



# Volunteer Policy

Written: January 2018

Review as necessary and keep up to date

Next review due: January 2021

# VOLUNTEER POLICY

## Introduction

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

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Students
- Ex members of staff
- Local residents

The types of activities that volunteers are engaged in under supervision include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children in the classroom
- Undertaking Science related activities with children
- Working with children on the computers
- Accompanying school visits
- Supporting in the Early Years
- Observing teaching and learning

## Becoming a volunteer

Anyone wishing to become a volunteer, on a regular basis, should speak to the Gemma Whittick-Knight (student/volunteer coordinator), Deputy Head or Head teacher.

Those wishing to volunteer on a one-off basis (i.e. for a school outing) should speak to the relevant class teacher. Where a volunteer normally a parent is engaged in a "one-off" activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out on these volunteers. HOWEVER these volunteers, who are under constant supervision of school staff, will not be allowed to carry out such duties as escorting children to the toilet or leading a small group of children without a member of the school's staff and must read and sign STUDENT / VOLUNTARY PLACEMENT EXPERIENCE AGREEMENT (Appendix 3).

People who wish to volunteer on a regular basis will be required to complete the Volunteer Application Form (Appendix 1) which includes their contact details, type of activities they would like to help with, and the times they are available to help. They will also be required to complete a DBS application form or to supply details of any existing DBS certificate registered with the DBS update service. Non EU Citizens will be asked to show they have permission to volunteer in the UK.

As part of the application process the school will require the names and addresses of 2 referees. A Referee may not be a family member and will preferably be a previous employer or representative of an organisation where the applicant has previously volunteered. If this is not possible, a character witness from somebody who has known you in a professional capacity. Prior to placement volunteers will be required to attend a short informal interview with Gemma, the Deputy Head teacher or Head teacher. Before starting to help in school, volunteers should complete the Volunteer Confidentiality Contract

(Appendix 2), which sets out the schools expectations of volunteers and asks volunteers to confirm they have received a copy of this policy

If you are a long term volunteer / parent support you will be unable to support your own child's class or year group. This does not stop you from working with your child's class on a one off activity e.g. trips, cooking, or topic based activities.

## **Induction Training**

Regular Volunteers and Students on placements are required to attend an induction session prior to placement. At the induction Gemma, the Deputy Head teacher or Head teacher will induct the volunteer on safeguarding procedures at the school and will confirm the clear guidelines set out in this policy and the schools expectations. The Volunteer will be given a copy of the Volunteer Policy, an induction booklet and the Child Protection Policy. The Induction will also be an opportunity for volunteers to raise any questions they have.

## **Confidentiality**

Volunteers in school are bound by a confidentiality contract and student / Voluntary placement agreement (See Appendix 2 & 3). Any concerns that Volunteers have about the children they work with / come into contact with should be raised with the class teacher (or the Head teacher, Deputy Head teacher or Teresa who are the Designated Safeguarding leads.). They should NEVER be raised with the parents of the child, or of any other child, or any other person outside school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Head teacher or Deputy Head teacher or Teresa who are the Designated Safeguarding leads.

## **Health & Safety**

The school has a Health & safety Policy and this is made available on request to volunteers working in the school. Your induction meeting will 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 / PE lessons /accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class teacher / site Manger / Health and safety office Linda Marzolini or the Head teacher.

## **Public Liability Insurance**

Volunteers are covered under the school's Public liability Insurance scheme on site and when accompanying classes on visits. Also please see (Appendix 4) for more information about outings.

## **Our School Vision**

All adults who work in our school, whether as 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.

See website for our whole school Vision.

**“Picture a journey where every land is a new challenge, met with courage and a sense of adventure. Picture a journey where individuals have a special place in the heart of a team. Picture a journey of learning, fulfilled by a love of learning. Picture this journey, and you have found Duncombe — a home for the heart, soul and mind that can be carried on the journey of life.”**

## **Complaints Procedure**

Any complaints made about a volunteer will be referred to the Head teacher or Deputy Head teacher for investigation. Any complaints made by a volunteer will be referred to the Head teacher or Deputy Head teacher.

The Head teacher reserves the right to take the following action:

- To speak with the Volunteer about a breach of the Volunteer Confidentiality Contract 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 support the placement.

## **Monitoring and Review**

This policy has been approved by the Governing Body and will be reviewed and updated in the light of new guidance from either the DFE or Local Authority.

**VOLUNTEER APPLICATION FORM**

Name:	Gender M <input type="checkbox"/> F <input type="checkbox"/>
Date of Birth:	Home Address:
Tele:	
Email:	

Have you any experience of working as a volunteer and / or with children Yes / No
If yes, where and when did you gain this experience?

