



VOLUNTEERS POLICY

Northgate Primary School

Introduction

At Northgate we are open and welcoming to all who would like to support the children in order to enhance their learning whilst at our school. As part of this we seek to encourage parents and other adults to help the school in a variety of ways.

These guidelines have been written to ensure that for all concerned – volunteers, teachers and children - the experience is positive and rewarding.

Vision and values

Our children are supported and challenged to become a caring, collaborative, and creative learners who can adapt to meet their future life goals with confidence and success. We aim to ensure that our children are respected as individuals and feel good about themselves so that they can achieve their very best within a safe, caring and supportive environment.

All adults who work in the 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. All school visitors must comply at all times with the School's policies and procedures. We will not tolerate any form of verbal, written or physical abuse or threatening behaviour towards staff, including comments on social media.

Safeguarding

Northgate Primary School are committed to the safeguarding of pupils, young people and everyone who works here. We expect volunteers to share this commitment and follow policies and procedures in relation to this.

Becoming a Volunteer

Anyone wishing to work as a volunteer who will be in school on a regular basis or a one-off occasion completing a work placement should request a **Volunteer Application Pack** from the school office. This should be completed and returned with the necessary paperwork and original identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check if required.

Volunteer Application Pack

The application pack should contain this policy, the leaflet for Volunteers, the Safeguarding Quick Reference and the Disqualification Declaration form.

Volunteers should also have access to the following policies which are all available from the school's website.

- Health and Safety Policy
- Child Protection Policy
- Safeguarding Guidance
- Equal Opportunity Statement
- Behaviour Policy
- Safeguarding for Helpers Powerpoint

As part of our commitment to safeguarding, the school will seek two references for volunteers who will be working with pupils unsupervised in school on a regular basis. Volunteers who are not already known to the school will be asked to attend an informal interview to ensure that the aims and intentions of the school and the volunteer are compatible. The Headteacher has the

authority not to accept the help of volunteers if he or she believes that it is not in the best interest of the children.

DBS checks

The SLT or line manager should assess the tasks that the volunteer will be required to perform, what supervision will be available and whether the volunteer will be undertaking 'regulated activity' with children, as defined by the Disclosure and Barring Service. An enhanced DBS check with barred list information will be needed for **unsupervised** volunteers who support pupils regularly, or provide personal care on a one-off basis, according to Keeping Children Safe in Education. These volunteers are considered to be in 'regulated activity'.

If a volunteer disagrees with the school's decision and refuses to undergo a DBS check, the school is within its rights to refuse the volunteer's help.

Where the volunteering is a placement linked to a course of study, the cost of the DBS (if required) will be met by the volunteer (or his/her college).

Supervised volunteers, eg parents doing guided reading in the classroom, parents who support the daily mile, are not in regulated activities, and therefore **do not** need a DBS. Supervision must take place on an ongoing basis, whether the worker has just started or has been doing the activity for some time. The school will undertake a risk assessment for supervised volunteers.

One-off volunteers who are **supervised** at all times i.e. assisting with a school walk, a fund raising event or a school visit will not require a DBS. 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 they are **unsupervised** on the trip, the adults will need a DBS check.

Association members do not need DBS checks as a matter of course. Whether a check is needed, and what level of check, will depend on the specific activities an individual is engaged in. A parent who comes to help at one or two school events would not need a DBS check, as the activity is not 'regular' and the presence of school staff at the event would mean it counts as 'supervised'.

School governors are covered by the same requirements as other volunteers with respect to DBS checks.

Maintaining records of volunteers

The receptionist maintains records of volunteers. Details of all volunteers selected for volunteering within the school should be recorded on the Volunteer Record spreadsheet. Details of volunteers in regular contact with children should also be entered onto the single record of pre-employment checks for inspection by Ofsted.

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 copy of the Northgate Safeguarding leaflet and the Leaflet for Volunteers. Please ask the office if you have not received one.
- Training in child protection procedures is provided on a regular basis. Volunteers are expected to make every effort to attend this important training. The PowerPoint can be found on the school website.
- Any concerns about pupils' welfare must be reported. Safeguarding issues must be reported to the DSP (Designated Senior Person) or Deputy DSP.
- Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the DSP, the Headteacher or Deputy DSP.

Security

All volunteers must sign in and out of the signing in screen in the entrance hall and wear a visitor badge for the duration of their volunteering session.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with and come into contact with should be voiced with the class teacher and **NOT** with the parents of the child or persons outside school. Social media cannot be used to communicate about your time in school as a volunteer. Comments regarding children's behaviour, welfare 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.

