



VOLUNTEER AGREEMENT POLICY

Introduction

At Old Palace Primary School we actively encourage parents, carers and other volunteers to be involved in enhancing the learning opportunities of children at our school. We recognise that they have skills and attributes that are valuable for learning and can support the school in raising standards and enhancing the learning experience.

Our Volunteers include:

- Parents of pupils
- Corporate volunteers
- Students (including on work experience)
- Local residents
- Governors
- Parent Councillors

The types of activities that Volunteers may support include:

- Hearing children read
- Working with small groups of children
- Undertaking art & craft activities with children
- Supporting after-school clubs
- Accompanying school visits

The following information explains the school procedure so that volunteers are able to support learning in a way that is consistent with the school policies and practice.

Becoming a Volunteer

Anyone wishing to become a parent volunteer for school visits or on a more regular basis e.g. hearing children read, should approach the Parent Support Worker. Any other volunteers in the above list should speak to the School Business Manager.

Potential volunteers will be provided with a Volunteer Registration Form (Appendix 1) to complete with their contact details and referees.

Before starting to help in school, volunteers will need to complete the Volunteer Agreement (Appendix 2), which sets out our expectations of volunteers and attend the induction training.

Clearance and Security Procedures

It is illegal for anyone who is barred from working with children to apply for, or to work in a school in any voluntary or paid capacity.

A digital information pack will be emailed to adults who express an interest in becoming a volunteer in school. This pack will consist of:

- Volunteer's Agreement Policy
- Volunteer Registration Form (Appendix 1)
- Volunteer Agreement (Appendix 2)
- Keeping Children Safe in Education 2018 (KCSIE)

All volunteers who will be in contact with children will be asked to complete the registration form and the necessary checks through the Disclosure and Barring Service (DBS) will be completed. The volunteer must provide 2 references from professionals. If that is not possible, at least 1 reference must be from a professional and the other from a non-relative.

Following clearance, the school office will collate the information and update the school single central record. The volunteers will be asked to attend an induction meeting led by a senior member of staff. The meeting will provide information about the school and key staff, linked to safeguarding and health and safety. This meeting will also give an opportunity for the volunteer to ask questions and for the school to familiarise the volunteer with the key policies relating to their role such as:

- Safeguarding and Child Protection.
- Health and Safety.
- Behaviour Policy.
- Code of Conduct.
- Online Safety.
- Whistle Blowing.

As part of the school's safeguarding procedures, all volunteers are requested to sign the visitor's book at the office and collect a 'Volunteer's Badge'.

Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. In some cases, volunteers work under the supervision of a senior member of staff. 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 to be 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 range of policies to support health and safety and will be made available upon induction. Class Teachers ensure that volunteers are clear about any safety aspects associated with a particular task (e.g. 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 / Senior Teacher

Child Protection

The welfare of our children is paramount. Should any volunteer receive a disclosure from a child or have a concern they must report it immediately to the member of staff that they are working with, who will then follow school procedures. They must not engage in any further discussions about the disclosure with the child.

Behaviour

Volunteers are expected to be friendly and approachable but not over-familiar. The Code of Conduct provides guidance on the professional conduct expected from all adults in the school. The school's Behaviour Policy provides guidance and clarity about the strategies used to reward and manage behaviour.

Confidentiality

Volunteers in school should regard any information that they acquire in working with children to be confidential and not to be discussed with anyone except the class teacher. Volunteers must not pass on information about progress, attainment or behaviour to a child's parents; if they have concerns or relevant information this should only be passed on to the Class Teacher or a member of the Senior Leadership Team. It is not appropriate for volunteers to provide written records for the child's parent/carer

Other confidential information includes records of the children's medical needs, family contact details and any other sensitive information relating to a child's family circumstances. Should you see or hear information pertaining to the children this should be kept in the strictest confidence.

Parent volunteers who are completing observation periods for teacher training are assigned to classes different from those of their own children.

If volunteers are concerned about anything another adult in school says or does they should raise the matter with a senior member of staff.

The Role and Responsibilities of Volunteer Helpers on Visits and Journeys

The school greatly values the support of parents in helping to supervise trips, however should a parent fail to follow the guidance below, we retain the right not to invite them to attend subsequent trips.

