

vision: **'Let your light shine'** based on Matthew 5.16

## **Egglescliffe C.E. Primary School**



## **Guidelines & Procedures Adult Volunteers Policy**

Reviewed:

October 2021

To be reviewed by:

October 2022

## **EGGLESCLIFFE C.E PRIMARY SCHOOL**

### **MISSION STATEMENT**

Eggescliffe is a school founded in the Christian faith, which embodies Christian values in its daily life by promoting, encouraging and celebrating the abilities of all within the school community.

We:

- Welcome all children;
- Are distinguished by the way we promote attitudes of mutual respect, care and responsibility to all within the school community;
- Attach high priority to strong links between school, home, and parish with active participation of parents, local clergy and governors;
- Promote understanding of the Christian faith, particularly through the quality of Religious Education and Collective Worship together with a respect for world faiths
- Nurture a love of learning, enhance the potential of all within the school family, and encourage a positive contribution to society and the environment.
- And we aim to SPARKLE!

## **VOLUNTEER WORKING IN SCHOOL**

**The school's volunteer policy is part of the school's safeguarding systems.**

### **Introduction**

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

Our volunteers may include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Ex-members of staff
- Local residents
- Friends of the school

We encourage volunteers to work assist in a range of tasks, but advise that relatives of children in school should work in a class other than that of their family. In the past we have found that children can sometimes change their behaviours towards learning if a familiar adult is present. This advice may be waived for support on educational visits.

### **Types of Activity**

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

- Hearing pupils read (with appropriate training and support)
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Cooking with the children
- Undertaking art work
- Gardening
- Leading worship
- Accompanying school visits

All activity should be planned with the class teacher as part of the curriculum programme for the children, and appropriate guidance should be given.

### **Safeguarding**

Stockton Borough Council and Egglecliffe CE Primary School are committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment. Therefore all school policies pertaining to child protection must be adhered to by volunteers in school, including the following:

- Child Protection Policy
- Intimate Care Policy
- Confidential Reporting (Whistle Blowing)
- Administration of Medicines
- Missing Child Policy
- SEND guidance
- Gifts/ Hospitality Policy
- E-safety and

There is an expectation that volunteers will be supervised at all times by another member of staff in order to safeguard them and the school, unless an enhanced DBS check has been undertaken.

### **Becoming a Volunteer**

If there is a specific activity which is dependent upon volunteers such as an educational visit, teachers will advertise this need in a class newsletter, when informing parents about the trip.

Anyone wishing to become a volunteer on a regular basis, should approach the Headteacher, Senior member of Staff or Class Teacher directly.

Volunteers should complete the *Volunteer Application Form* (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

### **Process for recruiting Volunteer who will be working frequently or intensively**

*Activity which is described as 'frequent' or 'intensive' is defined 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).*

- A) Identify the need and role
- B) Attract candidates by means of a local advert/school communications system
- C) The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
- D) Enhanced DBS check undertaken
- E) The volunteer will be made aware of the role and responsibilities they will be undertaking
- F) 2 References will be sought where the volunteer arrangement will continue on a frequent basis.
- G) Induction to school and corporate policies and documentation explained and issued. These to include Health and Safety, Behaviour Management Policies, Code of Conduct and Whistleblowing Policy
- H) Volunteer records to be kept in a central place within the school

Before starting to help in a school, a volunteer should complete the *Volunteer Agreement* (Appendix 2), which sets out the school's expectations of its volunteer and to confirm they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer **before** they come into school if the volunteer is to undertake regulated activity (see Appendix 4.)

### **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, as identified in the Mission Statement.

Our educational purpose is:

- To teach the national curriculum in a manner which excites the interest and commitment of the pupils and meets their present and future needs
- To develop attitudes, skills and knowledge which will be relevant to our learners as they prepare to meet the expectations of a changing society. We regard personal development as a lifelong learning process
- To value all pupils equally whatever their stage of development and offer experiences which give them the maximum opportunities for success
- To afford all pupils equality of opportunity and to ensure that they are not discriminated against on the grounds of class, colour, gender, religion or disability
- To provide a partnership between schools, parents and the wider community to enhance the quality of teaching and learning at the school

### **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 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.

**Safeguarding concerns should always be raised with the Designated Lead Person- namely the Head Teacher, Mrs Robertson, or Mrs Gates, Mrs McCarthy or Miss Robinson.**

### **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 the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

### **Internet Use Code of Conduct**

This code exists to safeguard and promote the proper use of the School's internet and email facilities. Volunteers are responsible for using these facilities in an efficient, effective, ethical and lawful manner. Use of the internet and emails may be monitored at any time for legitimate business reasons. Volunteers are expected to abide by the school Acceptable User Policy, the Social Networking Policy and the E-Safety policy.

