

MOSELEY

CHURCH OF ENGLAND
PRIMARY SCHOOL



VOLUNTEERS POLICY

September 2020

Presented to Governors on 30.09.2020

Date for renewal: September 2023

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SCHOOL MISSION STATEMENT

Our successful Christian school offers a wide range of exciting and educational opportunities to enhance skills, talents and creativity. The school community appreciates and accepts others, and celebrates the achievements of all. We have supportive and trusting relationships with God and all his children. As a result, we take responsibility and welcome absolutely everyone into a caring and safe environment, where we are all guided to work together.

AIMS OF THE SCHOOL

At Moseley C of E Primary School, we want ALL of our children to:

- Have an enthusiasm and thirst for learning
- Have confidence to be themselves and consistently aim high to challenge their potential;
- Have an awareness for the world beyond their own – have respect and understanding of others with circumstances different to their own;
- Explore all opportunities provided to discover their talents and abilities;
- To be kind and respectful members of their community;
- Have embedded morals;
- Have fun, good memories of their school life;
- Be inspirational role models.

STATEMENT OF INTENT

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

The school benefits greatly from developing well planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis.

Moseley Church of England Primary School believes that volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all pupils.

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children at Moseley Church of England Primary School without encroaching on the professional teaching responsibilities of the class teacher.

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

CATEGORIES OF VOLUNTEERS

Volunteers could include any of the following (this list is not exhaustive):

- Members of the Governing Body
- Parents, carers, guardians, elder siblings or Grandparents of Pupils
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Local residents
- Volunteer drivers for trips or sporting fixtures
- Staff family members

TYPES OF ACTIVITIES

Activities in which volunteers may be engaged in could include any of the following:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks
- Supporting Forest School Lessons
- Social activities such as running a disco
- Fund raising activities such as running a cake stall or Summer Fayre
- Interviewing children on a governor visit.

BECOMING A VOLUNTEER

Anyone wishing to work as a volunteer who will be in school on a regular basis or a one-off occasion completing a work placement should request a Volunteer Application Form from the school office (see Appendix 1.) This should be completed and returned with the necessary original Identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check if required. Where the volunteering is a placement linked to a course of study the cost of the DBS (if required) will be met by the volunteer (or his/her college).

The Head Teacher (or staff member with delegated responsibility) will interview the potential volunteer and request a reference (see Appendix 2.) Subject to a successful interview and reference, an appropriate placement will be agreed. This will be in a class which has no family connection to the applicant. A regular day and time will be agreed, and the applicant will be expected to sign all relevant documentation to form the agreement with the school (see Appendix 3.) An entry will be made on the school's Safeguarding Central Record and a file maintained with the confidential details of the volunteer.

The exceptions to this are:

- Work Experience Students or University Placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at Moseley Church of England Primary School. The student will be expected to sign a confidentiality agreement and will not be placed in a class with any family connection.
- One-off volunteers i.e. assisting with a school walk, a fund-raising event or a school visit will not require a DBS. Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care.
- If there is any doubt as to the level of checks required, a decision should be sought from the Head Teacher.

SAFEGUARDING INDUCTION

All volunteers working regularly in school must undertake a short safeguarding induction to include health and safety before commencing their voluntary role and undertake Safeguarding and Child Protection Training, Prevent Training and Manual Handling Training and Health and Safety overview.

INFORMATION ON THE ROLE OF A VOLUNTEER

All volunteers should have access to this policy and the school's Staff Handbook which includes important information about the day to day routines of the school, a site map and advice on protocol and practices in school.

Volunteers should also have access to the following policies which are all available from the school office.

- Health and Safety Policy
- Confidentiality Policy
- Data Protection Policy
- Safeguarding & Child Protection Policy
- Safer Working Practices Policy
- Safeguarding Guidance – KCSiE 2020
- Equal Opportunity Policies
- Behaviour Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)
- Safe Recruitment Policy

VOLUNTEERS' EXPECTATIONS FROM SCHOOL

Volunteers in school should expect to:

- be recognised for their valuable contribution to the learning experience for the children they support
- be assigned worthwhile tasks
- access any school policies or procedures that are relevant to their role
- access any training that is necessary for the success of their activities
- claim any expenses incurred such as travel (where a personal car is being used for a school trip) or purchases made on behalf of the school and on the instruction of the class teacher.

SCHOOL'S EXPECTATIONS FROM VOLUNTEERS

School expects all volunteers to:

- Remain working within the designated area of the school they are completing their voluntary work, i.e. not visiting other areas of the school.
- Adhere to the name protocol for staff i.e. Miss Smith, Mr Brown.
- Adhere to the school's Dress Code.
- Adhere to the school's Health and Safety Policy, Safeguarding Policy, Data Protection Policy, Confidentiality Policy and ICT Acceptable Use (where appropriate), Site Security Policy.
- Read and work within the Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (2019) and Keeping Children Safe in Education (Latest version).
- Be role models for the children they work with i.e. consider the language they use, only walk in school, no smoking or swearing and dress appropriately.
- Refer any behavioural or safeguarding concerns to the class teacher.
- Commit to a regular window of time to allow teachers to plan activities to include the volunteer
- Advise school as soon as possible when it is not possible to attend.
- Annually disclose any information of a criminal nature.

SECURITY

All volunteers must sign in and out and wear a visitor badge for the duration of their volunteering session.

