

Victoria and Ebor Gardens Primary Academies



Adult Volunteers

Policy updated:	September 2020
Adopted	September 2020
Review date:	September 2023

Victoria and Ebor Gardens Primary academies are committed to providing a broad, balanced and effective education for all the children who attend our schools.

We want our school to be open and welcoming to all who would like to support the children. We would like to encourage parents and other adults to help the school in a variety of ways. We believe that parents and carers can add enormous value to children's learning opportunities and experiences and we are also fully committed to supporting members of our school community to explore the possibility of school based work through volunteer experience or undertaking personal training and development through school based work-experience or college placements. Adult volunteers, however, must be mindful that our overriding concern is for the safety and security of the children in our care and are therefore appointed in accordance with Wellspring Academy Trust Safer Recruitment processes.

Volunteers in school are deemed as working in 'Regulated Activity' on the basis that they work:

- Frequently – the activity takes place once a week or more
- Intensively – the activity takes place on 4 or more days in a 30-day period

Aims of Volunteer Helpers Policy

- To provide parents/staff and volunteers with information about the possibility of working in school.
- To encourage the wider community to engage with children's learning to raise standards of achievement.

Volunteer helpers are:

- Parents or other adults working alongside the teachers.
- Students on work experience or undertaking college/university based training or experience.

Volunteer helpers support the school in a number of ways:

- Supporting individual pupils within classrooms;
- Hearing pupils read;
- Helping with classroom organisation;
- Helping with supervision of children on school visits;
- Helping with group work;
- Helping with art or other practical subjects (cooking etc.)

Volunteer helpers are not allowed to do the following activities:

- Take responsibility for all or some of the class;
- Change very young children or supervise them changing;
- Supervise children engaged in PE or other specialist activities;
- Take the children off the school site without a teacher in charge.

The responsibility for the health and welfare of the children remains with the class teacher at all times.

Recruitment of adult volunteers:

In order to ensure that children are protected whilst in our academies, we ensure staff and volunteers are carefully selected, screened, trained and supervised. All recruitment is undertaken by a panel who are trained in Safer Recruitment and follow due process.

Adults who are considering volunteering in the academies should make an appointment to meet with the Head of School. In this initial meeting, prospective volunteers will:

- Tour the school, learning about the ethos and values of the academy;
- Have the opportunity to discuss their reasons for volunteering;
- Discuss which age range/experiences they are seeking and whether the academy is best placed to support them;
- Have the opportunity to ask any questions.

In addition, staff will explain the volunteer recruitment process and timeframes. Prospective volunteers will be given an information pack which will include:

- An application form
- A school prospectus
- DBS process guidelines
- Keeping Children Safe in Education

Once the application form has been returned, the recruitment process will be initiated. This will include:

- The uptake of two references
- An interview which may include working with children and a formal interview

Volunteer appointments are subject to the following;

- Identity checks e.g. having sight of an applicant's birth certificate, passport and/or driving licence or other suitable identification;
- The presentation of original qualification documents where required;
- Receipt of a satisfactory Disclosure and Barring Service Enhanced Disclosure. In addition, Wellspring Academy Trust operates a three year rolling programme of re-checking.
- Satisfactory Disqualification by Association check if applicable.
- Evidence of right to work in the UK which satisfies the Immigration Asylum and Nationality Act 2006.

Please be aware that adults will not be able to begin their role as volunteer in school until the DBS process has concluded. This can take up to 60 days.

The Executive Principal / Head of School has the authority not to accept the help of volunteers if he or she believes that it is not in the best interest of the children. These concerns will always be discussed with the prospective volunteer with due confidentiality and sensitivity.

Induction

As soon as the DBS is received by the prospective volunteer, you are encouraged to bring it into the school office and agree a date for an induction meeting. This will include basic training on:

Child Protection
Health & Safety
The Behaviour Policy
Confidentiality
Expectations

Following this session, a start date can be agreed and your life as a volunteer can begin.

Signing in

All volunteers are expected to operate as a staff member whilst in school. This begins with signing in/out in accordance with H&S requirements.

Confidentiality

We recognise that for staff and parents of other children to be confident about helpers in school, all volunteers will need to agree to a protocol about confidentiality and conduct. Volunteer helpers are asked to sign a 'Volunteer Helpers Protocol,' a copy of which will be kept in school.

Deployment of Parent Volunteers

It is the policy of the school to ask parents not to support in their own child's classroom, as this can be distracting for the child and perhaps can place the class teacher in a difficult situation. Volunteers will be asked to support in classes where there is the most need for individual support.

Monitoring and Review

The day to day monitoring of this policy is the responsibility for the Head of School.

VOLUNTEERS IN SCHOOL PROTOCOL

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer helper:

As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children
- Share the school behaviour and ethos policy with you to help you understand how we manage behaviour
- Ensure that the children you work with behave and work well
- Treat you with the highest respect and care
- Share relevant information about the children you are working with
- Let you know in advance the overall plan for the day and let you know if this changes
- Treat anything you tell us with confidentiality

We agree not to ask you to:

- Deal with difficult or challenging behaviour
- Carry out a task that you feel unprepared to complete

Signed:..... Date:
Class Teacher/Head of School

Volunteer Helper: (Printed Name)

As a volunteer helper I agree to:

- Work in the classrooms allocated to the volunteer and maintain a professional distance from my own children throughout the school day.
- Use the school behaviour and ethos policy and inform the teacher if I see any inappropriate behaviour
- Inform the teacher if I observe anything that concerns me in school
- Treat any information with total confidentiality, maintaining confidentiality with regards to matters relating to staff and / or pupils overheard, seen or read during your time in school as a volunteer.
- Inform the school if I am unable to come into school for any reason by 8.30am in the morning
- Respect and listen to the guidance of the teacher at all times
- Complete the appropriate DBS safeguarding checks
- Disclose any criminal allegations to the Head of School prior to starting as a volunteer helper
- Act as a good role model for children in dress code, communication and positive demeanour
- Be familiar with the schools Child Protection policy and refer any matters of concern to a member of the teaching team with whom they are working, or one of the Designated Child Protection officers in school.
- Refrain from disturbing teaching or non-teaching staff while they preparing lessons before school or are involved in their planning, preparation and assessment (PPA) time.

I agree not to:

- Look at or compare children's work, records or staff records
- Share any information about a child or member of staff with anyone outside the school staff team
- Enter into online conversation in relation to school based queries

Signed:..... Date: