

VOLUNTEER POLICY
ANSTEY FIRST SCHOOL

Policy Review

This policy will be reviewed in full by the Governing Body on a regular basis.

The policy was last reviewed on behalf of the Governing Body on 01/08/2023 It is due for review on 01/08/2025.

The review was completed by: Lynne Vinton

Signature Head Teacher Date

Signature Chair of Governors Date

ANSTEY FIRST SCHOOL

Volunteer Policy

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Introduction

Our school benefits from developing well planned, active parental and community links. Participation by adults in the activities of the school on a voluntary basis helps to achieve this. Anstey First School believes that volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all pupils. Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children.

Aim

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

Categories of Volunteers

Volunteers could include any of the following (this list is not exhaustive):

- Members of the Governing Body
- Parents, carers, guardians, elder siblings or Grandparents of Pupils
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Local residents
- Staff family members

Types of Activities

Activities volunteers may be engaged in could include any of the following (this list is not exhaustive):

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks
- Running or assisting with an after school club
- Fund raising activities such as helping at the Summer Fair
- Interviewing children on a governor visit

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 original identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check if required. 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).

The Headteacher or Business Manager will interview the potential volunteer and an appropriate placement will be agreed. This will be in a class which has no family connection to the applicant. A regular day and time will be agreed and the applicant will be expected to sign all relevant documentation (appendix to this policy).

An entry will be made on the school's safeguarding **Single Central Record** and a file maintained with the confidential details of the volunteer which will be retained by school for 7 years after the volunteer resigns from their volunteering responsibilities.

The exceptions to this are:

Work Experience Students or University Placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at Anstey First School. The student will be expected to sign a confidentiality agreement and will not be placed in a class with any family connection.

One-off volunteers 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 there is any doubt as to the level of checks required, a decision should be sought from the Headteacher.

Information on the Role of a Volunteer

All volunteers should have access to this policy. Volunteers should also have access to the following policies which are all available from the school's website www.anstey.herts.sch.uk

Health and Safety Policy

Confidentiality Policy

Data Protection Policy

Safeguarding & Child Protection Policies

Inclusion Policy

Behaviour Policy

ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)

Volunteers are also given a quick reference guide of Safeguarding advice.

School Values

All adults who work in school are expected to work and behave in such a way as to promote our school ethos:

“Be The Best You Can Be through Respect, Resilience and Responsibility”

Volunteers' Expectations from School

Volunteers in school should expect to:

be recognised for their valuable contribution to the learning experience for the children they support

be assigned worthwhile tasks

have access to any school policies or procedures that are relevant to their role

have access any training that is necessary for the success of their activities

School's Expectations from Volunteers

School expects all volunteers to:

Adhere to the name protocol for staff.

Adhere to the school's Health & Safety Policy, Safeguarding Policy, Data Protection Policy, Confidentiality Policy and ICT Acceptable Use (where appropriate).

Work under the supervision and direction of staff.

Be role models for the children they work with.

Wear appropriate, smart but casual dress (no jeans).

Refer any behavioural or safeguarding concerns to the class teacher and not to attempt to deal with any such issues themselves.

Ideally, commit to a regular window of time to allow teachers to plan activities to include the volunteer.

Advise school as soon as possible when it is not possible to attend.

Be familiar with school evacuation procedure and follow staff instruction.

Security

All volunteers must sign in and out of the visitors' book and wear a visitor badge for the duration of their volunteering session.

Complaints Procedure

Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher (or a delegated staff member) for investigation.

The Headteacher (or delegated staff member in her absence) reserves the right to take the following action:

To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated.

Offer an alternative placement or activity for a volunteer.

Inform the volunteer that the placement has been withdrawn.

Anstey First School Volunteer Agreement

The staff of Anstey First School are very pleased to welcome voluntary helpers who are keen to work alongside them in school. We believe it is of great value to the children and to the whole school community. It is important that the relevant roles are fully understood from the outset in order to avoid any blurring of roles or ambiguity and for the relationship to be of greatest value to all.

We hope you will understand and appreciate why such a contract is necessary and can agree to the following statements. If you do need to discuss any point before signing the contract, please speak to the Business Manager or to the Head Teacher.

- I wish to help on a voluntary basis at Anstey First School.
- I have read and understand the guidelines set out in the Volunteer Policy document.
- I am happy to work to the direction of a member of staff, and will seek clarification and assistance with any work, which I do not fully understand.
- I agree to treat any information that I see or hear as confidential. If I have cause for concern arising from something I hear or from something I see, I will speak to the member of staff with whom I am working or to the Business Manager or the Head Teacher as appropriate.
- I fully understand that I must respect the privacy of the children, staff and parents in school and will not discuss any child, member of staff or parent with anyone outside of school.
- I understand that if necessary I will need to undergo a DBS check.

Signed:

Full name (printed):

Date:

Date of Birth:

Phone:

Address:

What skills / areas would you like to help with in school?

Are there any particular age groups / classes you would like to work with?

Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? *(please give details)*

Thank you for agreeing to the above and we look forward to you working with us in school.