



*Together we succeed; Today we achieve.*

# New Marske Primary School

## Volunteer Policy

**Approved:**

**Review:** Autumn 2017

## **1. BACKGROUND**

Volunteers offer valuable support and enhance service provision by filling a wide variety of roles, which may involve working with teachers, children/students etc.

Legislative requirements impact on the use of volunteers who work with children and particularly in relation to their suitability for this type of work. Disclosure and Barring Service checks (DBS) may therefore be required for these roles. Volunteers are also required to evidence their entitlement to live and work in the UK in the same way as paid workers.

## **2 SCOPE OF GUIDELINES**

These guidelines have been developed to cover voluntary workers undertaking duties on behalf of, and in support of, the activities of New Marske Primary School. These guidelines set the minimum standards expected.

## **3 USE OF VOLUNTEERS**

Volunteers make a valuable contribution when supporting contracted staff in providing services to the school. There are a variety of capacities within which volunteers can be of service, but they cannot replace a member of staff, or to cover a vacant post.

In return for their services, a volunteer will receive a sense of identity/fulfilment, social contact, and involvement within the school, together with an opportunity for personal development or continuing professional practice. Voluntary work cannot offer paid employment, or the promise of a permanent position, security or remuneration (other than some expenses, where agreed by the Head Teacher).

If the volunteer is a relative of a pupil or staff member of the school, they can still work in that area, but will not be asked to carry out any work that impinges upon their relationship. The school accept the service of all volunteers with the understanding that such service is at their sole discretion. Volunteers must therefore be advised that at any time, for whatever reason, the school can decide to terminate the relationship.

If a volunteer wishes to end their relationship with New Marske Primary School, they should inform the relevant Head Teacher/SLT member as soon as possible. Any volunteer, who has a conflict of interest with any activity or programme, whether personal, or financial, must declare this to the Head Teacher.

## **RECRUITMENT OF VOLUNTEERS**

The Head Teacher must comply with the school's equal opportunities policy.

Opportunities to undertake a placement should be available to all however there may occasions where this may not be possible or appropriate due to the nature of the work, or where there is a conflict of interest.

The Head Teacher, or member of the Senior Leadership Team, should undertake a form of selection to ensure a person is suitable for the role. The process will be less formal than that used for paid employment; however it is still important that Head Teacher/SLT member conduct a form of vetting and assessment of skills and suitability. The process should include:

- Volunteer expresses an interest in working for the New Marske Primary School. Head Teacher/SLT member explains the nature of the assignment and the commitment to safeguarding children, young people and
- Volunteer completes an application form so that the school have their contact details and education/work history
- Head Teacher/SLT member conducts an informal face to face interview
- Head Teacher/SLT member conducts pre-employment checks including references (see below).

### **5 INTERVIEWING VOLUNTEERS**

Interviews should be less formal than for paid staff, however it is important that Head Teacher/SLT members check that the person is able to undertake the role and understands what will be expected of them. The face to face interview is an important part of a Head Teacher/SLT members risk assessment process. Head Teacher/SLT members should make every effort to place a person in a role that would be suitable and safe for them, and safe for anyone else coming into contact with them (such as other volunteers, pupils/students, paid colleagues, and members of the public).

The Head Teacher/SLT member should also probe into the motivation to undertake their chosen work, especially if they have no previous experience. The interview should also promote the role and explain how the individual is likely to benefit from working in New Marske Primary School and the positive input they can make.

There may be occasions where the Head Teacher/SLT member decides that the particular role is unsuitable for the volunteer. This situation may arise if the support that the volunteer is too great and not feasible within the School, or the Head Teacher/SLT member may decide to offer a trial period to assess suitability.

### **6 PRE-EMPLOYMENT CHECKS**

Head Teacher/SLT member should take up two references for all volunteers working with New Marske Primary School on a regular or frequent basis. Volunteers working with children or will need to provide references for five years.

DBS checks will be required for some placements. The Head Teacher/SLT member should explain the reasons for the check and reassure the volunteer that such checks are a standard procedure when working regularly with vulnerable people. The Head Teacher/SLT members should also give reassurance that all information will be treated with the strictest confidence and provide information on how the process will work. A criminal record will not be an automatic bar to volunteering, as only relevant convictions will be taken into account.

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Some volunteers, such as a parent volunteering to help out on a school day trip, fete or sports day will not require DBS checks. However, a person who regularly or frequently has contact with children or will be subject to DBS checks.