### **Absence**

Volunteers are expected to telephone and inform school of any absence, prior to their start time, so appropriate arrangements can be made if any cover is required.

### **Working Hours**

The hours of volunteer work will be discussed and mutually agreed between the volunteer and the Headteacher. The volunteer must be committed and adhere to the voluntary placement and allocated working hours.

Please remember to sign in and out. Upon signing in, the administrator will issue a volunteer's badge which should be worn at all times whilst on the school site. Fire evacuation procedures can be found in the induction pack and a map indicating the safe route of exit in the event of a fire alarm can be found in each classroom; please make yourself familiar with these.

- No smoking allowed anywhere on the school site
- Mobile phones must be switched off in the learning areas, but may be used in the staffroom and school lobby area.
- Do not under any circumstances take photographs in school unless agreed with the Head Teacher.

### **Volunteer Code of Conduct**

As Eggescliffe CE Primary School volunteers, everyone is expected to conform to high standards of behaviour and conduct whilst carrying out their duties.

Eggescliffe CE Primary School expects that volunteers will:

- Respect other volunteers, students, staff and children and make them feel welcomed and valued.
- Be sensitive towards others
- Be approachable and pleasant
- Dress and behave in a manner which promotes healthy and safe working practices.
- Maintain the confidentiality of personal information at all times.

All volunteers should be aware how their behaviour can affect both colleagues and children.

Everyone has the responsibility to avoid becoming involved in situations that could bring the school into disrepute.

## **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 D T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Headteacher. Volunteers are covered by SBC's Health & Safety Statement and indemnity and Public Liability Insurance.

## **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 Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2)
- All of our volunteers must have been cleared by the Disclosure Barring Service (DBS). An enhanced DBS Disclosure will be issued to the individual to present to the designated member of staff in school.
- 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. However, such volunteers, who will be under the constant supervision of school staff, must read and sign our *Off-Site Visit Agreement* (Appendix 3).
- Any concerns a volunteer has, about child protection issues, should be referred to the designated supervisor or Head Teacher.
- Please refer to the volunteer risk assessment Appendix 5. Any risk assessment drawn up for either on-site or offsite activities will include volunteer helpers when applicable.

## **Complaints Procedure**

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

**Monitoring and Review**

This policy has been approved by the Governing Body and will be regularly reviewed and updated.

**APPENDIX 1**



**EGGLESCLIFFE CE PRIMARY SCHOOL**

**VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER**

Name of Volunteer: First Name.....

Surname.....

Date of Birth:.....

Address: .....

.....

Phone: Home..... Mobile .....

What activities/ areas of the school's work would you like to help with?

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 or adjustments we need to make to allow you to work as a Volunteer in School? (please give details)

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



## APPENDIX 2

### EGGLESCLIFFE CE PRIMARY SCHOOL

#### VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at 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 an enhanced Disbarring Service check will be undertaken

If you already have a DBS Certificate, please hand it to the school, the number will be recorded and checks made with the issuing body. A new enhanced DBS check must be undertaken.

I agree to providing two referees

I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Teacher, Head of Department

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## APPENDIX 3

### EGGLESCLIFFE CE PRIMARY SCHOOL

#### Off-Site Visits Volunteer Agreement

School trips are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school trip.

Please read and return this appendix, and sign and return the helper's slip.  
This is part of our school's risk assessment planning and safeguarding arrangements.

#### Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip
- To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour

#### Working alongside school staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest
- Follow guidance from the school staff

#### What is not permitted

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties
- Volunteer helpers are not permitted to take photographs of pupils
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets – before, during or after the school trip

## **First Aid**

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 unless you are the Parent/ Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid box(es) will be carried by staff.

## **Emergencies**

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

I have read the Volunteer Policy

I agree to the terms and conditions as stated in the policy

I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.

I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 4

**Taken from: Keeping children safe in education: Statutory guidance for schools and colleges DFE April 2014**

### **Annex D: Statutory guidance – regulated activity (children)**

This statutory guidance on the supervision of activity with children which is regulated activity when unsupervised is also published separately on [GOV.UK](http://GOV.UK).

1. This document fulfils the duty in legislation<sup>ii</sup> that the Secretary of State must publish statutory guidance on supervision of activity by workers with children, which when unsupervised is regulated activity. This guidance applies in England, Wales and Northern Ireland. It covers settings including but not limited to schools, childcare establishments, colleges, youth groups and sports clubs.
2. For too long child protection policy has been developed in haste and in response to individual tragedies, with the well-intentioned though misguided belief that every risk could be mitigated and every loophole closed. The pressure has been to prescribe and legislate more. This has led to public confusion, a fearful workforce and a dysfunctional culture of mistrust between children and adults. This Government is taking a different approach.
3. We start with a presumption of trust and confidence in those who work with children, and the good sense and judgment of their managers. This guidance applies when an organisation decides to supervise with the aim that the supervised work will not be regulated activity (when it would be, if not so supervised). In such a case, the law makes three main points:
  - there must be supervision by a person who is in regulated activity<sup>iii</sup>;
  - the supervision must be regular and day to day; and
  - the supervision must be “reasonable in all the circumstances to ensure the protection of children”.

The organisation must have regard to this guidance. That gives local managers the flexibility to determine what is reasonable for their circumstances. While the precise nature and level of supervision will vary from case to case, guidance on the main legal points above is as follows.

4. Supervision by a person in regulated activity/regular and day to day: supervisors must be in regulated activity themselves<sup>iv</sup>. The duty that supervision must take place “on a regular basis” means that supervision must not, for example, be concentrated during the first few weeks of an activity and then tail off thereafter, becoming the exception not the rule. It must take place on an ongoing basis, whether the worker has just started or has been doing the activity for some time.
5. Reasonable in the circumstances: within the statutory duty, the level of supervision may differ, depending on all the circumstances of a case. Organisations should consider the following factors in deciding the specific level of supervision the organisation will require in an individual case:
  - ages of the children, including whether their ages differ widely;
  - number of children that the individual is working with;
  - whether or not other workers are helping to look after the children;
  - the nature of the individual's work (or, in a specified place such as a school, the individual's opportunity for contact with children);
  - how vulnerable the children are (the more they are, the more an organisation might opt for workers to be in regulated activity);
  - how many workers would be supervised by each supervising worker.

6. In law, an organisation will have no entitlement to do a barred list check on a worker who, because they are supervised, is not in regulated activity.

## **EXAMPLES**

### **Volunteer, in a specified place**

Mr Jones, a new volunteer, helps children with reading at a local school for two mornings a week. Mr Jones is generally based in the classroom, in sight of the teacher. Sometimes Mr Jones takes some of the children to a separate room to listen to them reading, where Mr Jones is supervised by a paid classroom assistant, who is in that room most of the time. The teacher and classroom assistant are in regulated activity. The head teacher decides whether their supervision is such that Mr Jones is not in regulated activity.

### **Volunteer, not in a specified place**

Mr Wood, a new entrant volunteer, assists with the coaching of children at his local cricket club. The children are divided into small groups, with assistant coaches such as Mr Wood assigned to each group. The head coach oversees the coaching, spends time with each of the groups, and has sight of all the groups (and the assistant coaches) for most of the time. The head coach is in regulated activity. The club managers decide whether the coach's supervision is such that Mr Wood is not in regulated activity.

### **Employee, not in a specified place**

Mrs Shah starts as a paid activity assistant at a youth club. She helps to instruct a group of children, and is supervised by the youth club leader who is in regulated activity. The youth club managers decide whether the leader's supervision is such that Mrs Shah is not in regulated activity.

In each example, the organisation uses the following steps when deciding whether a new worker will be supervised to such a level that the new worker is not in regulated activity:

- consider whether the worker is doing work that, if unsupervised, would be regulated activity. If the worker is not, the remaining steps are unnecessary;
- consider whether the worker will be supervised by a person in regulated activity, and whether the supervision will be regular and day to day, bearing in mind paragraph 4 of this guidance;
- consider whether the supervision will be reasonable in all the circumstances to ensure the protection of children, bearing in mind the factors set out in paragraph 5 of this guidance above; and if it is a specified place such as a school:
- consider whether the supervised worker is a volunteer<sup>v</sup>.

i Safeguarding Vulnerable Groups Act 2006, amended by Protection of Freedoms Act 2012: Schedule 4, paragraph 5A: guidance must be "*for the purpose of assisting*" organisations "*in deciding whether supervision is of such a kind that*" the supervisee is not in regulated activity. ii Safeguarding Vulnerable Groups (Northern Ireland) Order 2007, Schedule 2, paragraph 5A, is as above on guidance on "supervision" for Northern Ireland. iii If the work is in a specified place such as a school, paid workers remain in regulated activity even if supervised. iv From 2013-14, the Government plans to commence a statutory duty on an organisation arranging regulated activity (under the 2006 Act or 2007 Order, both as amended) to check that a person entering regulated activity is not barred from regulated activity; and plans to commence a stand-alone barring check service by the new Disclosure and Barring Service. v A volunteer is: in England and Wales, a person who performs an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives; in Northern Ireland, a person engaged, or to be engaged, in an activity for a non-profit organisation or person which involves spending time unpaid (except for travel and other approved out-of-pocket expenses) doing something which amounts to a benefit to some third party other than, or in addition to, a close relative.

## Risk Assessment- Volunteers in School

Egglescliffe welcomes volunteers and is grateful for the work they undertake in school: The purpose of this risk assessment is to ensure that both volunteers and the school are safeguarded.

School / Centre

**Egglescliffe CE Primary**

Date **14.11.2016**

Author **Mary Cook**

1. Hazard List the hazards which could cause harm	2. Risk List who may be harmed and how?	3. Controlling the risk List the existing precautions and whether any more should be done to reduce the level of risk	4. Recording your findings List what actions you have taken to further reduce the risk	5. Review and revise Is any further action required before, during and after the visit
Inappropriate adults being in school	<ul style="list-style-type: none"> <li>• Children/ staff/ reputation</li> </ul>	<ul style="list-style-type: none"> <li>• CRB/ DBS checking for all regular volunteers and List 99 checking</li> </ul>	Inclusion on the school Single Central Register.	
Appropriate Dress	<ul style="list-style-type: none"> <li>• Injury</li> <li>• Discomfort</li> <li>• Immodesty</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteers are to be in appropriate attire for working in school and setting an example for children- modestly dressed with appropriate footwear and jewellery.</li> <li>• Football shirts are not allowed or other shirts with prominent logos.</li> <li>• All jeans, especially low rise jeans, dresses/ skirts with very short hemlines and revealing tops are not permissible.</li> <li>• Unseemly tight leggings are also not permitted</li> </ul>	Volunteers informed of this policy.	
Safeguarding  Intoxication  Photographs	<ul style="list-style-type: none"> <li>• Child and staff protection</li> </ul>	<ul style="list-style-type: none"> <li>• School policies including Whistle Blowing, E-Safety and Safeguarding Policy apply to volunteers</li> <li>• Volunteers will not be intoxicated when in school with alcohol or other drugs, nor will they bring them on site</li> <li>• Volunteers will not run activities solely on their own- to safeguard themselves and children.</li> <li>• Volunteers will not give gifts to children without the express permission of the Headteacher.</li> </ul>	Staff and volunteers reminded of the schools policies and informed of the Designated Child Protection Officer- the Headteacher.	<i>No further comments</i>

<p>Inappropriate contact-talking, touching</p> <p>Grooming</p>		<ul style="list-style-type: none"> <li>• Use of personal mobiles is prohibited while in the presence of children.</li> <li>• The taking of photographic images by volunteers is prohibited.</li> <li>• Photographs will not be taken in areas where children are getting changed by staff or volunteers.</li> <li>• Volunteers will not exchange contact details such as email addresses or phone numbers with children.</li> <li>• Volunteers must ensure that they are not left in a room alone with children- the class door must be kept open and another adult be sought/ working nearby.</li> <li>• Volunteers <b>must</b> inform the designated child protection officer, Mary Cook or Jill Weston, of any concerns they have about members of staff or children.</li> </ul>		
<p>Being registered in case of emergency</p>	<ul style="list-style-type: none"> <li>• Being in building during an emergency</li> <li>• Falling ill whilst in the building</li> </ul>	<ul style="list-style-type: none"> <li>• All volunteers must sign in and sign out of the premises.</li> <li>• Volunteers working in school, must furnish the office with emergency contact details should they have an accident or become ill during their time at school.</li> </ul>	<ul style="list-style-type: none"> <li>• Lesley Millward to ask volunteers for ICE contacts.</li> </ul>	
<p>Confidentiality</p>	<ul style="list-style-type: none"> <li>• Disclosing sensitive/ confidential information</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteers must not talk, write about or communicate any information about the school, staff or children, without the express permission of the headteacher. This would include talking about named children even to the child's parents/ relatives. Any queries must be referred back to the school.</li> </ul>		
<p>False promises</p>	<ul style="list-style-type: none"> <li>• Initiatives/ guarantees given to children of activities/ events that cannot take place</li> </ul>	<ul style="list-style-type: none"> <li>• If planning and event or activity that involves a commitment by the children and the school, volunteers must have the permission of the headteacher to share the details with the children and parents.</li> </ul>		