130 or email [hrsafeguardingteam@cornwall.gov.uk](mailto:hrsafeguardingteam@cornwall.gov.uk)**