

## Volunteering Policy

Date	Review Date	Endorsed by	Approved by	Link Governor
Dec 2016	Dec 2017	Curriculum and Community Committee	Governing Body	Navdeep Kaur

We at The Devonshire Hill Nursery and Primary School encourage the involvement of parents and other members of the community to act as volunteer helpers and help to enhance the experiences of the children within this school. We recognise that when parents are involved, children do better in their education.

We work positively to promote an ethos of partnership within the school. Such involvement by parents and other members of our community will benefit the whole school community as it will enrich the curriculum.

We understand that all volunteers provide their time and commitment free of charge and we cannot expect them to commit to a regular working pattern or to a regular number of hours per week. Volunteers must understand that there is no commitment by the school to pay them for their services but will reimburse any volunteer for actual expenses incurred to be determined in a volunteer agreement (**Appendix A or Appendix A2**).

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

This policy should be read in conjunction with the following documents:

- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteacher's, School Staff, Governing Bodies and Proprietors of Independent Schools (DfES);
- Framework for School Inspection (Ofsted);
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE);
- Parent View Toolkit for Schools (Ofsted);
- Review of the Best Practice in Parental Engagement: Practitioners Summary (DfE);
- School Inspection Handbook (Ofsted);
- Schools and Parents (Ofsted);
- Working Together to Safeguard Children: A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children.

### Aims

- To enrich the learning environment and give more opportunities for pupils to engage with adults;
- To promote an ethos of partnership within the school;
- To work with other schools and the local authority to share good practice in order to improve this policy.

## Responsibility for the Policy and Procedure

The Governing Body encourages the appropriate use of voluntary workers and recognises the immense benefits that volunteers can bring and the bridges that they build between the school and the local community from developing well-planned links through participation by adults in the school on a voluntary basis. In return, the school hope to give its volunteers an opportunity to exercise their skills in a different environment and to undertake new experiences. It is the policy of the Governing Body that voluntary activities will not be substitution for paid employment.

The Governing Body has:

- Appointed a member of staff to coordinate Links with the Community;
- Delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- Responsibility for ensuring that the school complies with all equalities legislation;
- Nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- Responsibility for ensuring funding is in place to support this policy;
- Make effective use of relevant research and information to improve this policy;
- Responsibility for ensuring this policy and all policies are maintained and updated regularly;
- Responsibility for ensuring all policies are made available to parents;
- Nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- Responsibility for the effective implementation, monitoring and evaluation of this policy

The Headteacher and the Senior Leadership Team will:

- Ensure all school personnel, pupils and parents are aware of and comply with this policy;
- Ensure Disclosure and Barring Service checks are undertaken;
- Ensure that all volunteers are aware of the volunteer agreement which clearly states that their time and commitment are free of charge to the school, that the school will reimburse them any actual expenses incurred and that this agreement is not a contract of employment;
- Work closely with the link governor and coordinator;
- Provide leadership and vision in respect of equality;
- Make effective use of relevant research and information to improve this policy;
- Provide guidance, support and training to all staff;
- Monitor the effectiveness of this policy;
- Annually report to the Governing Body on the success and development of this policy

The coordinator will:

- Lead the development of this policy throughout the school;
- Organise the deployment of adult volunteers throughout the school;
- Work closely with the Headteacher and the nominated governor;
- Make effective use of relevant research and information to improve this policy;
- Provide guidance and support to all staff;
- Provide training for all staff on induction and when the need arises regarding;
- Keep up to date with new developments and resources;
- Undertake risk assessments when required;
- Review and monitor;
- Annually report to the Governing Body on the success and development of this policy.

The coordinator will provide the following guidance to adult volunteers prior to them working in school:

- To work under the direction of the class teacher;
- To provide support to the class teacher;
- To report to the school office on arrival and sign in;
- To sign out on leaving;

- To always wear a visitor's badge;
- To be clear of the role;
- To discuss the activities to be carried out with the teacher;
- To always work at the children's level both in conversation and in physical size;
- To discuss the task in hand and keep the children focused;
- To encourage children to work quietly;
- To converse with the children using a quiet and clear voice;
- To encourage children to adhere to the class rules;
- To understand that the teacher remains responsible for all the pupils;
- To understand that the ultimate responsibility for discipline lies with the teacher at all times;
- To use appropriate language;
- To develop children's enquiry skills by asking questions about the task and encourage them to ask questions and offer explanations;
- To be discreet at all times;
- To inform the teacher, after working with children in the school, of any concerns you may have.

The Link Governor will:

- Work closely with the Headteacher and the coordinator;
- Ensure this policy and other linked policies are up to date;
- Ensure that everyone connected with the school is aware of this policy;
- Attend training related to this policy;
- Report to the Governing Body every term;
- Annually report to the Governing Body on the success and development of this policy

School personnel will:

- Comply with all aspects of this policy;
- Be informed of the guidance given to adult volunteers;
- Ensure that the adult volunteer is familiar with the layout and organisation of the classroom;
- Ensure that the adult volunteer complies with the guidance given;
- Monitor and evaluate the effectiveness of the involvement of the adult volunteer;
- Implement the school's equalities policy and schemes;
- Report and deal with all incidents of discrimination;
- Attend appropriate training sessions on equality;
- Report any concerns they have on any aspect of the school community

Adult volunteers will:

- Adhere to the guidance given by the coordinator;
- Work in school by supporting individuals or groups of children at the discretion of the class teacher;
- Be trained in their role as adult volunteers;
- Disclosure and Barring Service checked;
- Sign a confidentiality agreement (**Appendix B**).

Pupils will:

- Be aware of and comply with this policy;
- Listen carefully to all instructions given by the teacher;
- Ask for further help if they do not understand;

Parents/carers will:

- Be aware of and comply with this policy;
- Be encouraged to take an active role in the life of the school;
- Be encouraged to work in school as volunteers;
- Be encouraged to organise after school clubs or groups;

- Be asked to take part in periodic surveys conducted by the school;
- Support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

## **Becoming a volunteer**

Anyone wishing to work as a volunteer who will be in school on a regular basis (at least three occasions in one-month) will complete a volunteer application form (**Appendix C**). A member of the school leadership team will arrange an interview to gauge the person's aptitude and to agree an appropriate placement. When two satisfactory references and a clear enhanced Disclosure Barring Check (DBS) have been received by the school, the person will be invited into school for an induction and offered a start date. Volunteers will not be placed in class where there is a family connection.

Activities volunteers may be engaged in could include any of the following:

- Hearing children read;
- Working with small groups of children;
- Working alongside individual children;
- Undertaking art and craft activities with small groups of children;
- Working with children on computers;
- Preparing resources for a future lesson;
- Accompanying School visits;
- Escorting children on local walks;
- Running or assisting with after-school club;
- Social activities such as running a disco;
- Fundraising activities.

Some activities may involve volunteers on a one-off, short term basis. If the volunteering opportunity is of one day's duration or less and not likely to recur, for example assisting with the school walk, a fundraising event or a school visit, volunteers will only require a 'List 99' check to be carried out.

## **Information for our Volunteers**

All volunteers should have access to this policy and the schools staff handbook which includes important information about the day-to-day routines of the school, advice on protocol and practices in the school. Volunteers will also have access to various policies which are all available from the school's website.

All adults who work in school are expected to work and behave in such a way as to promote our school mission statement and values.

Volunteers in school should expect to:

- Be recognised for their valuable contribution to the learning experience for the children they support;
- Be assigned a worthwhile task;
- Access any school policies or procedures that are relevant to their role;
- Access any training that is necessary for the success of their activities.

Our school expects all volunteers to:

- Adhere to the name protocol for staff;
- Adhere to the school's health and safety policy;
- Adhere to the schools safeguarding policies;
- Be role models for the children they work with i.e. consider the language they use, only walk in school, no smoking or swearing and dress appropriately;
- Refer any behavioural or safeguarding concerns to the Senior Leadership Team;

- Commit to a regular window of time to allow the school staff to plan activities to include the volunteer;
- Advise school as soon as possible when it is not possible to attend;
- Agree to treat information they learn from being a volunteer in the school as confidential.

All volunteers must sign in and out on the visitor's book and wear a visitor badge for their volunteering session.

Any complaints made by a volunteer or about a volunteer will be referred to the senior leadership team.

The Headteacher reserves the right to take the following options:

- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated;
- Offer an alternative placement or activity for volunteer;
- Inform the volunteer that the placement has been withdrawn;

The volunteer's placement is not legally binding and can be cancelled at any time at the discretion of either party.

### **Disclosure and Barring Service Checks**

All adult volunteers must have a Disclosure and Barring Service check before they work in this school.

### **Confidentiality**

All adult volunteers must sign a confidentiality agreement before they work in this school (**Appendix B**).

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- The school website;
- The Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;
- Headteacher reports to the Governing Body;
- Information displays in the main school entrance

### **Training**

All school volunteer helpers:

- Receive training on induction which specifically covers:
  - All aspects of this policy
  - Confidentiality
  - Disclosure and Barring Service Checks
  - Fire Safety
  - Health and Safety
  - Risk Management
  - Safeguarding and Child Protection
  - Supervision of Pupils
  - Equal opportunities
  - Inclusion

- Receive periodic training so that they are kept up to date with new information;
- Receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the link governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

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**This policy was reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School on Tuesday 20<sup>th</sup> December 2016.**