INTERNET USE AND SOCIAL NETWORKING

Volunteers are expected to behave in an ethical and lawful manner about the use of the internet and emails. Care and attention should be taken while using social networking sites. Use of these sites should not involve communication regarding your role at this school or any activities which may bring the school into disrepute and / or may cause us to question your suitability to work with children. Volunteers must not attempt to contact pupils via social media or email or decide to meet outside of school.

Moseley Church of England Primary School is committed to safeguarding and promoting well-being for all pupils.

ABSENCE

Volunteers are required to inform the school, before 8.00 a.m., if they are unable to attend when expected. If they are called away in the event of an emergency while volunteering, they should let the class teacher / office know before they leave the premises.

CONFIDENTIALITY

Volunteers are reminded that all information on individual pupils and members of staff is confidential and that the sharing of data is protected under the General Data Protection Regulations 2018. They are not permitted to discuss children's or staff member's issues with other professionals in the school. Volunteers who break this confidentiality rule will be asked to leave. There may be instances where volunteers **MUST** pass information to the Head Teacher or class teacher. These include incidents where the child is bullied or when a child discloses, he or she is being harmed in any way. Volunteers are advised not to report this to the child's parents / carers and inform the class teacher as soon as possible.

EQUAL OPPORTUNITIES

At Moseley Church of England Primary School, we do not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender, sexual orientation or marital, social or financial status. All volunteers are always required to make a commitment to this policy and treat everyone with respect.

COMPLAINTS PROCEDURE

Any complaints made by a volunteer or about a volunteer will be referred to the Head Teacher for investigation.

The Head Teacher reserves the right to take the following action:

- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated
- Offer an alternative placement or activity for a volunteer
- Inform the volunteer that the placement has been withdrawn.

REVIEW:

This policy was written by Cath Keast, August 2020.

This policy was presented to the Governors on 30.09.2020

This policy will next be reviewed in September 2023.

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Volunteer Application Form

Personal Information

Full Name	
Address	
Contact Telephone Number	
Email Address	
Emergency Contact Information	Name: Relationship to you: Address: Contact Number:

Please provide reasons why you want to become a volunteer at Moseley Church of England Primary School:

Availability and frequency:

Referee. Please provide the name and contact details below: (must not be a personal referee)

Name:

Relationship to you:

Address:

Contact Number:

Email Address:

Safeguarding

Moseley Church of England Primary School is committed to the highest standards in protecting and safeguarding the children entrusted to our care.

Our school will support all children by:

Promoting a caring, safe and positive environment within the school

Encouraging self-esteem and self-assertiveness

Effectively tackling bullying and harassment

We welcome applications regardless of age, gender, ethnicity or religion. All successful applicants will need to complete a DBS clearance for this position where applicable. **Moseley Church of England Primary School** is committed to the safeguarding and welfare of all children and expects all volunteers to share this commitment.

Declaration

The information you give will be processed electronically and stored on computer for administrative purposes in accordance with the General Data Protection Regulation (GDPR) 2018 Article 6 'Lawfulness of processing' and Article 9 'Processing of special categories of personal data'

I declare that all the information provided is true to my knowledge and consent to my data to be processed in accordance to Article 6 and 9 of the GDPR 2018 Regulations.

Name: _____

Signed: _____

Date: _____

Please return your completed application form to the school office.

Moseley Church of England Primary School is committed to safeguarding and promoting well-being for all pupils.

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Volunteer Reference Form

Volunteer Name: _____

Volunteer position applied for: _____

Please state how you know the referee: _____

Please complete the following questions:

Are you able to recommend this candidate for a volunteer role at our Primary School without any reservations? If your answer is no, please explain your reservations.

How long, and in what capacity, have you known the candidate? Please give the dates between which he/she worked with/for you and the roles that he/she held.

Please tell us about the candidate's strengths, qualities and achievements in the role(s).

What are his/her areas for development?

To what extent is the candidate flexible and ready to take on new challenges?

What do you think he/she will bring to the primary school, in terms of skills or other?

Is the candidate reliable and honest?

Please tell us about his/her interpersonal skills and his/her relationships with colleagues, clients, or customers.

If you have any concerns about the candidate's honesty, reliability or relationships with others, please tell us about them.

Referee details:

PRINT Name: _____

Date: _____

Signed: _____



School - Volunteer Agreement Form

Volunteer Name:
Volunteer Position and Key Responsibilities:
Agreed day, time and frequency of Volunteer Activity:
Class Teacher assigned to Volunteer:
<p>Please read the following statements. By signing below, you are declaring your agreement with them.</p> <p>Moseley Church of England Primary School is committed to the highest standards in protecting and safeguarding the children entrusted to our care.</p> <p>As a volunteer in the school, I agree to support all children by:</p> <ul style="list-style-type: none">• Promoting a caring, safe and positive environment within the school• Encouraging self-esteem and self-assertiveness• Effectively tackling bullying and harassment <p>I understand my roles and responsibilities, to work with respect for every individual and to observe confidentiality guidance.</p> <p>I agree that I will give effective notice of any absence (by 8am on the day of agreed work.)</p> <p>I agree that I will only carry out my volunteering responsibilities with the agreed group/individuals in a specified area of the school site.</p>

PRINT Name: _____

Date: _____

Signed: _____