Are you available to commit yourself to this voluntary work for at least one term (average, 13 weeks)? Yes / No
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Why would you like to be a volunteer at Duncombe School?
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When can you volunteer? Days / hours

	Monday	Tuesday	Wednesday	Thursday	Friday
am					
pm					

What age-group would you prefer to work with?

Please tick your preference/s. <input type="checkbox"/> (3-4 years) <input type="checkbox"/> (5-7 years) <input type="checkbox"/> (7-11 years)
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Would you feel able to help with any of the following in a classroom setting?

Please tick your preference / s			
Reading	Computing	General support	Maths
	Music	Science	P.E

Would you prefer to work with one child or a small group?

Please tick your preference.		
One child	Small group	No preference

Are there any particular activities you enjoy and would you like to share with the children?

(For example: sports, arts and crafts, languages spoken)

**REFERENCES**

Please give the name, address, phone number and email address of two referees who have known you for a minimum of two years in a professional capacity if possible (e.g. employer, tutor, colleague, etc.) who can vouch for your integrity and reliability.

Name:	Name:
Address:	Address:
Tel:	Tel:
Email	Email:

In what capacity do you know these referees?

.....

The Children’s Act 2004 (Section 11) places a duty on key people and bodies to make arrangements to ensure that when carrying out their functions they take account of the need to safeguard and promote the welfare of children.

“Duncombe School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.”

**CONSENT**

Please note that your consent will be required for a DBS police check

(Your signature below confirms this consent).

I confirm that the information I have given above is correct. I give permission for my referees to be contacted and understand that Duncombe Primary School reserves the right to reject a volunteers application at any stage of the recruitment process and remove a volunteer from the programme without providing a reason if necessary.

Signed: ..... Date: .....

Please return this form to: Gemma Whittick-Knight, Duncombe Primary School, Sussex way, London, N19 4JA



Our school is very much part of the local community. We pride ourselves on the number of outside visitors we have to the school and the positive feedback we receive about the friendly atmosphere and positive ethos at Duncombe. As with all places of work, people will express opinions and make judgements as they see fit. This agreement is intended to help you understand how to protect the friendly and agreeable atmosphere we have, whilst also being aware of the need for professionalism.

It is important to respect and recognise the trust that is placed in you when you are invited into our school community as a visitor

I understand that during my time at Duncombe Primary school...

1. It is not my place to share information about a child with their parent or to discuss any child at Duncombe to any other parent/person. Any concerns I have will always be passed on to the class teacher or senior staff.
2. I must ensure that anything I overhear or am told is not repeated or shared with anybody who should not be party to that information. I will keep confidential any information heard, read or shared between staff members, outside agencies and parents/carers regarding a child or the child's family. In brief, anything heard in school stays in school and must go no further.
3. I will not post confidential information regarding children, staff members or parents on social networking sites such as Facebook and Twitter. I will not contribute to discussions or conversations on social networking sites regarding the school and anyone associated with it.
4. I must ensure that anything I hear that raises questions about the professionalism of someone working at the school is immediately passed on to the Head teacher or Deputy Head.
5. I must ensure that if I notice anything of concern regarding a child, or if a child reports anything of concern to me, I will notify the designated person for Child Protection.
6. I must ensure that conversations of a sensitive nature regarding children or adults take place in a private space.
7. I must ensure that paperwork regarding children, parents or members of staff is not left on display at any time. Similarly, any paperwork that holds information of a personal or sensitive nature and that is no longer required, must be sent for shredding.
8. I will at all times be fully aware that staff and volunteers may well have connections (both family and friends) within the school and may overhear conversations of a sensitive nature.
9. Photographs of children should not be used outside of the school premises without parents/carers permission. At no time should the child's name be used with a photograph so that they can be identified.
10. I will uphold the good name of Duncombe Primary School in discussions both inside and outside school.
11. I understand that this applies both during the term of my (voluntary work) and after its termination.

Before you speak, always remember that violating confidentiality isn't just disrespectful, **it is against the law.**

Print name:.....  
.....

Signed:.....Date: .....



## STUDENT / VOLUNTARY PLACEMENT EXPERIENCE AGREEMENT

This agreement provides the student (you) and Duncombe primary with an outline of the central policies that usually relate to trusts and our organisations.

Name of student.....

The agreement is effective for the period of the placement dates:

Commencing on.....

Completion date.....

The agreement is for the period of the placement (dates above), and the student requiring the experience must comply with the following conditions:

1. During the placement, the student will be allocated a named employee who will be responsible for implementing the requirements in respect of the placement. E.g., signing of assessments, reports, attendance, observations and more.
2. During the placement, the student will be expected to observe and participate in everyday routines and activities that are set out.
3. During the placement students are required to comply with the policies and procedures and any other rules for contact and administration of work as are prescribed by the organisation. See Duncombe website for policies and procedures.

