



WESTGATE PRIMARY SCHOOL

VOLUNTEERS WORKING IN SCHOOL POLICY

This policy is part of the school's safeguarding systems and procedures.

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. School can offer valuable experience to people wishing to pursue a career working in education. The school therefore, welcomes and encourages volunteers from the local community.

Our volunteers include:

- Members of the Governing Body
- Parents or Grandparents of pupils
- Ex-pupils
- Students on work experience
- University students
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that volunteers engage in, on behalf of the school, include:

- Listening to pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils
- Accompanying school visits
- Helping with extra-curricular clubs and activities
- Administrative tasks such as resource preparation

Our School Aims

All adults / young people who work 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 school aims and educational purpose.

Safeguarding

This school is committed to safeguarding pupils and expect its volunteers to share that commitment.

Becoming a Volunteer

Anyone wishing to become a volunteer for a one off event such as a school visit can arrange this with his or her child's Class teacher. Anyone wishing to volunteer on a more regular basis will go through a formal application process by completing the application form appended to this policy. This policy can be downloaded from our school website or collected from our school office.

Volunteers should complete the Volunteer Application Form (Appendix 2) with their contact details, any specialist skills or experience that they would bring to the role, and the times they are available to help. Volunteers should take note of the job description and person specification (Appendix 1) when making their application. Volunteers should appreciate that they will be directed to work to meet the needs of the school, but are welcome to include details of any specific experience that they would like to gain whilst volunteering.

We ask that longer-term volunteers commit to a regular slot each week and commit to at least two term of volunteering.

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 Volunteers who will be working frequently or intensively

- The candidate expresses an interest in volunteering and completes an application form (Appendix 2)
- The applicant is contacted by a member of school staff for an informal discussion, to ensure their suitability for the role
- Enhanced DBS check undertaken
- Two references will be sought
- Induction - school policies and documentation explained and issued. The volunteer will be advised of the tasks and responsibilities they will be undertaking and of whom their supervisor will be
- Volunteer records will be kept in a central place within the school

Before starting, a volunteer should complete the Volunteer Agreement (Appendix 3), which sets out the school's expectations of its volunteers and to confirm they have received a copy of this agreement. The school will seek DBS clearance for a volunteer as part of the application process (this is not required where a volunteer is engaged in a 'one-off' activity, as they will be supervised by a member of school staff at all times).

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 (usually the class teacher) 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 pupils' understanding of a task, behaviour or 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 equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated supervisor/ Head teacher.

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 Handbook for Volunteers and asked to sign a Volunteer Agreement (Appendix 3)
- All of our regular volunteers must have been cleared by the Disclosure and Barring Service (DBS).
- 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. Such volunteers will be under the constant supervision of school staff

- All volunteers who will be working frequently or intensively in school will be given a formal safeguarding induction, which includes being given copies of our safeguarding policies.
- Any concerns a volunteer has about child protection issues, should be referred immediately to their designated supervisor, Designated Safeguarding Lead, Helen Carpenter, or Marie Colannino.

Complaints

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.

This policy was agreed in June 2018 and is subject to review every three years.

Signed: (On behalf of the governing body)

Signed: (Head teacher)

Date: 18/06/2018



WESTGATE PRIMARY SCHOOL VOLUNTEER JOB DESCRIPTION

Job Title	Volunteer Teaching Assistant
School	Westgate Primary School
Reports to	Head teacher Helen Carpenter
Supervised by	Class teacher (to be designated on successful application)
Hours	To be agreed on successful application
Job Purpose: Support the school to facilitate the active participation of children in academic and social activities.	
Principal Accountabilities: <ol style="list-style-type: none"> Support for children <ul style="list-style-type: none"> Under the direction of the teacher, carry out pre-determined tasks and / or perform general classroom duties. Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks. Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities. Support for the curriculum <ul style="list-style-type: none"> Under the direction of the teacher, support the school curriculum, including English and Maths activities, outdoor learning and learning at break times. Support for the teacher <ul style="list-style-type: none"> Provide information to help the class teacher plan appropriate work programmes. Help to prepare the learning environment for use. Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays. Ensure that information relating to children's safety is shared effectively and sensitively with the class teacher. Support for the school <ul style="list-style-type: none"> Commit to promoting and safeguarding the welfare of all children. Develop and maintain effective working relationships with staff. Contribute to the maintenance of a safe and healthy environment. Participate in training sessions or safety briefings relevant to your role in school. Maintain confidentiality and professional conduct both in and out of school. 	



