



# Ancaster

Church of England Primary School

## Volunteer Policy

*"Be the Best You Can Be!"*

**This policy is written to provide overall guidance and direction to staff and volunteers engaged in volunteering at Ancaster Church of England Primary School. This policy does constitute a binding contractual or personnel agreement and the school reserves the right to change the policy at any time. Changes to, or exceptions from this policy may only be granted by the Head Teacher, in constitution with the Chair of Governors, and must be obtained in advance and in writing.**

Signed by Chair of Governors or Committee Chair:  Signed by Headteacher:	Approved by the Governing Body and Headteacher at a meeting held on:
Next Date of Review:	Associated policies: Safer recruitment

## **Introduction**

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Board of Governors therefore, welcomes and encourages volunteers from the local community. Our volunteers may include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- Ex-members of staff
- Local residents
- Friends of the school

The recruitment of new volunteers can take up to half a term and intake of new volunteers will be dependent on the candidate and available spaces within school. The smooth running of Ancaster Church of England Primary School for our pupils will always be a priority. Senior Management maintains the right to refuse volunteers and also terminate placements.

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

- Hearing pupils read
  - Working with small groups of pupils to assist them in their learning
  - Working alongside individual pupils, as an additional tutor
- Accompanying school visits

## **Definition of a 'volunteer'**

A volunteer is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the discretion of, and on behalf of the school. A volunteer must be officially accepted and enrolled by the school prior to performance of the task. Unless specifically stated, volunteers shall not be considered as 'employees' of the school. A part time member of school staff who offers services outside of contractual employment with no agreement made from the Senior Leadership of the school shall also be deemed as volunteering in that time.

**Volunteers with any form of familial connection will usually be placed in alternative classes to those they are connected to when working on a regular basis in school helping within classes.**

## **Expressions of Interest**

All expressions of interest to volunteer within the school setting in any capacity should be discussed in the first instance with the Headteacher or volunteer co-ordinator. All staff who are approached by people to volunteer should direct them to make an appointment with the Headteacher or volunteer co-ordinator who will advise on next steps, and pass information to the School Business Leader to ensure the necessary documentation is completed and progress the application further if the decision is made to accept the person as a volunteer in school.

## **Mandatory Service**

Our school accepts as volunteers those participating in teaching placements, work experience, students enrolled in other work related courses, and other volunteer referral programs. In each of these cases, however, a written agreement must be in effect with the organisation from whom these volunteers originate. This agreement must identify responsibility for the management and care of the volunteers. This agreement is included as an appendix to this policy.

### **Service at the Discretion of the School**

Our school accepts the service of all volunteers with the understanding that such service is at the sole discretion of the school and there is sufficient place available, at the discretion of the Head Teacher. Volunteers agree that the school may at any time, for whatever reason, decide to terminate the volunteer's relationship with the school. Notice of such communication should be communicated as soon as possible by the Head Teacher.

### **Confidentiality**

Volunteers are responsible for maintaining confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff member, other volunteer, pupil or other person involved in overall school business. Failure to maintain confidentiality in any form, including posts made via Social Media, may result in termination of the volunteer's relationship with the school or other corrective action.

### **Safeguarding**

Safeguarding is our priority and we follow safer recruitment guidelines to ensure that we are committed to safeguarding pupils, young people and vulnerable adults and expect our volunteers to share that commitment. The process of recruitment of volunteers mirrors the safer recruitment of paid staff to ensure the most suitable adults for our school. A list of volunteers will be kept in the main admin office.

Online Safety relates to the teaching and learning of technology and through technology in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM), viruses and spam. Volunteers, like staff are expected to follow the Online Safety Policy which is available from the main office or the school website, Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in school during class time. Volunteers may not make or receive calls in the classroom during teaching time. Use of phones or phone watches must be limited to non-contact time when no children present. Volunteers and Staff must only use school owned devices for capturing, recording and storing data or photos of children.

### **Screening Checks-DBS**

The school operates a 100% compliance in ensuring all volunteers are screened with an enhanced DBS check. Prior to beginning work in school, all volunteers are required to complete a DBS check. This will involve filling an on line application form sent to you by our School Business leader. You will also have to provide 3 forms of identification for us to process your application. 2 references will also be sought for volunteers attending school on a regular basis. Volunteers must not work in school until all checks have been completed. Trainee teachers must have a DBS check and this is usually provided by the institution sending the student.

### **Supervision**

All volunteers work under the supervision of a teacher or full time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking. 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 pupils understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

### **Dress Code**

Volunteers are asked to wear smart clothes in line with the professional setting of the school. Casual attire such as jeans/trainers/sportswear should not be worn by any adult working in school unless they are participating in a PE session or at the request of the class teacher they are working with.

### **Health and 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 Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the School Business Leader. Volunteers are covered by our Public Liability Insurance.

### **Complaints Procedure**

Any complaints made about a volunteer the person concerned must follow the schools complaints policy which is found on the school website.

### **Dismissal of a Volunteer**

Volunteers who do not adhere to the rules and procedures of the school or who fail to satisfactorily perform their volunteer duties are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for dismissal with a member of the Senior Leadership Team. Possible grounds for dismissal may include, but are not limited to the following; gross misconduct or insubordination, theft of a property or misuse of school materials, abuse or mistreatment of children, staff or other volunteers, failure to abide by school policies and procedures, and failure to satisfactorily perform assigned duties.

### **References**

If a volunteer later requires a reference they should first contact the school to agree a reference and secondly provide the school with a log of the work they undertook in school, signed by the supervising teacher. Log forms are available on request. The school, however, does not have to provide references for volunteers and it is at the discretion of the Headteacher when deciding if a reference can be made.