

MAYFIELD SCHOOL

Volunteer Policy



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1. Introduction

Volunteers at Mayfield School bring with them a range of skills and experiences that can enhance the learning opportunities of all pupils. The school therefore welcomes and encourages volunteers and visitors from the local and wider community. Volunteers could include any of the following (this list is not exhaustive):

- Members of the Interim Executive Board
- Parents, carers, guardians, elder siblings or grandparents of pupils
- Students on work experience or placement
- University Students
- Ex-members of Staff
- Local residents
- Staff family members

Activities in which volunteers may be engaged in could include any of the following or similar activities:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking e.g. arts 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, etc.

2. Becoming a Volunteer

Anyone wishing to become a volunteer on a regular basis may either approach a member of the SLT directly or send in a CV and covering letter explaining why they wish to volunteer in the school, what help they can offer and when they are available. If a suitable volunteering opportunity can be identified, then the following process will be carried out:

- The person will be invited to attend the school for an informal discussion with a member of the SLT to ensure they are suitable for the role. The school reserves the right to refuse an approach at any time and not give a reason for this.
- If suitable the volunteer will be asked to complete a 'Volunteer Application Form'.
- Two professional references will be sought from the referees provided on the volunteer application form. It is the volunteer's responsibility to contact their referees to ensure that references are received by the school in a timely manner.
- An Enhanced DBS check will be requested for all volunteers who will be in school regularly. Generally, a Barred List Check will not be requested as employers are not legally permitted to request barred list information on a volunteer who, because they are supervised, is not in regulated activity.

However, a Barred List Check will be requested for any volunteer who is in regulated activity.

- The volunteer will be given appropriate school policies, procedures, health and safety information and safeguarding information to read as part of their induction. They must sign to say they have read and understood this information.
- The volunteer will be linked to a designated teacher, whose responsibility is to make them aware of the role and responsibility they will be undertaking.
- Volunteer records will be kept by the DHTs of the School.
- A specific member of staff will be allocated to oversee volunteers.

Before starting to volunteer in a school, the above steps must be completed. No volunteer may start regular volunteering without the appropriate checks, unless with the written permission of the Head Teacher.

2.1. Work Experience Students and University Placements

Work Experience Students or University placements apply via their educational establishment and it is expected that all necessary safeguarding checks will have been carried out by the educational establishment prior to arriving at Mayfield School. The student will be expected to complete the School's first day induction programme and will not be placed in a class with any family connection.

2.2. Volunteers not requiring an Enhanced Disclosure

Volunteers that not require an Enhanced Disclosure include:

- Volunteers or parents who accompany staff and children on one-off outings or trips that do not involve overnight stays.
- Those who help out with a specific event e.g. school fete, parent in school days etc. who do not have unsupervised access to children.

Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care. If there is any doubt as to the level of checks required, a decision should be sought by the Head Teacher.

3. School's Expectations from Volunteers

Mayfield School expects all volunteers to:

- Adhere to the School's Health and Safety Policy, Safeguarding Policy, Data Protection Policy, ICT Acceptable Use of Internet Policy, Staff Code of Conduct Policy, Induction Policy and GDPR Policy.
- Work under the supervision and direction of Mayfield Staff as appropriate.
- Be role models for the children they are working with.
- Adhere to the Staff Dress Code as outlined in the Staff Code of Conduct (no jeans, camouflage, frayed or torn clothes)
- Refer any Safeguarding Concerns to the School's DSLs and not to attempt to deal with such issues themselves.
- Inform School as soon as possible when it is not possible to attend, in line with the School's Absence Reporting Procedures.
- Be familiar with the school evacuation procedures and follow staff instruction.

4. Confidentiality

Volunteers in school are bound by a code of confidentiality. Any queries that volunteers have about the children they work with or come into contact with should be voiced with the class teacher and not parents/carers of the child or individuals outside school.

Volunteers should not share pupil information with anyone other than those who are directly involved with the education and care of students in school. Volunteers should assume responsibility to maintain the integrity of this information and keep it private.

Examples of Confidential Information include:

- Information about Pupils (e.g. Individual Risk Assessments, Individual Behaviour Plans, Risk Reduction Plans, Intimate Care profiles, medical information, etc.)
- Information accessed by 'privilege' e.g. notices on staff noticeboard
- Information about future school plans/ actions that have not yet been communicated to parents, etc.
- Information about Staff

Comments regarding children's behaviour or learning can be highly sensitive and, if taken out of context, can cause distress to the parents/carers of a child if they hear about such issues through a third party rather than directly from the schools.

5. 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 activities they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out and what the expected outcome of an activity is. In the event of any query or problem regarding the pupils' understanding of a task or behaviour, volunteers must seek further advice and guidance by their designated supervisor.

6. Deployment of Volunteers

It is policy of the school that volunteers who are parents do not support in their own child's classroom, as this can be distracting for the child, and perhaps place the class teacher in an uncomfortable situation. Volunteers will be asked to support in classes where there is the most need for individual support. The Headteacher and/or the Deputy Head Teachers will decide where volunteers are deployed.

7. On-Line Safety

Online Safety relates to the teaching and learning of 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, emails, 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 Acceptable Use of the Internet, Data Security and E-Safety Policy which is available on 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 and staff may not make or receive calls during teaching time. Use of phones or phone watches must be limited to non-contact time when no children are present. Volunteers and staff should keep devices out of sight in lockers, desks or cupboards when on school property. Volunteers and staff must only use school owned devices for capturing, recording and storing data or photos of children and in line with parental permissions sought at the beginning of the school year.

8. Health and Safety

Safe practice must be promoted at all times. Volunteers are requested to familiarise themselves with emergency procedures (e.g. fire alarm evacuation) and safety aspects associated with school processes and practices. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to a member of staff employed by the school. Health and Safety Information are covered as part of the School's First Day Induction Programme. The school has a Health and Safety Policy and this is made available on request to volunteers working in the school.

9. Child Protection

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- All Volunteers are given a Safeguarding Leaflet and are provided with key information on the School's Safeguarding processes as part of their first day induction
- All volunteers are given a copy of the Volunteer Policy and asked to sign a volunteer agreement
- To ensure the safety of our children at all times, all of our volunteers must have completed a Disclosure and Barring Service application (DBS) unless they are not in regulated activity.
- Where a volunteer is engaged in a 'one-off' activity e.g. helping to supervise a group of children as part of a class visit, no formal checks are carried out, but they remain under the constant supervision of school staff. These volunteers must read and sign our Standard Operating Procedures Risk Assessment, our off-site visits agreement and the Visit Specific Risk Assessment. The Visit Risk assessment needs to capture the attendance of volunteers in the staffing section including detailed information on aspects to consider and corresponding safety measures.

If you are worried or concerned about the wellbeing of a child, please speak to one of the School's Designated Safeguarding Leads. Not speaking out could have serious consequences for the child if there is a genuine risk to their welfare.

To ensure the safety of both the children and yourself you should never work:

- With an individual child behind a closed door
- On your own with children without supervision (unless enhanced DBS has been approved)
- In a room or isolated area that is unsighted by other adults

All Volunteers and Staff are required to read the DfE's 'Keeping Children in Education' Statutory Guidance.

10. Complaints Procedure

Any complaints made about a volunteer will be referred to the Head Teacher/Deputy Head Teacher for investigation. Any complaints made by a volunteer will be referred to the Head Teacher/Deputy Head Teacher and will be dealt with in the same way.

The Head Teacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the volunteer agreement and seek reassurance that this will not happen again
- Offer an alternative placement e.g. helping with another activity or in another class
- Based upon the facts identified by the investigation it may be necessary for the school to Inform the volunteer that the school no longer wishes to use them

The full complaints procedure is available on the School Website and relevant processes are covered as part of the Volunteer's induction.

Volunteers should feel able to raise concerns about potential poor or unsafe practice and know that such concerns will be taken seriously by the Senior Leadership Team (Whistleblowing policy information is covered as part of the school's induction process).

11. Insurance

Whilst volunteering for the school, volunteers are covered by the LEA for third party liability. Loss or damage to their own personal belongings is not covered by the LEA policy or the school. Volunteers may choose to make their own arrangements for insuring against theft, personal injury or damage to their own property.

12. Cancellation

The Headteacher is able to stop any volunteer from either starting to work in school or continuing their work in school if:

- They feel it is not in the best interests of the school or a group of children or and individual child
- The volunteer does not follow the school's policy or Volunteer Agreement
- The volunteer does not successfully obtain a DBS Clearance



Mayfield School – Volunteer Application Form

Surname and Title:	Forename:
Previous Names:	DOB:
Home Tel No:	Mobile:
Email address:	
Relevant skills, training qualifications or job history if applicable:	
Do you have any disabilities/other medical 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 e.g. epi)	
Please indicate what kind of work you are volunteering for?	
Are there any particular age groups/classes you would like to work with?	
Other information in support of this application:	
Please give the name and contact details of a referee who has known you for at least 2 years. This should be someone who knows you in a professional capacity, not a friend or relative.	
Referee's Name:	Referee's Name:
Referee's Address:	Referee's Address:
Position:	Position:

Telephone Number:	Telephone Number:
Email address:	Email Address:
The Interim Executive Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school requires all volunteers working on a regular basis to complete an application form for an Enhanced Records Disclosure	



Volunteer Agreement

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

As a school we will:

- Provide you with necessary and relevant induction information
- 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
- Share the School Safeguarding Policy and procedures information
- Treat you with the highest respect and care
- Inform you of any changes to the school day that may affect you
- Treat anything you tell us with confidentiality
- We will not ask you to deal with difficult or challenging behaviour or intimate care tasks
- Only ask you to complete tasks that you are confident and able to do

As a volunteer helper I agree to:

- Follow the School's safeguarding policy including processes on how to raise concerns about a child or a member of staff
- Follow the school behaviour policy and inform the teacher if I see any inappropriate behaviour
- Treat any information with total confidentiality
- Inform the school if I am unable to come into school for any reason
- Respect and listen to the guidance of class staff at all times
- Complete the appropriate safeguarding checks

I agree not to:

- Share any information about pupils or staff with anyone outside the school staff team, including via social media
- Use any personal recording devices, including mobile phones, in school

Volunteer /Placement

Mentor.....

Signed..... Date:

Volunteer Helper:

..... (Printed Name)

Signed..... Date:



**Mayfield School
Off – Site Visits Volunteer Agreement**

Please read this Agreement carefully, sign it and return it to the Visit Leader. It is part of our school's risk assessment planning and safeguarding arrangements for Off-site educational visits.

Your role as a volunteer is

- To support and look after equally all the pupils in your group
- To stay with your allocated staff member and group of pupils, ensuring that their well-being and safety is maintained for the total duration of the educational visit
- To promote polite, respectful and courteous behaviour towards each other and members of the public
- To inform teaching staff if there are issues with first aid, safety and/or behaviour
- To show a commitment to your group, an interest in the focus of the visit and assist the children in their learning.
- To follow the guidance of the teaching staff

Volunteers are not permitted to

- Bring additional children on the visit
- Re-organise school visit groups;
- Smoke, drink alcohol, or engage in any other activities which may bring the school into disrepute
- Take photographs of children;
- Use mobile phones, except in the case of an emergency;
- Give or buy their groups treats e.g. ice-creams, biscuits, sweets, gifts, either before, during or after the school trip.
- Escort children to the toilets without a member of staff present

First Aid

You will be informed if any child in your group has medical needs. If medicine needs to be administered during the visit this will be done by a member of staff. Under no circumstances will a volunteer be asked to administer any medication. Medications and first aid boxes will be carried by identified staff.

Emergencies

You are expected to inform a member of staff as soon as possible in the case of an emergency. If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

**Mayfield School
Off – Site Visits Volunteer Agreement**

For the visit toOn

I have read the Volunteer policy and I agree to the terms and conditions as stated in this policy.	
I have read the Standards Operating Procedures for Educational Visits	
I have read the Visit Specific Risk Assessment	

I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.	
I will treat any information I may hear about children as confidential and will not discuss it inside or outside of school.	

Name of Volunteer

Signature.....

Date.....