



The Leys Primary & Nursery School

Learning TodayLeading Tomorrow

Volunteer Working in School Policy

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VOLUNTEER WORKING IN SCHOOL POLICY

The School's volunteer policy is part of the school's safeguarding system.

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 include:

- Members of the Governing Body
- Parents, carers and grandparents of pupils
- Ex-pupils
- Students on work experience
- University students
- Local residents

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 in the classroom
- Working in support of the class teacher
- Assisting with swimming lesson trips
- Assisting with Friday afternoon Golden Time
- Accompanying school visits

Volunteers are not allowed to do the following activities:

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

It is the policy of the school that volunteers will not necessarily support in their own children's classroom; this is at the teacher's discretion.

Helpers will be asked to support in classes where there is the most need for support. When volunteers support during a school trip they will usually be supporting their child's class, although the class teacher may decide not to place the volunteer in the same group as their child.

Volunteers will not be expected to take responsibility for a whole class. The responsibility for the health and welfare of the child remains with the class teacher at all times.

Safeguarding:

The Leys Primary & Nursery School is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

It is Hertfordshire County Council (HCC) policy that all staff and volunteers who:-

- work directly and regularly (once a week or more) or intensively (four or more times in a thirty day period) with children or vulnerable adults

- in roles which involve caring for, training, supervising or being in sole charge of pupils

will be required to obtain a DBS disclosure at the appropriate level.

As of November 2014 all staff and volunteers are also required to complete a Disqualification Disclosure as directed by the DFE.

The Head teacher 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.

To ensure the welfare of our children all volunteers are given a copy of the volunteer policy and are asked to sign the volunteer agreement.

(Appendix 2)

Any concerns a volunteer has, about child protection issues, should be referred immediately to the Head Teacher

VOLUNTEERS REFERENCE REQUEST

Two specific references will be sought for a volunteer, by the School. Reference enquiries will include a request for a specific statement about whether the referee knows of any reason why the person might be unsuitable for work relating to children, and if so details of those concerns. The school will not accept a testimonial e.g. to whom it may concern letter, and under no circumstances will a reference from a relative be accepted.

VOLUNTEER NAME: _____

REFERENCES

Please give the names, addresses and status of two referees who may be approached now, if possible one should be from your present or most recent employer. References from friends or relatives are not acceptable.

1) Name:	Status:
Address:	
Telephone:	
Email Address:	
2) Name:	Status:
Address:	
Telephone:	
Email Address:	

Signing In

When arriving at school volunteers must report to the school office. The volunteer signing in book must be completed with the time of arrival and details of which class they will be visiting. Volunteers must also sign out in the same book indicating the time they are leaving the school premises. The office staff will provide volunteers with a visitors badge which must be displayed clearly on their clothing at all times while on the school site

Becoming a Volunteer

Anyone wishing to become a volunteer should complete the Volunteer Application Form (Appendix 1) with their contact details, types of activities they would like to help with ,and the times they are available to help.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the class teacher and **NOT** with the parents of the child/persons. Volunteers who are concerned about anything in the school, which may affect their work, should raise the matter with the Headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

Supervision

All volunteers work under the supervision of a teacher or other 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 class teacher 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 pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from the teacher.

Health & Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff (usually the School Business Manager) will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) during their induction meeting.

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Headteacher...

Monitoring and Review

This policy has been approved by the Governing Body and will be reviewed and updated every 2 years.

Signed.....

Name.....

Date.....

APPENDIX 1

VOLUNTEER APPLICATION FORM

Name of Volunteer: First Name.....

Surname.....

Address:

.....

Phone: Home.....

Mobile

What activities/ areas of the school's work would you like to help with?

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

Do you have any children in the school? If so, please state their name and year.

Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School? (Please give details).

Thank you for taking time to complete this Volunteer Application Form. Please note that a DBS check will be undertaken for all volunteers engaged on a frequent basis. Please hand it to the School Office, marked for the attention of the School Business Manager. Your offer of help is greatly appreciated and we will be in touch as soon as possible.

APPENDIX 2 - VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at school. Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at the school office. You will receive a copy of it for your records.

I have read and understood the following school policies and I had an opportunity to discuss the contents during my induction or safeguarding training:

- Volunteer Working in School Policy
- Child Protection Policy
- e-safety policy (including signing the acceptable use agreement)
- H&S policy & Evacuation Policy
- HCC and the school's own code of conduct

I also agree the following

- I have read the guidance for adults visiting or working on a school site
- To support the School's Aims
- To treat information obtained from being a Volunteer in School as strictly confidential
- To undergo an enhanced DBS check (please note that even if you already have a DBS check for a different organisation, the school will need to undertake a new check)

Signed: _____

Name: _____

Date: _____