



Volunteer Policy

**Swavesey
Primary
School**

Middlewatch, Swavesey, CB24 4RN

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Statement of Intent

At Swavesey Primary school, we recognise and value the support volunteers bring to the school, as well as in many cases, expertise. We are therefore committed to ensuring that those who volunteer are recruited and managed in an appropriate manner to ensure our children receive the best possible care, as well as their support, with particular high regard to safeguarding.

This Volunteer Policy provides the standards for the recruitment and management of volunteers, which is applied as a mandatory minimum requirement, with appendix A providing the code of conduct which all volunteers are required to comply with.

Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- The Childcare Act 2006
- UK General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- DfE (2022) 'Keeping children safe in education 2022'
- DfE (2018) 'Disqualification under the Childcare Act 2006'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy
- Complaints Procedures Policy
- Safer Recruitment Policy
- Data Protection Policy
- Staff Code of Conduct

Principles

Swavesey Primary School will undertake the recruitment and management of all volunteers in accordance with the following:

- Volunteering is a privilege which is subject to adherence of our code of conduct and the expectations laid down in this policy;
- The headteacher decides on the suitability of a volunteer and their continued service according to the principles and procedures laid down within this and other related policies and documents;
- All volunteers will be subject to the appropriate checks before they commence any voluntary work within the school, including Disclosure and Barring Service (DBS) checks;
- All safeguarding measures will be followed by the school and volunteers must also be aware of and adhere to these;
- All volunteers will be treated fairly and consistently;
- Volunteers will be assigned to phases where there is a need for a volunteer which in the case of a parent may not be that of their child;

- All children and staff have the right to be able to learn and teach in an environment which holds their welfare at its heart and this must be supported by volunteers.

Definitions

The following definitions apply for the purposes of this policy. For the purposes of this policy:

“Volunteers” are individuals who engage in an activity which involves spending time, unpaid (except for travel and other approved expenses), doing something which aims to benefit some third party, i.e. the school, and not a close relative.

“Occasional volunteers” are individuals who only accompany staff and pupils on one-off trips that do not involve overnight stays, or who volunteer at specific one-off events, such as sports days.

“Work experience students” are individuals seeking experience within the school as directed and supported by their school, college or university. Work experience students will be directed by class teachers or phase leaders and will be supervised by school staff when supporting children.

Recruitment Procedures

Regular volunteers will always go through the following recruitment process:

- The individual will be asked to have an informal discussion with the headteacher or a member of the SLT to ensure they are suitable for the role
- The appropriate safer recruitment checks will be undertaken
- The individual will be made aware of the roles and responsibilities they will be undertaking
- References will be sought where appropriate

Occasional volunteers will be appointed at the headteacher’s discretion and will not be required to go through the recruitment process. A written risk assessment will be conducted to determine what checks, if any, are required.

An occasional volunteer will always be supervised by a member of staff, unless the appropriate DBS checks have been obtained.

Work experience students will be appointed at the headteacher’s discretion and will be required to go through an interview with the headteacher or member of the SLT as part of the agreement for them to work with us. recruitment process. A written risk assessment will be conducted to determine what checks, if any, are required. As most will be under the age of 18 the checks are likely to be driven by the school/college they attend.

A work experience student will always be supervised by a member of staff, unless the appropriate DBS checks have been obtained.

The following procedures should be followed in conjunction with the Schools Safer Recruitment Policy.

Application Process for regular volunteers

If the school receives enquiries from potential volunteers, whether these be speculative or because the school has advertised for such, the administrative staff must ensure that DBS forms are provided to those enquiring. It must be made clear that, before any formal interview is completed by the headteacher, the DBS process must be completed and a clear DBS form seen by the school.

In addition to the DBS check, two references will be required from current or previous employers or a suitable referee who is able to detail the prospective volunteer’s suitability to work with children.

Interview Process

On receipt of a clear DBS check the volunteer will be invited to an interview with the headteacher. The Interview Process for volunteers will be the same as for employees.

The interview will cover:

- requirements for volunteers,
- safeguarding systems and procedures,
- confidentiality,
- relevant policies,
- and the Volunteer code of conduct (appendix A)

Confirmation of Voluntary Status with the school

Confirmation of voluntary status **will be** confirmed by the headteacher. All volunteers are assigned to a phase and the phase leader will be responsible for organising their time with us.

Before commencement of support within classrooms the Code of Conduct for volunteers **must be read and signed** by both the volunteer and headteacher and any relevant policies read and acknowledged by the volunteer. The volunteer will then be contacted by the assigned phase leader with regard to days, times and activities.

Maintaining Volunteer/ Work experience Status

Should a volunteer not attend the school for a period up to 3 months then a new DBS will need to be reapplied for before being able to continue.

From time to time new policies and documents relating to safeguarding etc. which are relevant to volunteers will be updated and volunteers will be asked to read and acknowledge reading of these to enable them to continue to volunteer.

At the end of each academic year a volunteer will need to make clear their wish to continue volunteering with relevant updates, as indicated above, being undertaken before commencing the new academic year.

Should a volunteer not adhere to the code of conduct or their conduct is brought into question due to causing concern for the wellbeing of children and staff then their privilege to volunteer will be rescinded; a decision taken by the headteacher.

Benefits & Allowances

Volunteers will receive no entitlement to any employee benefits or allowances.

Complaints Procedure

All complaints regarding this process should be forwarded to the headteacher in the first instance.

Review and Monitoring

The Policy will be reviewed by the Resources committee every two years or when necessary due to changes.

Volunteer Code of Conduct

Name of Volunteer / Work Experience Student

Our School Vision

All adults and work experience students who work/support in our school, whether a paid member of staff or a volunteer, are expected to work and behave in such a way as to actively promote our values and aims, safeguarding and child protection, the 5Rs and our positive behavior policy. Central to these are the aim to support pupils in becoming confident, successful learners and responsible citizens. We expect all volunteers and work experience students to adhere to the code of conduct set out below to ensure that we provide our pupils with the best example in all areas to fulfil this aim.

Child Protection and Confidentiality

All volunteers and work experience students in our school need to understand and adhere to child protection principles and procedures and are bound by a code of confidentiality. Any concerns that students/adults have about the children they work/come into contact with should be explained to the class teacher and not with the parents of the child/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. Students/Adults who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher.

There are a set of documents relating to all safeguarding issues, which we ask you to read as part of your induction as set out in the volunteer policy.

Code of Conduct

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Always be polite and never use unsuitable language, make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a mature and acceptable way so you are approachable, kind and a positive role model for pupils.
- Adhere to all school policies, including the Child Protection and Safeguarding Policy, Health and Safety Policy, Data Protection Policy, Anti-bullying Policy, and Behaviour Policy.
- Maintain confidentiality of personal information at all times, unless there is a need to report an issue to a member of staff.
- Treat all members of staff, other volunteers and pupils with respect ensuring they feel valued.
- Report any incident of challenging behaviour to the class teacher or a senior member of staff immediately.
- Dress appropriately and behave in a manner which promotes healthy and safe working practices, which includes wearing appropriate footwear when in school.
- Never shout at, hit or embarrass a child including calling them names, which are playful, funny or could hurt.
- Be aware that the school building is a non-smoking and drug free area, and that drinking alcohol or being intoxicated when working/supporting children is unacceptable.
- Report to the class teacher, phase leader, deputy or headteacher if you have a problem or need advice.

- Accept and follow directions from the phase leader/class teacher and seek guidance through clarification where uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report any potential hazards in the workplace to the supervisor.
- Make proper use of the resources.
- Conduct work/support in a cooperative manner.
- Turn off mobile phones while on school premises.
- Do not take photographs in school on personal devices without the prior permission of the headteacher.
- Do not share personal contact details with pupils or make personal arrangements to meet pupils outside school.

General Advice

- You are welcome to use the staffroom and the tea and coffee facilities provided
- You can order a school dinner through the kitchen. This will be charged at the current pupil rate for work experience students still at school and the adult rate for all other volunteers.
- When using the photocopiers or scanners for routine copying please be aware that a teacher/TA/Admin staff may need to use them and may be in a hurry.
- **Please remember to sign in and out each time you enter and leave the school and please wear the visitor badge provided.**

Signed Volunteer / Work Experience Student

Signed Headteacher