

# Volunteers in School Policy



## Deal Parochial Primary School

- Agreed and updated by Strategy Team; March 2022
- Next review March 2023
- Chair of Strategy Team. – Mrs M Heard
- Head teacher - Ms J Brown
- Designated Child Protection Lead – Ms J Brown
- Governor Safeguarding lead – Mrs M Heard

**Kindness, Trust, Friendship, Respect, Courage, Forgiveness**

### **Vision statement**

**Our School is built on the teachings of the Bible and inspired by The Gospel Values of Faith, Hope and Love.**

**Our Christian ethos is upheld by respecting humanity fostered through our community that is welcoming, inclusive and forgiving.**

**Together we flourish through courageous learning, friendships and generosity.**

### **TO BE THE BEST THAT I CAN BE – THE WAY GOD INTENDS**

Deal Parochial School is committed to and guided by **The Church of England – “Vision For Education” – Deeply Christian, Serving the Common Good**. This is at the heart of our vision, policies and practice. All members of staff, visitors and volunteers are required to develop and maintain the distinctive religious character of the School.

All the school community are to have regard to our religious distinctiveness and ethos of the School and not do anything in any way detrimental or prejudicial to the interests of the same at any time, at work or at home.

### **Deal Parochial School is also a member of DEALT.**

We are an independent Multi – Academy Trust that has been established to work for the common good for our Deal Community.

All staff are requested to uphold this ethos and the policies that are shared through the academy. Staff should work collaboratively and support the actions of the DEALT leadership structure and members of the wider school communities.

### **RATIONALE**

## DEAL PAROCHIAL C.E.P. SCHOOL VOLUNTEER POLICY

As a school we aim to provide our pupil's with curriculum experiences that will be motivating and exciting so that they engage fully in learning, cultivate positive attitudes and relationships, make good progress and fulfil their true potential. We see the inclusion of visitors into the school's curriculum as one of the means of ensuring that we meet this aim. The use of visitors can enhance and enrich the curriculum.

### AIMS

To enrich and inform the curriculum by providing our pupils with experiences and knowledge that cannot be provided from within the school.

- To allow our pupils to question and learn from 'experts' from various walks of life and disciplines.
- To allow our pupils to gain a wider view of the world.
- To give our pupils and insight into the lives of other people.
- To safeguard and protect the wellbeing staff and pupils.

### Staffing:

- Head teacher & Designated Lead for Child Protection and Safeguarding: Ms Justine Brown.
- Deputy Head Teacher: - Mrs Katherine Porteous
- SENCO / Inclusion lead teacher: - Mrs Mel Hogben
- Secretary: -Mrs Kirstey Beckett :- [secretary@deal-parochial.kent.sch.uk](mailto:secretary@deal-parochial.kent.sch.uk)

Our web site: **[www.deal-parochial.kent.sch.uk](http://www.deal-parochial.kent.sch.uk)**

### IMPLEMENTATION

All visitors need to be cleared with the Head teacher/Deputy Head teacher and their **visit written in the school office diary**.

On arrival **All** visitors should:

- sign the visitors' book
- read, sign and date the Safeguarding Procedures Document to acknowledge they will follow the schools Safeguarding Procedures
- be briefed on the schools health and safety procedures, in particular how to evacuate the building or raise the alarm in the event of fire.
- receive a visitor's sticker or badge to wear for the duration of their visit
- leave their mobile phones at the office.

Visitors must sign out in the visitor's book at the end of their visit.

Visitors should not be left with a child or children out of sight of a member of staff unless they are DBS checked, they are a visiting professional (eg. Speech therapist), or they are that child's parent.

Visitors are asked to respect the confidentiality of individuals within the school.

### ROLES AND RESPONSIBILITIES

## DEAL PAROCHIAL C.E.P. SCHOOL VOLUNTEER POLICY

The Headteacher is responsible for the circulation and implementation of this policy.

The Office Staff/Reception team have a responsibility to ensure all visitors follow the signing in procedures, on arrival, as set out above.

Members of staff have a responsibility to enact the policy.

