



James Bateman Middle School

Volunteers Working in School Policy

Approved by: Mrs S Maguire **Date:** 23rd March 2023

Last reviewed on: March 2023

Next review due by: March 2025

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

1. Introduction and aims

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 aim of the James Bateman Middle School volunteer policy is 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.

Our Volunteers 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

This is not an exhaustive list.

Members of the Governing Board working in 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.

The types of activities that Volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Accompanying school visits
- Support specific curriculum areas, such as ICT or art

This is not an exhaustive list.

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, eg hearing children read, usually approaches the Headteacher or Deputy Headteacher directly.

Volunteers should complete the Volunteer Information Sheet (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help.

Before starting to help in school, volunteers should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of volunteers and ask volunteers to confirm they have received a copy of this policy.

The school will seek DBS clearance for any volunteer before they come into school to protect the staff and children.

Our School Aims

All adults who work in our school, whether a paid member of staff, or a volunteer are expected to work and behave in such a way to actively promote our school aims and educational purpose as identified below:

Nourish the diverse talents of our pupils, widen their horizons, develop their appetite for learning enabling them to live life to the full

Bring to an individual the feeling that they can cope with their environment with a sense of confidence in themselves as a significant, competent person.

Encourage children to feel capable of handling situations which challenge their intellectual, personal, spiritual, and moral values, showing tolerance of others, ultimately to be equipped with adult life and work in a fast changing society.

Our Educational Purpose is:

To teach the national curriculum in a manner which excites the interest and commitment of the children 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 widening expectations of a changing society. We regard personal development as a life-long learning process.

To value all children equally whatever their stage of development and offer experiences which give them the maximum sense of success.

To afford all children equality of opportunity and not be discriminated against on the grounds of class, colour, gender, religion or disability.

To provide a partnership between schools, parents and the wider community each having contributions to make to the development of the other.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with/come into contact with should be voiced with the Class Teacher and NOT with the parents of the child/persons outside school. If it is a comment which a child makes which gives rise to concerns then the designated person [Assistant Headteacher] or deputy designated person [Headteacher] should be informed directly.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher or Deputy Headteacher.

Supervision

All volunteers work under the supervision of the member of staff to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the Teacher as to how an activity is carried out/what the expected outcome of an activity is. Volunteers are encouraged to seek further advice/guidance from the Teacher in the event of any query/problem regarding children's understanding of a task or behaviour.

Health & Safety

The school has a Health & Safety Policy and this is made available on request to volunteers working in the school. Class Teachers ensure that volunteers are clear about emergency procedures (eg fire alarm evacuation) and about any safety aspects associated with a particular task (eg using DT equipment/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher/Headteacher.

Child Protection

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2)

To ensure the safety of our pupils at all times, all of our volunteers must have been cleared by the Disclosure & Barring Service (DBS). A certificate is issued to the individual to produce in school.

Where a volunteer is engaged in a 'one-off' activity eg helping supervise a group of children as part of a class visit, no formal checks are carried out on these volunteers. These volunteers, who are under constant supervision of school staff, must read and sign our Off-site visit agreement (Appendix 3).

Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher/Deputy Headteacher for investigation. Any complaints made by a volunteer will be referred to the Headteacher/Deputy Headteacher.

The Headteacher 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, eg helping with another activity or in another class;

Inform the volunteer that the school no longer wishes to use them

The full Complaints Procedure is available from the Headteacher.

Monitoring and Review

This Policy has been approved by the Governing Body and will be reviewed annually and update in the light of new guidance from either the DCSF or LA.

Policy Adoption and Revision Details			
Governors Adopted: v1	19.11.18	Review Date:	19.11.21
Governors Review: V2	23.03.23	Review Date	March 2025

APPENDIX 1

VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS

Name of Volunteer:

Date of Birth:

Other names known by (including maiden name):

Address:

Telephone:

What skills/areas would you like to help within 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 taking time to complete this Volunteer Information Sheet.

Please hand it to the Headteacher/Deputy Headteacher.

APPENDIX 2

Volunteer Agreement

Thank you for offering your services as a Volunteer at James Bateman Middle School.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

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 I learn from being a Volunteer in school as confidential

I understand that I am required to undergo a Disclosure & Barring Service check to advise the school of my suitability as a volunteer

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.

Signed: _____

Print Name: _____

Date: _____

APPENDIX 3

Off-Site Visits Volunteer Agreement

School trips are an integral part of learning at our school and afford many children 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 children in your group

To stay with your allocated group of children, ensuring that their well-being 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

Comply with all of the above whilst being under the direct line management of school staff.

Show a commitment of their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest.

Follow guidance from the school staff.

What is not permitted?

Volunteer helpers are not allowed to bring additional siblings on the school trip.

Volunteer helpers are not allowed to re-organise school visit groups.

Volunteer helpers are not allowed to smoke (including electronic devices), drink alcohol or engage in any illegal practices

Volunteer helpers are not permitted to take photographs of children.

Volunteer helpers are not allowed to give/buy their group treats eg 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 it is your 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.

DBS

The post you are being appointed is subject to a DBS check.

For ease, speed, and accuracy, we request you complete a DBS application form electronically via a secure web service. The online DBS check can be completed by accessing the internet from any PC/laptop that has this facility at:

<https://disclosure.capitarvs.co.uk/stoke>

To access the online DBS service, click on the link above or paste the address into the top of your web browser. For more information, please visit:

https://www.stoke.gov.uk/info/20003/your_council_your_city/108/volunteering

Once you are on the main login page, click on 'Start Application' in the orange box entitled 'DISCLOSURE AND BARRING (DBS) SERVICE APPLICATION'. You will then need to enter the Organisation Reference which will be given to you by the organisation.

We will need to check your identity as part of the DBS application, therefore please ensure that you supply as many original forms of identity to the person requesting you complete DBS application.

If you do not own your own computer you can go to any internet café or local library. Alternatively contact the school who will be able to make arrangements for you to complete your application.

Please be aware that you must complete your application form in full as part completed application forms cannot be saved.



Volunteers Working in 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 occasion

I will treat any information I may hear about children as confidential and will not discuss it out of school

Signed:

Print Name:

Date:

