



Volunteer & Students Policy

Review frequency:	Annual
Last reviewed:	Nov 22
Agreed by Governors	Jan 23
Next review date:	Nov 23

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 Head teacher (or Deputy). If a volunteer approaches any member of staff directly, their information will be passed to the Head or Deputy 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). A senior member of staff 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 (i.e. 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 the same code of confidentiality as any employed member of staff. 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 teacher.

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 during induction. 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 must 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 or senior member of staff.

Child Protection

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

- References will be sought for all new volunteers using the approved reference request form
- 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 school's Child Protection and Safeguarding procedure and its contents explained fully during induction.
- 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). The school must be shown the original DBS as soon as is reasonably possible and this will be recorded on the Single Central Record.

- 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 teacher for investigation. Any complaints made by a Volunteer will be referred to the Head teacher.

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).

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:

Email Address:

Telephone Number:

What areas would you like to help with in school and why?

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

What days & times are you available?

Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? *(please give details)*

Please give the name and contact details of 2 referees that we can contact prior to agreeing to you volunteering in school

Referee 1

Name:

Email (or telephone):

How do they know you?:

Referee 2

Name:

Email (telephone):

How do they know you?:

Thank you for taking time to complete this Volunteer Information Sheet, your offer of help is greatly appreciated. Please hand it back in to the school office 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, including the upholding of British Values
- I agree to adhere to all of the school's policies and procedures regarding safeguarding, health & safety, data protection and confidentiality.
- 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 criminal records check from the Disclosure & Barring Service 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.

Appendix 4 Criminal Convictions & Childcare Disqualification Self-declaration

As part of our duty to safeguard pupils, we need to check whether you are barred from working with children, or whether you have convictions that would make you unsuitable to work with children or in the role you've applied for. Please complete the following form as accurately as possible.

Note: you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you're not sure whether one of your convictions is 'protected', you can [check here](#). If you accidentally provide information about 'protected' convictions or cautions, we won't take this into account.

Privacy Notice

We'll use the information in this form to:

- Identify whether you may be ineligible for a role based on barring, a section 128 direction or childcare disqualification requirements
- Inform our conversations with you about any relevant details during the interview process

We won't use this information to make decisions about job offers.

If we offer you a position, we'll compare the information you've provided in this self-declaration with the information in your formal DBS check so that we only make decisions based on the most accurate information possible.

The information you provide 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.

For more information about how we handle personal information and your rights, visit our website at: <https://www.venturemat.co.uk/policy/data-protection>

CANDIDATE DETAILS	
Name	
Role Applied For	

SECTION A Criminal convictions declaration	
The role you've applied for is 'regulated activity', so is eligible for a barred list check. Are you barred from working in regulated activity with children (i.e., are you included on the Disclosure and Barring Service Children's Barred List)?	Yes/No
Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	Yes/No
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	Yes/No
Have you committed an offence overseas which would have resulted in disqualification if it had occurred in the UK?	Yes/No
Are you subject to a section 128 direction? (Please note this only applies to management positions within the Trust)	Yes/No/ Not applicable

SECTION B Childcare disqualification declaration	
<p>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).</p>	
<p>Have any orders relating to the care of children, as set out in schedule 1 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, been made in respect of you?</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> • Orders disqualifying you from caring for children • Orders disqualifying you from private fostering • Any refusal of an application for you to be registered in relation to a children's home • Care/child protection orders issued in respect of a child in your care 	Yes/No
<p>Have you been convicted of committing, or been given a caution, reprimand or warning since 6 April 2007 for, any offences set out in regulation 4 and schedules 2 and 3 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018?</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> • Any offence against or involving a child • Any sexual offence • Any violent offence, i.e. murder, manslaughter, kidnapping, false imprisonment, actual bodily harm (ABH), or grievous bodily harm (GBH) 	Yes/No
Do the police or children's social care have your name and/or information on file for any reason?	Yes/No

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 above is accurate to the best of my knowledge, and that I will make the school/trust aware of any changes in my circumstances that may affect the answers I've provided above, or my suitability for the post.

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 any subsequent offer of employment will be subject to the satisfactory outcome of all required safeguarding, vetting and barring checks.

Signature:**Date:****Print Full Name:**