



Volunteers in School Policy

Carr Lodge Academy



Status	Statutory
Responsible Governing Board	Full Governing Body
Responsible Persons	Sarah Crampton, Principal
Date Policy Agreed	15 December 2022
Last Review Date	New Policy
Next Review Date	December 2024

Version Control

<i>Version</i>	<i>Revision Date</i>	<i>Revised by</i>	<i>Section Revised</i>

Introduction

At Carr Lodge Academy, volunteers are a welcome resource for helping to raise children's achievement, complementing the work of teachers and teaching assistants. We feel that our school benefits greatly from developing well-planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis. We also feel that the role of volunteers in our school provides for the enrichment of the pupil's learning experiences, but should not encroach on or restrict professional teaching duties. The use of volunteers is in addition to normal levels of staffing for teaching, educational support and other staff provided from the school's designated budget. Staff members are aware that volunteers are not regarded as substitute labour. The deployment of any volunteer, whether for one day or for a number of sessions over a longer period, is managed with care; in particular taking account of the needs of the pupils and the staff to whom they are assigned.

Appointment

When considering recruitment there is a full consultation, in advance of that person being introduced into school, with members of staff who will work with the volunteer. No member of staff is obliged to work directly with a volunteer if this is against his/her expressed wish. Similarly, staff members also have the right, in the light of experience, to request discontinuance of the use of voluntary help if it is not found to be valuable. Where volunteers are used in a teaching area, individual class teachers will continue to carry the responsibility for the teaching programme and supervision of pupils. In other areas or activities supervised by educational support staff they will continue to carry responsibility where volunteers are used.

Induction and Training

All new volunteers are made to feel welcome and are given an induction session to provide them with information about the school, its Vision, Values and Aims and the facilities available. The duties of the volunteer, within their individual capacity, are explained and the parameters of their role within the school are clearly defined from the outset in order to avoid the possibility of misunderstanding. The volunteer is linked with a specific member of staff to whom he or she is directly responsible.

At the outset, an assessment is made as to whether the volunteer needs any specific training for the tasks they will be undertaking and, if so, this is arranged. Similarly, it may be appropriate to include volunteers in regular staff training sessions. A review of the individual and should be conducted after the first 2 weeks and then again after 4 weeks. This will ensure that the person is adding value to the academy and pupils.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children

they come into contact with should be discussed with the class teacher and not with the parents of the child or any 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 Principal.

Supervision

All volunteers work under the supervision of the class teacher 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 and 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.

Health & Safety

The school has a Health & Safety Policy and this is made available 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 specific items of equipment or accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher.

Child Protection

The welfare of the children in our care is paramount and to ensure their safety we adopt the procedures outlined below. The law requires the school to receive an enhanced DBS disclosure check for anyone with responsibilities which can give them regular unsupervised access to pupils. Under the Education (Teachers Amendment) Regulation 1998 this now includes volunteers who regularly help within the classroom, during extra-curricular activities or who supervise pupils on school residential visits. All volunteers falling within any of these categories are asked to complete a disclosure of convictions form and a Police check will then be carried out. In such a case, a volunteer will not be allowed to carry out duties in school until a check has been completed to the satisfaction of the Local Authority and the Principal.

The above measures might be particularly sensitive for parent helpers, who may view steps taken as unnecessarily restrictive given their relationship to some of the pupils and their likely involvement with their children's friends outside of the school. However, all parents have the right to expect high standards of care for their children and expect adults involved with their children, whether paid or unpaid, to meet these standards. The school has a responsibility to assess the risks to pupils involved in undertaking activities where a volunteer is present and to ensure that they have taken all reasonable precautions to protect pupils.

Where a volunteer is engaged in school activities e.g. 1 to 1 reading, helping to supervise a group of children as part of a class visit or helping at a school fete, a DBS check will be carried out on these volunteers because it is a safeguarding requirement. The Principal will take all reasonable steps to confirm the identity of the person volunteering. Where necessary the school office staff will view, at least one original document from each of the following lists, as part of the checking process:-

Birth Certificate, marriage certificate, copy of deed poll or licence, passport, driver's licence. Proof of address such as a recent utility bill, a local authority tax bill or a bank statement.

Insurance

Volunteers are informed about the Academy's insurance cover. Whilst volunteering for the school they are covered by third party liability only and the limitations of this insurance are explained carefully to volunteers. They may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property.

Volunteers will not be asked to transport children other than their own children to school events, (sport, music etc).

Monitoring and Review

This Policy has been approved by the Governing Body and will be reviewed annually and updated in the light of new guidance from either the DfE or the Local Authority

Signed Principal:
S Crampton

Handwritten signature of S Crampton in black ink.

December 2022

Signed Chair of Governors:
C Lambert
December 2022

Handwritten signature of C Lambert in black ink, written over a horizontal line.

Policy to be reviewed: December 2024

**Carr Lodge Academy
Induction Checklist for Volunteers in School**

		Tick			Tick
<p>General Information</p> <p>Introduction to colleagues Tour of the premises</p> <p>Hours of work Hours of work, lunch breaks etc.</p> <p>Holiday dates.</p> <p>Diary Dates</p> <p>Safeguarding</p> <p>DBS to be processed prior to start</p> <p>2 References supplied and verified</p> <p>Safeguarding Policy read</p> <p>Code of Conduct read</p> <p>Confidentiality Policy read</p> <p>GDPR training</p> <p>Procedures to take if someone discloses anything</p> <p>Designated Person for Child Protection</p> <p>Complete Safeguarding Level 1 Training</p> <p>Complete Prevent Training</p> <p>Read KSCIE document</p>			<p>Health and Safety</p> <p>Health and Safety Policy</p> <p>Fire/Lockdown procedures and drills explained</p> <p>First aid/accident procedures</p> <p>Emergency procedures</p> <p>Designated Person for Health and Safety</p> <p>Job and Organisation</p> <p>Volunteer Job Description Roles and responsibilities</p> <p>Mentor Assigned and regular reviews be conducted</p> <p>All policy documents- location Tea/coffee fund Staff lunches</p> <p>Rules and Discipline</p> <p>School practice and procedures</p> <p>Behaviour Policy</p> <p>Sign Data Processing Agreement</p>		

Any Additional items discussed:

Carr Lodge Academy

Policy for Volunteers in Schools

VOLUNTEER DECLARATION

I have read the Carr Lodge Academy Volunteer Policy and agree to abide by the ethos set out in it.

I am working in _____ under the direction of _____.

I have received an induction into the role of volunteer in school and have received instruction on:

- Health & Safety
- Confidentiality
- Code of Conduct
- Safeguarding

In order to maintain the Health and Safety of everyone it is important that volunteers sign in and out of School at the School office.

I am DBS cleared and have carried out completed a disclosure of convictions form, these have been evidenced by the office manager.

In the event that I have any concerns about anything that I have observed or heard within school, I agree to bring it to the attention of the Principal or Designated Person for safeguarding immediately.

Signed: _____ Date: _____

School Use only:

I have carried out an induction with _____ and have carried out the necessary checks.

The volunteer is working in school from _____ to _____
After the above term the process will be re-evaluated.

Signed _____ date _____