Members of staff have a responsibility to be aware of, and act on the guidelines that accompany this policy.

We expect all non teaching staff, including voluntary staff and visitors, to report any disclosures by pupils or parents/carers, of a concerning personal nature to the Designated Safeguarding Lead (DSL) (Head teacher/Deputy/Senco) as soon as possible after the disclosure and in an appropriate setting, so others cannot overhear. This is to ensure the safety, protection and well being of all our pupils and staff.

The Designated Safeguarding Lead (DSL) will decide what, if any, further action needs to be taken, both to ensure the pupil gets the help and support they need and that the member of staff also gets the support and supervision they need.

### **School procedures during COVID 19 Pandemic**

All visitors entering the school must firstly carry out their own risk assessment and be as sure as they can, that they do not have any symptoms of COVID 19.

These are:- a high temperature, loss of taste and smell, a continuous cough.

On entering the school entrance area visitors will be asked to complete a COVID self-assessment for the school tracking and trace systems.

Their temperature will be taken. If it above 37.8°C then they may be asked to wait for a while or to leave and get a medical check.

All people entering the school must wash their hands.

All visitors must also use the antibacterial hand gels as they move around the school and before moving from room to room. Visitors may wear a face mask if they choose.

Please contact the school office immediately should you develop any symptoms or feel unwell.

Should any visitors be part of a bubble that is asked to self-isolate due to a COVID positive test then you must conform to the requests of the school and Public Health England who advises the school on how to respond.

### **SAFEGUARDING PUPILS/STUDENTS/Staff/ Visitors and Volunteers.**

**For the purposes of this document the term “staff” refers to students/Staff/ Visitors and Volunteers.**

## DEAL PAROCHIAL C.E.P. SCHOOL VOLUNTEER POLICY

Staff must read the school's Child Protection Policy and keep up to date on current issues. Staff have a duty to safeguard pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Safeguarding Lead (DSL) for Child Protection.

**The school's Lead DSL is Justine Brown (HT)**

**The school's Deputy DSLs are**

- **Mel Hogben (Inclusion manager/SENCO),**
- **Louise Friend – EYFS lead teacher,**
- **Nikki Pettitt – lead nurture assistant**

Staff can read safe guarding policies and the Child Protection policy, Online safety policy, Whistle Blowing policy, these are found on the school web site, the staff shared server, or find a copy in the staff room Child Protection cabinet. Staff must be familiar with these documents. Copies of these are available in the staffroom.

Staff must not demean or undermine pupils, their parents or carers, or colleagues.

Staff must take the upmost care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

Staff must not use their mobile phone as a camera in school. The head and deputy only use their phones as cameras to populate the school's website for additions to the school's newsletter and the images are deleted as soon as they are finished with.

Any photograph/video must be taken using school equipment. Staff must only save images on school computers.

Staff should not have contact with pupils and families using their own phones unless cleared by the HT for special circumstances.

Staff must not use their mobile phones in school during their contact time with pupils. Mobile phones should only be used in areas of the school where pupils are not present.

Safe guarding advice and record forms are located in the staff room.

### **CONFIDENTIALITY**

Confidentiality regarding all families, pupils and members of staff is a priority and must be strictly followed at all times.

Staff have a duty to follow the data protection policy and privacy policy and the sharing of any data must be within the guidelines. If in doubt ask for support and guidance from the head teacher.

Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.

All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

## DEAL PAROCHIAL C.E.P. SCHOOL VOLUNTEER POLICY

However, staff have an obligation to share with their manager or the school's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a pupil.

Staff must **never** promise a pupil that they will not act on information that they are told by the pupil.

### **Volunteer helpers in school are:**

- Parents or other adult helpers working alongside teachers;

### **Volunteer helpers support the school in a number of ways, including:**

- Supporting individual pupils;
- Hearing pupils read;
- Helping with classroom organisation;
- Helping with the supervision of children on school trips;
- Helping with group work;
- Helping with art or subjects involving other practical activities.

### **Volunteer helpers are not allowed to carry out the following activities:**

- Take responsibility for all or some of the whole class;
- Change very young children, or supervise them changing;
- Supervise children engaged in PE or other specialist activities;
- Take children off the school site without a teacher in charge.