Volunteer Teaching Assistant Person Specification

	Essential or Desirable
Demonstrate a commitment to safeguarding children and promoting their welfare.	E
A good standard of literacy and numeracy skills (minimum GCSE C or equivalent).	D
Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to the pupil's needs.	E
Willing to comply with all school policies, e.g. behaviour management, health and safety, equal opportunities.	E
Ability to work effectively and respectfully with colleagues.	E
Willingness and ability to maintain appropriate confidentiality on all school matters.	E
Willingness to approach all tasks enthusiastically, which could include break-time supervision, generating classroom resources and photocopying.	E

APPENDIX 2



WESTGATE PRIMARY SCHOOL VOLUNTEER APPLICATION FORM

First Name:		Surname:	
Date of Birth:			
Address:			
Postcode:			
Home telephone:		Mobile telephone:	
Email:			

Why are you applying for voluntary work at this school? Please mention any skills or experience that you would bring to the role, and explain what you want to achieve from volunteering.

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What activities/ areas of the school's work are you interested in helping with? (If you are a student, please include details of your course/placement requirements).

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If you have children in school please give details of their year groups/classes:

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Please indicate the days and times that you are available to work in school **regularly**:

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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? If so, please give details:

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References

Please provide two references. Please let your referees know that we will contact them.

Referee 1	
Name	
Address	
Telephone number	
Occupation	
Email Address	
Relationship to applicant (e.g. previous employer)	

Referee 2	
Name	
Address	
Telephone number	
Occupation	
Email Address	
Relationship to applicant (e.g. previous employer)	

Safeguarding Vulnerable Groups Act 2006

Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated?	Yes / No
If you have answered 'Yes' to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.	
I have attached details requested (If 'Yes' above)	Yes / No

Please note that it is a criminal offence for a person that has been barred from working with children and young people to work or volunteer in a school.

Declaration

I declare that the information given on this application form is true and correct

Signed:	
Date:	
Print name:	

Thank you for taking time to complete this Volunteer Application Form. Please hand it to the School Office. Your offer of help is greatly appreciated and we will be in touch as soon as possible.

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Westgate Primary 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, where appropriate, an enhanced Disclosure and Barring Service (DBS) check will be undertaken
- I have been made aware of whom my designated supervisor will be e.g. Class Teacher

At Westgate we actively encourage voluntary help in school, on school visits and outings. People helping may include parents, carers, family members, school leavers and other people interested in being involved with the life of the school.

The same expectations of conduct and dress which apply to staff at Westgate are extended to voluntary helpers.

We trust that the primary concern of all helpers is the care and safety of the children.

To help protect the children at Westgate, all helpers will:-

- report to the office on arriving and leaving school and wear a lanyard identifying them as a visitor to school;
- work at the direction of the class teacher, in the classroom or elsewhere;
- be asked to work in a class or with a group other than that of their own child;
- be asked to respect the school's policy on confidentiality;
- be provided with a copy of this document, volunteers and trainees handbook and the welcome booklet;
- be in receipt of a Disclosure and Barring Service (DBS) check if volunteering on a regular basis;
- been informed of any risk assessments relating to the activity they are assisting on and ensure they understand the risk factors and control measures detailed in the assessment, along with their responsibilities in relation to these.

CHILD PROTECTION

To protect themselves and the children, occasional helpers will never be asked to be and should never put themselves into a position where they are alone with a child.

Helen Carpenter and Marie Colannino are the designated teachers for Child Protection and any issues arising from voluntary help in school, either from staff or helpers, should be addressed to them or the Headteacher.

My designated supervisor will be

Signed Date.....

Print name.....