



VOLUNTEER POLICY

Policy date: 2016

Review July 2018

Introduction

We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security.

The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

Paid full or part-time staff employed by the school: Teachers; Teaching assistants; SEN assistants; Caretaker; Dinner supervisors; School secretaries;

Adult workers employed by another organisation: Peripatetic music teachers; Trainee teachers; LEA advisers and inspectors; Health visitors; Grounds maintenance staff; Contract workers (for example and electrician or heating engineer).

Volunteer helpers:

Parents or other adult helpers working alongside teachers; Students on work experience.

This policy sets out the arrangements for volunteer helpers only. Volunteer helpers are **not** allowed to do the following activities: Take responsibility for all or some of the whole class; Supervise children engaged in PE or other specialist activities; Take children off the school site without a teacher in charge.

The responsibility for the health and welfare of the child remains with the class teacher at all times.

Signing in

When helpers arrive in the school they must sign in at the reception desk. They will be given a visitor's badge, which they should wear at all times. The signing-in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving.

Police checks and volunteer code of conduct

Volunteer helpers

For the children's safety, all volunteer helpers are required to have police clearance before they work in the school. They are asked to complete a CRB disclosure application form which is then sent to Personnel for clearance together with a volunteer form signed by the headteacher.

The Department for Education has recently informed schools that they must undertake an additional safeguarding check on current and future staff as appropriate to ensure that no one who is disqualified is employed in connection with:

- early years provision (including education or any supervised activity outside of school hours) or
- later years childcare outside of school hours for children who have reached 5 years but not yet reached 8 years, which includes before and after school care.

The disqualification criteria include:

- 1) caution or conviction for certain criminal offences
- 2) Certain grounds relating to the care of children (eg parental right order, supervision order or care order)
- 3) Having registration refused or cancelled in relation to childcare, children's homes or disqualification from private fostering
- 4) Living in the same household where another person who is disqualified lives or works

This check is separate from the DBS check. Any of the above criteria disqualify staff from providing this childcare and this includes 'disqualification by association' (i.e if someone in the same household is disqualified). Staff who either have a relevant offence / order or have someone living or working in their home who has a relevant offence must immediately apply to Ofsted to request a waiver in order to allow them to continue to work in these areas.

We also ensure that volunteers are known to the school or come through a reputable institution e.g. the local High School or University.

All volunteers must sign a Code of Conduct relating to their time in school. (See Appendix I).

The headteacher has the authority not to accept the help of volunteers if she believes it will not be in the interests of the children.

Deployment of classroom helpers

Some parent helpers choose to work in classes other than that of their own child. This largely depends on the reaction of the child and the judgement of the parent and teacher. We endeavour to place our helpers in the age groups and with the activities with which they are most comfortable.

Breaktimes

Volunteers are welcome in our staffroom. Should you hear any information pertaining to the children this should be kept in strictest confidence though pupil issues are not usually discussed in the staffroom.

Monitoring and review

The day-to-day monitoring of this policy is the responsibility of the headteacher.

This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

Appendix I

CODE OF CONDUCT FOR ALL STAFF/STUDENTS/VOLUNTEERS WORKING AT KIRK SMEATON CHURCH OF ENGLAND PRIMARY SCHOOL

We request that you read, sign and return a copy of this code of conduct to the headteacher as an indication that you agree to the principles it contains and in order for the school to function successfully;

- Treat all children equally and with respect. Respect gains respect. It is a two way process.
- Inform the school if you are unable to come in to school or if you will be arriving later than expected.
- Inform another member of staff if you experience behaviour difficulties that you feel unable to deal with so that the child can be dealt with appropriately.
- Be aware of the dangers of social media and do not post anything that is work related. Ensure all privacy settings are set to the highest level to protect your own identity and privacy.
- Conversations that you hear, or are part of, that relate to children or staff must remain confidential.
- The progress/difficulties of individual children must not be discussed with others outside the school.
- For your own protection please make sure that you are never alone with one child. Sadly we are working in times when you can't afford to take any chances. Please avoid all physical contact with the children.
- Unless you are employed to work with the children you must not discipline them under any circumstances. Report any issues to a member of the teaching staff to be dealt with appropriately.
- You may witness behaviours that we are already working closely with the child, parents and outside agencies to support and improve. You may not always be aware of this as such information is highly confidential. It is easy to make judgements without being fully aware of the facts contributing to the child's difficulties. If you have concerns please speak to the headteacher.
- I have read and am aware of:
 - DFE- What to do if you're worried a child is being abused
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf
 - DFE- Guidance Keeping children safe in education 2016
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf
 - Prevent online learning
<https://www.elearning.prevent.homeoffice.gov.uk/>
 - Safeguarding online learning
www.safeguardingchildren.co.uk
 - The schools safeguarding policy
http://kirksmeaton.n-yorks.sch.uk/data/documents/CP_Policy_2016-Adopted-by-school.pdf

I have read the Code of Conduct and agree to abide by the principles it contains.

Signed :

Date :