

# Highwood Primary School



*Promoting Resilience - Achieving Potential*

## Volunteer Helper Policy

**Prepared: September 2024**

**Next review due by: September 2026**

## **Introduction**

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

Our volunteers include:

- Parents 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 support and assist with include:

- Hearing children read.
- Making story sacks.
- Working with small groups of children in different subject areas.
- Working alongside individual children.
- Undertaking music, arts, design & craft and drama activities with children.
- Working in our school library.
- Working with children on gardening or school grounds projects.
- Assisting with after-school clubs.
- Working with children on the computers.
- Accompanying school visits.

## **Safeguarding**

Highwood Primary School is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to show that commitment.

## **Becoming a volunteer**

Anyone wishing to become a volunteer, either for a one-off event such as a school visit or on a more regular basis, e.g., hearing pupils read, usually approach the Headteacher, Senior Management or a member of staff.

## **Definition of regulated activity**

All those (whether paid or voluntary) who engage in any activity on a frequent or intensive basis that occurs in an educational institution which is exclusively or mainly for the provision of full-time education to children. This means that all who work on a regular basis within a school's premises must comply with all statutory requirements regarding recruitment and ID checks.

## **Process for a volunteer who will be working frequently or intensively.**

- The prospective volunteer attends the school for an informal discussion to ensure the applicant is suitable for the role.
- Applicable statutory recruitment checks such as Enhanced DBS/Barred list/ID/references, etc will be undertaken.
- The volunteer will be made aware of the role and responsibilities they will be undertaking.
- If appropriate two references should be sought where the volunteer arrangement will continue on a regular basis.
- Volunteer records to be kept in a secure, central place within the HR department.
- Induction: School policies and documentation explained and issued. These will include:
  1. The school's Child Protection Policy.
  2. Online Acceptable user agreement for volunteers
  3. The Staff Code of Conduct including the whistleblowing procedures.
  4. The identity of the Designated Safeguarding Leads (DSLs).
  5. The Health & Safety Policy
  6. The Behaviour Policy

Before starting to help at Highwood Primary School, a volunteer should complete the Volunteer Agreement (Appendix) which sets out the school's expectations of its volunteer and confirm they have received a copy of this agreement.

The school will seek Enhanced DBS clearance and references for a volunteer before they are left un/supervised with any pupils. This is not required where a volunteer is engaged in a one-off activity as the volunteer will be always accompanied by a member of staff.

## **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.

## **Confidentiality**

Volunteers in the 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 DSL and NOT with the parents/carers of the child.

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 be given 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 pupils' understanding of a task, behaviour or their 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 and is displayed on the school website. An appropriate member of staff will ensure that volunteers are clear about the emergency procedures (e.g., Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g., accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated supervisor/Headteacher.

## **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).
- All of our volunteers must have been cleared by the Disclosure & 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, a Barred List check will be required.
- Any concerns a volunteer has about child protection issues should be referred to the Designated Senior Leads (DSLs) or Designated Senior Person (DSP) or the Headteacher.

## **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 on 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.

## **Monitoring and Review**

This policy will be regularly reviewed and updated.



**Highwood Primary School**

**Volunteer Policy Agreement**

As a volunteer helper, I agree to adhere to the following procedures and expectations when helping at school with reading, class activities, preparing resources, when accompanying pupils on an outing and at all times when I have direct contact with pupils and staff.

- I will dress appropriately.
- I will collect a visitor's badge upon arrival and sign the visitor book when entering and leaving the premises.
- I respect the need for confidentiality when working with pupils. I agree not to discuss or disclose any information about pupils' levels or their needs and behaviour with anyone other than the class teacher or the Headteacher in or out of school.
- I understand that this confidentiality agreement also applies to my working with staff and our behaviour towards each other. I also agree to respect staff's privacy as I expect the school to respect mine.
- I will be a role model at all times, following the school's expectations as set out in the Behaviour Policy.
- I fully understand that if at any time I am in breach of this agreement I will not be permitted to continue as a volunteer helper in the school.
- I agree to an Enhanced DBS/Barred List check and other statutory applicable safeguarding checks on request.

**Personal details**

Postal address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Contact details in case of an emergency whilst volunteering:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**Name(s) of any child(ren) relatives you have at Highwood:**

\_\_\_\_\_  
\_\_\_\_\_

Signed..... Date.....

Print Name .....