- ***Regular contact is defined as three times or more in a 30 day period. It is the Head Teacher/SLT member's responsibility that to determine the level of DBS checks required.***

A person volunteering in a post working with children will not be permitted to start until appropriate checks have been undertaken.

Volunteers who have an unsatisfactory DBS check or reference will be automatically refused the role and will be advised of the reason for the decision by the Head Teacher/SLT member.

Volunteers who do not agree to the checks will be refused the opportunity to work for New Marske Primary School.

### **7 INDUCTION**

All volunteers should be subject to a local induction to ensure that they know what is expected of them and what they can expect of New Marske Primary School, and also to cover equal opportunities and health and safety within the workplace.

Ideally, a document should be provided to define the scope and responsibility of the volunteer.

All volunteers are valued for their contribution and some of the standards we expect from our contracted employees will apply, such as demonstrating motivation and commitment to achieve the school's objectives. Volunteers will also be required to work within agreed procedures including health and safety requirements, reliability, and punctuality and confidentiality.

The Head Teacher/SLT member should provide appropriate training and give a clear indication of the role and the limitations thereof. The volunteer should be treated in a fair and consistent manner in a safe working environment.

Any volunteer working with children should receive a school safeguarding induction that specifically advises on the safeguarding standards in school. The induction must also include clear codes of conduct. Head Teacher/SLT member should keep records of all training a volunteer receives.

### **8 SUPERVISION**

Volunteers need to be supervised appropriately within the working environment and receive regular contact with the person responsible for them. They should be advised how they will be supervised and the type of feedback they will receive.

### **9 CONFIDENTIALITY**

In the course of their duties, volunteers may need to have access to confidential information. It is the responsibility of the Head Teacher/SLT member to determine whether access to confidential information is appropriate and, if it is, to make sure

that the information is kept to a minimum. The Head Teacher/SLT member must also ensure that the volunteer understands the confidential nature of the information and their responsibilities regarding confidentiality. They may also be asked to sign a confidentiality agreement.

## **10 HEALTH AND SAFETY**

The school have a duty to people other than employees to ensure, so far as is reasonably practicable, that that they are not exposed to health and safety risks when on school premises. Volunteers who may be affected by the way the undertaking is conducted should receive appropriate health and safety advice from the Head Teacher/SLT member.

The Head Teacher/SLT member must ensure health and safety training and instruction is given to volunteers as defined on the risk assessments for the activities being undertaken. Records should be kept of the information and training provided.

## **11 TRAINING**

Volunteers may be required to attend training. Head Teacher/SLT member are also responsible for advising volunteers of appropriate codes of conduct and behavioural standards related to safeguarding.

## **12 INSURANCE**

Redcar and Cleveland's employers' liability insurance contains a clause relating to volunteers which is sufficient to fulfil their legal liability in relation to volunteers carrying out work within the remit of their agreed work programme.

## **13 UNSUITABILITY OF VOLUNTEERS**

If, after appropriate support and encouragement, it is determined that a volunteer is unsuitable, they should be advised by the Head Teacher/SLT member that they are no longer required.

Where a voluntary arrangement is cancelled, or a volunteer chooses to leave, then all authorisation or ID cards, together with any other school property, must be returned.

If a volunteer is asked to leave because they harmed or may harm a child/student, the Head Teacher/SLT member will be required to refer the details to the relevant authorities such as the Police or the Independent Safeguarding Authority.

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Date

Dear

**Volunteering in New Marske Primary School**

Thank you for showing an interest in volunteering at New Marske Primary School. Your time and commitment will help our pupils to make progress and receive more support in the area you have decided to help with.

Please complete the following details and return to reception

Name:

Address

Contact number:

I would like to help in a session :

9.00 – 10.40am	11.00 – 12.00am	1.10 – 2.10pm	2.10 – 3.15pm
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Days I can help:

Monday	Tuesday	Wednesday	Thursday	Friday
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*\* please circle Day & time*

Any special areas of interest, skills or qualifications:


I offer my services voluntary and unpaid as a helper at New Marske Primary School. I understand that I will work under the direction and supervision of the professional staff when working in the school. I understand that I will not discuss or disclose any issues witnessed while helping in classes. Any concerns or observations will be discussed with the Class Teacher or Head Teacher. I accept and acknowledge that the Local Authority – Redcar and Cleveland may, in a claim against them disclaim responsibility. I also understand there is no provision for personal accident cover.

I will sign in/out at the Office for each visit in accordance with the fire regulations.

I have applied for / received a DBS check. (copy held in office) .....(DBS Number)

Signed .....

Print name ..... Date .....