



Holy Trinity C of E's Volunteering in School policy is part of the school's safeguarding systems. It must be read in conjunction with our Safeguarding Children (Including Child Protection) policy and our Health and Safety. Other policies (such as our E safety policy may apply depending on the nature of the volunteering)

Aims

The aim of the volunteer policy is to ensure good working practice and establish clarity in the role schools and volunteers play.

Holy Trinity C of E Primary School Volunteering in School Policy

Jan 2022

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children at our school.

Our volunteers can include:

- Members of the Governing body
- Parents of pupils
- Ex-pupils
- Students referred to us by local colleges or universities
- Local residents
- Friends of the school.

The types of activities that volunteers are engaged include:

- Hearing children read
- Working with small groups of children under the direction of the class teacher
- Working alongside individual children under the direction of the class teacher
- Accompanying school visits
- Sharing their skills/knowledge by talking to the class

Becoming a Volunteer

Anyone wishing to become a volunteer on a regular basis, e.g. hearing children read, gaining experience in a school setting, etc. should complete the volunteer application form (Appendix 1) in full and submit this to the school office.

Potential volunteers may be invited to an informal meeting to discuss the volunteer role within our school. Should volunteers be successful following the meeting they will be expected to 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 the information booklet for volunteers.

Regular volunteers will need to seek DBS clearance before they come into school. It is the responsibility of the volunteer to gain a DBS issued by a Sandwell registered body before a volunteer placement will commence. This will ensure the safety of the staff and children. Even so, volunteers will not be left alone with children and will be supervised by a member of staff at all times.

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 educational purpose as identified below:

Every Child, Every Chance, Every Day

"You are precious and honoured in my sight"

Isiah 43:4

As a church school our vision and ethos is deeply Christian with this promise by Jesus of '*life in all its fullness*' at its heart. Our vision embraces the spiritual, physical, intellectual, emotional, moral and social development of young people. Our ethos is underpinned by the modelling and promotion of eight core values. These are: Peace, Responsibility, Friendship, Consideration, Caring, Respect, Honesty and Forgiveness. We offer a vision of human flourishing for all, one that embraces excellence and academic rigor, but sets them in a wider framework.

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 or comments made by a child which gives rise to concerns should be voiced with the Class Teacher or Designated Safeguarding Lead which is Sally Roberts. It must NOT be voiced with the parents of the child or 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 or Deputy Head.

Supervision

All volunteers in class 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. Volunteers will not be given responsibility for organisation or planning of activities.

Health and Safety

The school has a Health and Safety Policy and this is made available on request to volunteers working in the school. 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 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 Teacher.

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 this Volunteer Policy and Volunteer Information Booklet and asked to sign a *Volunteer Agreement* (Appendix 2)
- They will also be made aware of our **Safeguarding Children (Including Child Protection) policy**
- They will be made aware of our Designated Safeguarding Lead - Sally Roberts and Deputy DSLs - Jo Corbett, Jayne O'Neill and Santosh Devi
- Where a volunteer is engaged in a 'one off' activity e.g. sharing their skills/knowledge by talking to the class, no formal checks are carried out on these volunteers. These volunteers will be under constant supervision of school staff and at no point unsupervised or alone with children.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Head Teacher / Deputy Head Teacher for investigation. Any complaints made by a volunteer will be referred to the Headteacher / Deputy Headteacher. There is no further route for complaints.

The Head Teacher 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 school is under no obligation to continue a placement and reserves the right to end it at any time.

Monitoring and Review

This policy will be reviewed by the governing body every two years, or earlier if considered necessary.



Holy Trinity C of E Primary School
Volunteer Application Form

Name of volunteer: _____

Date of Birth: _____

Other names known by (including maiden names): _____

Address: _____

Telephone no: _____

Email address

Do you have a current DBS issued by a Sandwell registered body? YES/NO

Why do you want to volunteer in our school?

What skills/areas of expertise can you offer to help within school?

Dates requested

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

Do you have any relatives/close friends that are part of our school community? (Including pupils and staff)

Yes / No.

If 'Yes', please list.

Are you currently undertaking a college / university course for which the volunteering will help? (If yes, please give details of the course title, name/contact details of course leader and where you are studying)

How do you hope school will support you? E.g. do you expect school to complete paperwork, sign attendance sheets, etc?

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

Please provide the names, addresses and contact details of 2 referees. These should not be family members.

Referee 1:

Referee 2:

Signed: _____

Print name: _____

Thank you for taking time to complete this Volunteer Application Form. Please hand it to the school office. Your offer of help is appreciated and we will be in touch shortly. Whilst every effort is made to respond as soon as possible we cannot give a time frame for responses to volunteer applications.



Holy Trinity C of E Primary School

Volunteer Agreement

Thank you for offering your services as a volunteer at Holy Trinity C of E Primary School. 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 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 have received a copy of the Information for Volunteers Booklet
- I am aware of the School's Child Protection and Safeguarding policies
- I know who the designated safeguarding member of staff is in school
- I agree to support the School's aims
- I agree to treat information I learn from being a volunteer in school as confidential
- I understand that it is my responsibility to have a DBS check issued by a Sandwell registered body to advise the school of my suitability as a volunteer.
- I understand that the school can end a volunteer placement should they deem it necessary

Signed

Name.....

Date.....