This mainly includes:

- (a) An obligation under the Health and Safety at Work Act 1974 to provide safe and healthy working conditions and methods. Such responsibilities should be set out in the relevant policy. It is the students' responsibility to acquaint themselves with the contents of the policy.
- (b) It is the students' legal obligations to take reasonable care of their health and safety and of those who may be affected by their acts or omissions at work, and to co-operate by complying with the safe working practices within the workplace. It is also the students' responsibility not to intentionally or recklessly interfere with, or misuse, anything provided by the trust/organisation in the interest of the health, safety and welfare of the employees and other persons on their premises.
- (c) Students must notify the named organisation employee of any accident, incident or near miss which occurs whilst on the premises. An accident/incident form must be completed in

accordance with the organisation/s policy. Students also have a duty to report any accident to managers.

(d) The students must read and adhere to the fire regulations and precautions of the relevant organisation in order to practise and promote fire prevention and know the right action to take in case of an emergency.

(e) You will need to have **completed the online Prevent training** at [www.elearning.prevent.homeoffice.gov.uk](http://www.elearning.prevent.homeoffice.gov.uk) – Training should be completed before your start date. You will need to provide a certificate to show this has been completed.

(f) Please look on our website for all up to date policies and procedures. If you don't see what you're looking for please ask.

4. All students will have **the school's child protection information explained to by Gemma Whittick-Knight or one of the CPO's** and has completed the questions on it.

5. All students will have received and have read the latest version of 'Keeping Children Safe in Education Part 1'. Any questions please ask. You will have to sign to confirm this. (Via Email or by hand)

6. Duncombe does not accept liability for loss or damage to personal property. The students are expected to provide their own insurance cover against such risks. Organisations usually provide cover for public, employer and product liability claims for their own buildings and equipment. **No Mobile phone should be on you at anytime while in school.**

7. Whilst on placement, students are required to work within the code of conduct by ensuring that...

(a) They do not commit any breaches of confidentiality in regards to any pupils or staff of the organisation.

(b) No information will be divulged or passed on to any unauthorised person(s). Breach of confidentiality may result in the termination of the placement, and further disciplinary action from outside agencies.

(You will need to sign a separate confidentially agreement form.)

8. Misconduct or poor performance will result in the termination of the placement.

9. The supervisor or senior member of the organisation must be notified of any absence or lateness, which prevents attendance for the purpose of the placement.

10. Students must comply with the organisation's policy in regards to smoking.

11. All students are expected to observe the placement provider's Equal Opportunities Policies or similar policies, which concern discriminatory practice or action or harassment.

12. Failure to comply with the requirements of this agreement may lead to termination of the placement.

I have read and understood the conditions of my Voluntary Placement Experience Agreement and confirm my acceptance of them.

Student Full name:.....

Signatures..... Date.....

Signature and designation (on behalf of the organisation)

Full name:.....

Signature:.....

Date.....



## OFF –SITE VISITS VOLUNTEER / PARENT AGREEMENT

School trips are an integral part of learning at Duncombe primary 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 the 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 in conjunction with school staff, all of the children in your group.
- To stay with your allocated staff member / 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 public. We all go as ambassadors of our school!
- To ensure that the group you are with 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 / school member of staff if there are issues with first aid, safety and / or behaviour.

### Working alongside School Staff

School staff expects volunteer helpers to:

- Comply with all of the above whilst being under the direct line management of school staff.
- Show 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.
- Follow guidance from the school staff.

### What is not permitted?

Volunteer helpers are **not permitted to**;

- bring additional siblings on the school trip
- re-organise school visit groups
- take children to the toilet independent of school staff (unless longer term volunteer with DBS clearance)
- smoke, drink alcohol or engage in any illegal practices
- take photographs of children
- give / buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip

## First Aid

- For each class on the school visit the class teacher will take a First Aid kit. If possible, a qualified first aider will attend the trip but this is not a statutory requirement. You will be informed if any child in your group has medication / needs. If medication needs to be administered, a trained member of staff will do this.
- All first aid box (es) will be carried by staff.

## Emergencies

You are expected to inform a member of staff as soon as possible if you 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 directly on 0207 272 5620.

## Agreement (Please tick the boxes)

- I have read the Volunteer Policy
- I agree to the terms and conditions as stated in the policy
- I will support the young people in enjoying the trip and will actively contribute to the smooth running of the occasion.
- I Promise to turn up on the day of the trip. If I am unable to come on the trip, I will inform the teacher/staff member as soon as possible otherwise I may not be able to attend the next trip.

*Please delete as appropriate*

Trip Venue: \_\_\_\_\_ Date of trip: \_\_\_\_\_

## Parent Volunteer:

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

## Volunteer / Student off-site Open volunteer Agreement

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