Windy Arbor Primary School

Volunteer Policy

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Signed:	
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1. Introduction and aims

Thank you for offering to be a volunteer at **Windy Arbor Primary School.**

We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aims of the Windy Arbor School volunteer policy are to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education.

2. How we use volunteers

At Windy Arbor Primary school volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as computing, D and T or art

This isn't an exhaustive list, you may be asked to undertake other tasks.

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTFA
- Local clergy or members of the congregation

Again, this is not an exhaustive list.

Members of the governing board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our 'Governor Code of Conduct'.

3. How to apply to volunteer

If you would like to become a volunteer at Windy Arbor Primary School, you will need to:

- Approach a senior leader who will direct you to Mrs. Eleanor Sherrington (Assistant Headteacher)
- Email the Windy Arbor Office, (office@windy-arbor.solihull.sch.uk) with your details and your request for volunteering.
- Completing a short application form (see appendix 1)

4. Appointment of volunteers

Volunteers are appointed by **Mrs. Eleanor Sherrington**.

Appointment and induction of new volunteers can take often 6 weeks, and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

The headteacher/deputy headteacher reserve/s the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed. The school will require written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

5. Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks with a barred list check on volunteers who:
    - Work 1-on-1 with pupils unsupervised
    - Work with groups of pupils unsupervised
    - Supervise or accompany groups of pupils on overnight residential visits
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Provide safeguarding training to all volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood **part 1** of Keeping Children Safe in Education. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101457/KCSIE_2022_Part_One.pdf
- Require volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:
    - Safeguarding
    - Use of mobile phones
    - ICT and internet acceptable use
    - Online safety
    - Behaviour

- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
    - The nature of the work they will be doing
    - What we know about them
    - References from employers or other voluntary roles
    - Whether the role is eligible for an enhanced DBS check

6. Induction and training

Volunteers must complete appropriate training prior to beginning work at the school, this will include a meeting with the Safeguarding team (Emma Lane) and other training requirements necessary, dependent on the nature of the work the volunteer will be doing.

7. Confidentiality

Volunteers must be advised that all information about the children and the school in which they are volunteering is confidential and must not be discussed outside of the school or with children, parents or other visitors to the school.
If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents.

They should not have access to school's records, children's personal details etc.
Any information should be shared on a 'need to know' basis e.g. child's medical condition such as diabetes, ADHD where this may affect their behaviour or well-being.
The volunteer must not take any notes/files about children outside of the school.
At no time should volunteers be permitted to take photographs, films or recordings of children unless on school equipment and requested to do so by a regulated member of staff. This equipment must not be taken home by the volunteer.
Volunteers should abide by the school/ setting E-Safety/mobile phone policy.
Personal mobile phones and other personal hand-held electronic devices should not be brought into the classroom.
If concerns relate to safeguarding, volunteers must follow the guidance in our safeguarding policy and inform the designated safeguarding lead.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

Volunteers are asked to sign to say they have understood and agree to abide by the code of conduct of the school.

8. Conduct of volunteers

Volunteers must comply with the staff code of conduct, as set out in the appendix to this policy

9. Data protection and record keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it.

We will:

- Retain records relating to volunteers in line with our records retention schedule

- Remove details of volunteers from the single central record (SCR) once they no longer work at our school

10. Monitoring and review

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

Appendix 1: Volunteer Application Form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

Data protection notice
Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law: • You've given us your consent • We must process it to comply with our legal obligations

Personal details	
Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

Disclosure and Barring Service (DBS) information	
Windy Arbor Primary School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. Volunteers working in regulated activity will also require a barred list check. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Windy Arbor's privacy notice.	
Do you have a DBS check? (please circle)	Yes/No

If yes, what type of check do you have? (please circle)	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information
Date of check:	
Certificate number:	

Availability					
	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
AM					
PM					
Before school					
After school					
Lunchtimes					
How many hours per week/month can you volunteer?					
Can you commit to at least 1 term?					

You will be invited in to have an informal meeting with Mrs. Eleanor Sherrington, where she will talk through the below questions:

Experience and qualifications
Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.

Why would you like to volunteer at Windy Arbor Primary School?
Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)
Do you have any relevant qualifications?

Preferences	
What age group would you prefer to work with?	
Would you prefer to work 1-on-1 or with a small group?	

Disability and accessibility
At Windy Arbor Primary School, we are committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make any adjustments or arrangements to assist you, please state the arrangements you require:

Appendix 2: Code of Conduct for Volunteers

Code of Conduct for volunteers

By signing this form, volunteers agree to the following:

1. School rules and policies

1.1. Volunteers will follow all school rules and policies, including those on:

1.1.1. Child protection

1.1.2. ICT and internet acceptable use

1.1.3. Online safety

1.1.4. Mobile phones

1.1.5. Data protection

1.1.6. Health and safety

1.1.7. Equality

1.1.8. Whistle-blowing

1.1.9. Behaviour

1.2. Copies of the school policies are available online.

2. Professional conduct

2.1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer lead, Mrs. Eleanor Sherrington.

2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.

2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:

2.3.1. Dressing in a way that is professional and appropriate to the work they are doing

2.3.2. Refraining from using inappropriate language

2.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values

2.3.4. Behaving in a way that is appropriate for the role they are undertaking

2.3.5. Ensuring that any comments you may make, including those made on social media, do not bring the school into disrepute

2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those which may be exchanged at the end of term, or as a way of saying "thank you".

2.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.

2.6. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.

2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance is disruptive and may result in the placement being reviewed or terminated.

3. Safeguarding

3.1. Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.

3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The **DSL** are Emma Lane. Mrs. Joanna Curry, Mrs. L Woods and Mrs. Eleanor Sherrington.

3.3. Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.

3.4. Volunteers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:

3.4.1. Exchanging contact information

3.4.2. Making contact with pupils outside of school, including on social media

3.4.3. Arranging to meet pupils outside of school

3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

4. Health and safety

4.1. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.

4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.

4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

5. Confidentiality

5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers should not discuss any pupil/s with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

X _____

Volunteer name (please print)

X _____

Volunteer signature

X _____

Date