

Manor Hall Academy Trust



VOLUNTEER WORKING IN SCHOOL POLICY

Responsibility for monitoring and reviewing this policy lies with the Headteacher and LAB. A review of this policy and recommendations for change should be presented to the Directors of the trust for verifications.

The Directors of the trust, in line with the Scheme of Delegation and Articles of Association have overall responsibility for the effective operation of MAT policies, but has delegated day to day responsibility to the Headteacher and LAB.

Directors will take account of recommendations from individual schools in review of this policy and seek HR advice as to such revisions.

MANOR HALL ACADEMY TRUST

VOLUNTEER WORKING IN SCHOOL POLICY

The Trust's volunteer policy is part of the school's safeguarding systems.

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The LAB therefore, welcomes and encourages volunteers from the local community.

Our volunteers include:

- Members of the LAB
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Ex-members of staff
- Local residents
- Friends of the school

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
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits

Safeguarding

Manor Hall Academy is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing pupils read, usually approaches the Class Teacher, Headteacher, Senior member of Staff or Class Teacher directly.

Volunteers 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.

Definition

Activity which is described as 'frequent' or 'intensive' covers the meaning given in the Safeguarding Vulnerable Groups Act 2006.

'frequent' - once a week or more often on an ongoing basis; and

'intensive' - three or more occasions in a 30 day period, or overnight (between 2am - 6am).

Process for recruiting Volunteer who will be working frequently or intensively

- A. Identify the need and role
- B. Attract candidates by means of a local advert/school communications system
- C. The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
- D. Enhanced DBS check undertaken
The volunteer will be made aware of the role and responsibilities they will be undertaking
- E. If appropriate 2 References should be sought where the volunteer arrangement will continue on a regular basis.
- F. Induction - school and corporate policies and documentation explained and issued. These to include Health and Safety, Behaviour Management Policies, Code of Conduct and Whistleblowing Policy
- G. Volunteer records to be kept in a central place within the school
Before starting to help in a school, a volunteer should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of its volunteer and to confirm they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer before they come into school, to make an informed decision when accepting volunteers to work with children. This is not required where a volunteer is engaged in a 'one-off' activity

Our School Aims

- To celebrate success in education in all its forms and to maximise individual potential
- To deliver a balanced and appropriate National Curriculum to meet the needs of pupils
- To nurture Emotional Development to enable pupils to contribute positively to the community
- To keep pupils safe, to foster pupils' feelings of security and belonging to enable pupils to be challenged and make suitable progress
- To demonstrate the value of informed choice in relation to healthy lifestyles
- To prepare pupils for future life by offering a range of experiences, opportunities and skills in order to become independent adults
- To provide holistic care and support through liaison with pupils, parents / carers, stakeholders and appropriate inter agency collaboration

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 designated supervisor 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 full time 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 designated supervisor 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 their designated supervisor.

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 will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Headteacher.

Child Protection

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

- All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2)
- All of our volunteers must have been cleared by the Disclosure and Barring Service (DBS). A DBS Disclosure will be issued to the individual to present to the designated member of staff in school.
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff, must read and sign our Off-Site Visit Agreement (Appendix 3).

Any concerns a volunteer has, about child protection issues, should be referred to the designated supervisor or Head Teacher.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher or designated member of staff 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 for a volunteer, e.g. helping with another activity or in another class
- Based upon the facts identified in the investigation it may be necessary for the School to inform the volunteer that the school no longer wishes to use them
- Provide the volunteer with a copy of the school's full Complaints Procedure

Monitoring and Review

This policy has been approved by the Trust and will be regularly reviewed and updated.

APPENDIX 1

VOLUNTEER APPLICATION FORM - FOR NEW VOLUNTEER

Name of Volunteer: First Name

Surname

Date of Birth:

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 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 hand it to the School Office, marked for the attention of the Headteacher.

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 school.
You will receive a copy of it for your records.

- **I have received a copy of the School's Volunteer Policy**
- **I agree to support the School's Aims**
- **I agree to treat information obtained from being a Volunteer in School as Strictly Confidential**
- **I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken**
- **If you already have a DBS Certificate, please hand it to the school, the number will be recorded and checks made with the issuing body. A new enhanced DBS check must be undertaken.**
- **I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Teacher, Head of Department**

Signed: _____

Name: _____

Date: _____