The main duties of parent/volunteer helpers on school trips and visits are:

- To ensure the safety and security of the children
- To engage with the children in order to enhance their learning experience
- To help ensure that all children, including their own, participate fully and independently in all activities

Further guidelines

- Parents/volunteers are asked to read any briefing information which relates to the trip.
- Parents/volunteers should not leave their group/class at any time without notifying the teacher.
- When walking in public places parents should encourage children to walk in twos rather than a group.
- Parents/volunteers should raise any concerns with the teacher leading the trip and not to discuss these with other parents/carers.
- Parents/volunteers should refrain from purchasing items, or food and drink, for their own child/group.
- Parents should not interfere with their own child's social interaction with their groups and friends or their child's independence.
- Parents/volunteers who experience any difficulties with a child/children in their group should inform the class teacher.
- Parents who have not been invited as designated helpers on a trip cannot join the group. This would contravene the safeguarding guidance, published in the Keeping Children Safe in Education document 2018.

Complaints Procedure

Any complaints made about a Volunteer will initially be referred to the Assistant Head/year group leader for investigation. They will also receive any complaints made by a Volunteer regarding staff or children in the year group which they lead.

The Head Teacher 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.
- Inform the Volunteer that the school no longer wishes to use them.

Other Relevant Policies

The following policies are available on the school website or on request from the school office.

- Behaviour Management Policy
- Online Policy
- Anti-Bullying Policy
- Safeguarding Children and Child Protection Policy
- Staff Code of Conduct Policy
- Health and Safety Policy.
- Whistle-Blowing Policy



Registration Form for Voluntary Helpers

You will appreciate that the School must be particularly careful to enquire into the background of individuals who have access to pupils at the School. The School keeps a record of all persons who carry out voluntary work at the School. You are asked, therefore, to complete the details below and return it to the School. In accordance with Keeping Children Safe in Education, we ask volunteers to give names and addresses of two 'professional' referees. Please provide these below.

It will be necessary for a Disclosure and Barring Check, including a Barred List Check, to be made on you unless you already have provided one.

Name of child:		Class:
Title (Mrs/Miss/Ms/Mr):		
Surname:		
Previous name(s):		
Forename(s):		
Address:		
Date of birth:		
Email:		Tel:
Have you ever lived overseas?	Yes: <input type="checkbox"/> (Please give details separately)	No: <input type="checkbox"/>

Relevant experience (e.g. education, training, employment or voluntary work):

Referees:
Please give names and addresses of two professional referees who can comment on your suitability to work with children.

First Referee

Full name:		
Job title:		
Email:		Tel:
Full address:		
Relationship to applicant:		

Second Referee	
Full name:	
Job title:	
Email:	Tel:
Full address:	
Relationship to applicant:	

DBS Check

I consent to a Disclosure and Barring and Barred List Check being made on me if I will have regular unsupervised contact with pupils and this form being held by the School as a record that appropriate checks have been carried out.

Signed:	
Print name:	
Date:	

For School Use

DBS application made:	Yes: <input type="checkbox"/>
Date:	
Signed:	
DBS clearance received:	Yes: <input type="checkbox"/>
Reference number:	
Date:	
Signed:	

APPENDIX 2



VOLUNTEER AGREEMENT

Thank you for supporting the school. Your time, energy and skills are important to us and we would like to make sure you get the most out of your volunteering role. We hope that you enjoy volunteering with us and feel a full part of our team. This agreement tells you what to expect from us, and what we hope for from you.

We aim to:

- provide a clear induction, appropriate training where needed, and any other information to enable you to fulfil your role
- explain the tasks carefully
- share the relevant school policies with you
- ensure the behaviour policy is being applied
- treat you with respect and care and expect the children to do so as well
- share relevant information about children with you as necessary
- let you know in advance if we have changed the plan for the day and don't need you
- provide a reference after 2 consecutive terms of volunteering at Old Palace Primary.

The parent/volunteer (name)
agrees to:

- be reliable and punctual
- respect the guidance of the teacher at all times.
- follow the schools Behaviour Policy and Code of Conduct and inform the teacher of any inappropriate behaviour
- treat any information with total confidentiality
- agree to follow the safeguarding and emergency procedures at all times.
- let staff know at least 24 hours before if they can't come in. This may affect the teachers' planning for the day.
- understand the need for DBS checks prior to working with children.

agrees not to:

- look at or compare any child's work, records or teacher's notes
- share any information about a child or member of staff with anyone outside the school staff or governors including via social media or messaging.
- speak ill of any child as a result of things you may have seen them do or say in school
- discuss information with other parents which you may have access to as a result of your position in school
- take photographs without permission or to use a mobile phone in the presence of the children.

The process of arranging a DBS and induction process for volunteers takes time, therefore we request that your commitment to the school is for a minimum of 6 sessions in any one academic year.

By signing I agreed to this policy and confirm I have read all the other policies which have been provided.

Signed by volunteer: _____ **Date:** _____

Print Name: _____