



ST GILBERT OF SEMPRINGHAM C OF E PRIMARY
SCHOOL

January 2024

Volunteer Policy

Review Date: January 2026

Volunteering in School Policy

The school's volunteer policy is produced as part of the school's Safeguarding Policy.

Definition of a volunteer

The term 'volunteer' in this policy refers to any un-paid individuals who visit the school on a regular basis (i.e. to undertake regular reading with pupils), for a specific block of time (i.e. work experience) or for a 'one-off' event (i.e. for a school trip). These individuals are tasked with working directly with pupils under the supervision and direction of the Class Teacher to support the education and welfare of pupils.

This policy does not cover members of the school's PTFA as their time spent in school is in a fundraising capacity and they do not work directly with pupils to support their education.

Introduction

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

Our volunteers may include:

- Parents of pupils
- Ex-pupils
- Students on work experience
- Ex-members of staff
- Local Residents
- Friends of the school
- University students and College

The recruitment of new volunteers can take up to half a term and intake of new volunteers will be dependent on the candidate and available spaces within school. The smooth running of St Gilbert of Sempingham C of E Primary School and the safeguarding of its pupils will always be a priority. Senior Management maintains the right to refuse volunteers or terminate placements.

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

Our School Aims

All adults and 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 church school values and ethos and our educational purpose, as identified below.

School Vision

At St. Gilbert of Sempringham Church of England Primary School and Nursery we warmly welcome all.

As a welcoming church school, we strive to Sow Seeds and foster pride in all we do. Through an aspirational learning environment, we support our school family to Grow Together so that everyone feels value and motivated to achieve. We Reach High for success at St. Gilbert's and beyond.

School Values

Our strong commitment to Christian values permeates throughout all aspects of school life. Through an enriching curriculum we aim to sow the seeds for life-long learning, ensuring that all of our children have the opportunity to reach high and achieve their potential. Our aim is for our children to all develop and uphold our school values and to leave St Gilbert's; Kind, Proud, Creative, Thoughtful, Hardworking and with the sense of togetherness which binds our Christian community. Through this, the development of the whole child lies at the heart of our school.

Becoming a Volunteer

Anyone wishing to become a volunteer should be directed to the Headteacher or Assistant Headteacher. It is the school's decision whether to take on volunteers and this will depend on the time of year, the number of volunteers we already have in school and the potential impact on the children.

The following procedures will be followed:

1. Volunteers will be asked to speak to the Headteacher or Assistant Headteacher about what you would like to do and why.
2. A DBS check (including a Children's Barred List check) will be carried out for all regular volunteers (with the exception of work experience students & one-off volunteers)
3. An initial meeting will be arranged in order to assess the applicant's suitability to become a volunteer. Proving the applicant is deemed suitable at this stage, the Headteacher/Assistant Headteacher will:
 - go through the Volunteer Policy, the Volunteer Code of Conduct (appendix 1) and any other relevant policies including health and safety, safeguarding and behaviour, medical needs information

- ensure that relevant documentation including KCSiE, Safeguarding Booklet and Safeguarding school leaflet have been read, completed and understood
- ask the applicant to read and sign the Volunteer Agreement (appendix 2)
- familiarise the volunteer with the school building and introduce members of staff
- familiarise the volunteer with the school's code of conduct for volunteers
- ask the applicant to complete an Emergency Contact Form
- arrange when and where the volunteer will be based within school

The applicant will be offered a volunteer role within school providing all the above checks have been met satisfactorily. Volunteer records will be kept in a central place within the school office.

Child Protection and Safeguarding

At St Gilbert of Sempringham C of E Primary School, the health, safety and well-being of every child is our top priority. We expect all staff, governors and volunteers to share this commitment to safeguarding our pupils. A list of volunteers will be kept in the main office and their details will be kept on the school's Single Central Record.

To ensure the safety of our pupils, we adopt the following procedures:

- All of our frequent volunteers must have been cleared by the Disclosure and Barring Service (DBS)
- All volunteers will have an induction meeting with the Headteacher or Assistant Headteacher prior to their start date
- Volunteers agree to the Volunteer's Code of Conduct (Appendix 1) daily when they sign in at reception
- All volunteers are made aware of key policies including health and safety, child protection, safety safeguarding, the school's code of conduct, behaviour policy and medical needs information
- All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2)

All school staff are trained in Child Protection, and children are made aware of the adults they can talk to if they have any concerns. Staff are also trained to look out for signs of physical/emotional harm or neglect and are required to report these to the Designated Safeguarding Lead (DSL) – Mrs Sophie Foston, Headteacher.

If you have a concern about an individual who works at the school, please contact the Designated Safeguarding Lead, who will then contact the LADO (Local Authority Designated Officer).

On-line Safety

Volunteers, like staff are expected to follow the ICT Acceptable Use Policy which is available from the main office and published on the school's website.

Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in school during class time. Volunteers should not make or receive calls during time in contact with pupils. Staff and volunteers **must** only use school owned devices for capturing, recording and storing data or photos of children.

The school is aware and acknowledges that increasing numbers of adults and children are using social networking sites. The four with the widest use are Instagram, Facebook, Twitter and Snapchat. No pupil under 13 should be accessing social networking sites. This is the guidance from both Facebook and MSN. However, we realise that many of our pupils do have access to these platforms.

Unless there is an existing family/friend link to a pupil in school, no volunteer working at the school should have any contact with pupils via social media. If a pupil requests to make contact with a volunteer via a social media network, the school should be informed immediately. Where volunteers already have contact with pupils due to existing family/friend links, the volunteer should make the school aware of this at the point of induction.

Volunteers for school trips

School visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. The class teacher or staff member leading the visit will brief the volunteer regarding the risk assessment, daily schedule and any other important pieces of information. The visit lead, who will be a staff member, has ultimate responsibility for the pupils.

Work Experience and University Students

St Gilbert of Sempringham C of E Primary School on occasion have local Secondary, College or University students in school. We are happy to take students on placement if we have suitable capacity to support them. Correspondence from secondary schools, colleges and universities wanting students to be placed should be directed to the Headteacher or Assistant Headteacher.

Work experience students will be given guidance about suitable attire.

St Gilbert of Sempringham C of E Primary School retains the authority to refuse or terminate a placement to ensure the smooth of the school and the safety and well-being of its staff and pupils.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with or come into contact with should be voiced with the designated supervisor – usually the Class Teacher- and NOT with the parents of the child. If these concerns are of a Safeguarding nature, the volunteer should report these immediately to the Designated Safeguarding Lead (DSL) **Mrs Sophie Foston** or the Deputy DSL's **Mrs Sarah Gray** or **Mrs Sarah Ogden**.

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 must 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 Class Teacher as to how an activity is carried out and what the expected outcome of an activity is. In the event of any query or problem regarding the pupils' understanding of a task, their behaviour or their welfare, volunteers must seek further advice and guidance from their Class Teacher or a member of the Senior Leadership Team.

Health and Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school. At the point of induction, the Headteacher or Assistant Headteacher 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 DT equipment/accompanying pupils on visits). Volunteers are required to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher or the School Office.

First Aid

The school's main First Aid facilities are located next to the Headteacher's office. Volunteers will be made aware of procedures for when a child requires medical attention, but it is the responsibility of school staff to deal with this. Class Teachers will use their professional judgement as to whether it is necessary to inform volunteers of pupils with medical conditions.

Behaviour Management

The school has a Behaviour Policy, a full copy of which can be obtained via the school office or on the school website. Good behaviour is rewarded in a range of ways this can be discussed with the Class Teacher if necessary.

Complaints Procedure

Any complaints made about a volunteer the person concerned must follow the school's complaints policy or whistleblowing policy, which can be found on the staff notice board and on the school website.

APPENDIX 1

Volunteer Code of Conduct

All visitors and school volunteers must;

1. Use appropriate language and behaviour with children.
2. Sign in and out of the premises and wear a visitors badge at all times.
3. Report any breakages or accidents.
4. Discuss with the DSL if they feel any way uncomfortable about the behaviour of a child.
5. Refrain from using a mobile phone when working with children.
6. Refrain from photography and filming within school unless permission is granted from the Headteacher or Assistant Headteacher.
7. Inform the school immediately and not respond if a child attempts to make contact with them through a social networking site. The volunteer should also screen print the page if possible.
8. Be aware that St Gilbert of Sempringham C of E Primary School has Whistleblowing, Child Protection, Safeguarding and E-Safety Policies - these are available on the school website or at the school office.
9. Wear clothing that is appropriate and respectful of pupils, staff and the working environment and community.
10. Inform the school if they are unable to volunteer on an agreed day. In signing in on the iPad agreeing to the above code of conduct.

APPENDIX 2

Volunteer Agreement

Thank you for offering your services as a volunteer at St Gilbert of Sempringham C of E 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 return it to the School Office.

- I understand that St Gilbert of Sempringham C of E Primary School is entirely committed to safeguarding and promoting the welfare of children and young people and expects all those working and volunteering on the school site to share this commitment.
- I have been made aware of the key principles of the school's Child Protection policy, including, the procedure for reporting concerns and the boundaries and behaviours that are acceptable and appropriate within the school context, and those which are not. I have read Keeping Children Safe in Education (2023 Part 1): information for all school and college staff
- I understand that adults are in a position of trust when working with young people and that appropriate boundaries must be maintained at all times. This means that language, demeanour, and content of conversations, whether in person/face-to-face or via electronic must all be professional and relevant.
- I have undertaken an induction to the role of volunteer with the Headteacher/Assistant Headteacher.
- I have read and understood the school's Volunteer Policy.
- I agree to support the school's Aims and Values.
- I will follow the Volunteers' Code of Conduct (appendix 1).
- I agree to treat information obtained from being a volunteer in school as strictly confidential.
- I have been given clear direction as to the location, frequency, and nature of the volunteering I will be undertaking.
- I understand that the school has the right to terminate the work of a volunteer at any time if it is deemed to be in the best interests of the school's pupils or staff.

Signed: _____

Name: _____

Date: _____

Induction completed by: _____ Date: _____

Start date: _____