Supervision

In a classroom setting, all volunteers work under the supervision of the class teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. Volunteers should have clear guidance from the teacher as to how an activity is carried out and what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the teacher in the event of any query or problem regarding children's understanding of a task or behaviour.

Health & Safety

The school's Health and Safety Policy is available on the school website. Class teachers or the designated member of staff should ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment /accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or the designated member of staff in the first instance.

Complaints Procedure

Any complaints made about a volunteer will be referred directly to the Headteacher for investigation. Any complaints made by a volunteer will be referred to the Headteacher or Deputy Headteacher. The full Complaints Procedure is available from the school office.

The Headteacher 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
- Inform the volunteer that the school no longer wishes to use them if she believes it will not be in the best interests of the children.

Extra-curricular Clubs

In order to maximise opportunities for children, volunteers from the school community may lead extra-curricular clubs. Volunteers may lead these clubs independently as long as the required insurance is in place, and appropriate checks have been made. Volunteers who run an extra-curricular activity, should seek further advice / guidance with any problem regarding children's behaviour or there is a first aid issue.

Equality and Diversity

All adults are welcomed as potential volunteers at the school. Potential volunteers are treated fairly and with respect. As a community, we acknowledge that people from different backgrounds have different needs, and different ways in which they can support and enrich learning in the school.

Monitoring

The policy is reviewed regularly. The governing body monitor the Volunteers Policy as part of its policy review programme.

Application for a volunteer at Northgate



Name _____

Address

Telephone _____

Mobile _____

Email _____

If a parent of a child/ren in the school please give names and classes: _____

Which area/s of the school would you prefer to support? _____

Do you have any specific skills/strength/ qualifications that could be utilised? _____

I wish to work the following sessions

	am	pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Do you have a current DBS check?

Yes No

Is your application connected to a college course / qualification

Yes No

If yes, please complete the following:

Name of college:	
Address	Post code
Course details	
Qualification	Length of course

My work would be supervised by: _____ (if linked to a college qualification)

References (If applicable)

	Reference 1	Reference 2
Name		
Address		
Postcode		

Signed:

Date:

Northgate In-School Volunteer Agreement



Thank you for offering your services as a volunteer at Northgate School. Your offer of help is greatly appreciated and we hope that you and our pupils will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it to the school office.

- I have read and understood the School's Volunteer Policy, the Leaflet for Volunteers and the Safeguarding leaflet.
- I agree to adhere to Northgate's aims, policies and procedures at all times
- I will attend the school's child protection training for volunteers or read the Powerpoint on the school website, and I am aware who the school's DSP is.
- I agree to treat information I learn from being a volunteer in school as confidential.
- I am aware of the fire evacuation procedure.
- I am aware I am not allowed to take photographs of the children on my own devices
- I am aware I am not allowed use my mobile phone in school
- I am aware it is not permitted to post information about the volunteering at Northgate on social media.

Signed: _____

Name: _____

Date: _____

OFF-SITE VISITS VOLUNTEER AGREEMENT

Thank you for volunteering. School trips are an integral part of learning at school and you will have an important role to play in ensuring the success and safety of this trip. The class teacher has overall responsibility for the children at all times, but designates responsibility to voluntary helpers who may have charge of a small group. Please read and return this form. This is part of our school's risk assessment planning.

Role of the Volunteer Helper

- To be responsible for and look after, in equal measure, all of the children in your group
- To stay with your allocated group and ensure their well-being and safety for the duration of the trip
- To report any safeguarding concerns immediately to the teacher in charge
- To promote polite, respectful and courteous behaviour amongst the group and towards members of the public.
- To model appropriate behaviour and language
- To ensure that your group keeps up with the rest of the school visit party
- To contact your class teacher if there are issues with first aid, safety or behaviour
- To show a commitment to the group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and by helping to explain areas of interest.
- To follow guidance from school staff.

Not permitted

- Volunteers are not allowed to take photographs of the children on their own devices
- Please do not use your mobile phone and tracking apps should be switched off. Posting information about the trip on social media is not permitted. Please ask if you have an urgent call to make/ receive.
- Volunteers are not allowed to buy their group treats eg ice cream, sweets etc – before or after the school trips
- Please do not bring additional siblings on the school trip
- Volunteers are not allowed to smoke or drink alcohol.

Confidentiality is essential and therefore nothing that is seen or heard during the trip should be discussed or posted beyond the trip.

Emergencies

Please inform a member of school staff as soon as possible. If you are separated from the rest of the school party, please telephone one of the staff members or the school.

First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff. All other medicines and first aid box(es) will be carried by staff.

I understand and agree to the conditions outlined in this agreement. I understand if I break these conditions I may be asked to leave the trip or may not be asked to help on further excursions.

Name: _____ **Signed :** _____ **Date :** _____