The responsibility for the health and welfare of the child remains with the class teacher at all times.

Without wishing to dissuade or offend those who are enthusiastic and generous with their commitment to school, it is important that we follow procedures that will give confidence to children, parents and staff and to the volunteers themselves.

### **Signing in:**

When helpers arrive in the school, they must sign in at the reception desk. They will be given a visitor's badge, which they should wear at all times. The signing in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving, and return their badge before they leave.

### **Police checks:**

For the children's safety, all volunteer helpers are required to have police clearance through the Disclosure and Barring Service (DBS) before they work in the school. The Head Teacher has the authority not to accept the help of volunteers if he or she believes it will not be in the best interests of the children.

### **Insurance:**

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Whilst volunteering for the school Volunteers are covered by the LA for third party liability only – further details are available from the School Office. Volunteers may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property.

Volunteers using their own car to transport children other than their own children to school events, (sport, music etc) must check with their car insurance company to ensure that they do not contravene their own insurance policy conditions.

### **Allowances:**

Although there is no obligation to make financial reimbursement to volunteers, it would be appropriate to consider paying out-of-pocket expenses connected with the tasks they undertake for the school. If school funds will not allow a policy of general reimbursement, consideration could be given to such payments in exceptional circumstances.

Gov.uk guidance indicates that Volunteers can volunteer and claim benefits if:

- the only money the Volunteer gets from volunteering is to cover expenses, like travel costs
- the Volunteer continues to meet the conditions of the benefit they get.

It may be appropriate for Volunteers to discuss voluntary work with their Personal Advisor to ascertain if this may affect any possible benefits.

### **Code of Conduct:**

While helping in school, volunteers are entitled to be treated with the respect and in a manner appropriate to a member of staff. Children are told to refer to volunteers as Mr. Ms or Mrs rather than by first names. To this end, volunteers will be issued with lanyards that identify them as volunteers.

As semi-professionals, volunteers are expected to:

- Demonstrate their support for education and give their full attention to the task in hand. (For this reason volunteers should not bring children with them to school unless as part of the group with which they are working. Parents who volunteer outside school hours may at times find it necessary to bring siblings to school. At these times, those children must be under the parents' direct supervision. The parents are responsible for their own children's safety and must keep the children with them at all times.)
- Treat what they see and hear in school as confidential. (Working with other people's children is a privilege with responsibilities. Children observed in the classroom or the school should not be discussed outside, even with that child's parents. Questions relating to individual children should be addressed to the child's teacher or the Head. Volunteers would not normally have access to children's records. An exception might be relevant medical information.)
- Arrive on time and be ready to start the agreed task. (At Deal Parochial we rely on volunteers to support much that is important in the life of the school and its children. It is important that volunteers are available for the duration of the task. If they must cancel, the volunteer is asked to call the office as soon as possible to allow time to find a replacement.)

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- Leave matters of discipline to the teacher with responsibility. (Volunteers may address behaviour or safety issues if the teacher is temporarily unavailable. The volunteer should inform the teacher as soon as possible.)
- Accept direction and supervision. (Volunteers are not intended to take the place of staff but to provide assistance and enrichment. They should be consistent with the teacher in supporting the school's ethos and behaviour. Volunteers should, therefore, agree to operate under the direction of the staff.)
- Clearly communicate interests and expectations.
- Present a positive role model. (Volunteers should be patient, flexible, appreciative, respectful, and considerate, particularly in their dealings with children.)
- Adhere to the school's Health and Safety policy.
- Adhere to the school's Child Protection policy. If a child makes a disclosure that is of concern to a Volunteer, that Volunteer should speak to the School's Designated Safeguarding Lead Person (DSL – Head teacher/Deputy Head teacher/ Senco) as soon as possible.
- Dress in a manner that is appropriate for professionals working in a primary school;
- Refrain from inappropriate language or topics of conversation;
- Adhere to the school's non-smoking policy; and
- Switch off mobile phones and leave them at the school office for the duration of your visit (as set out in the Safeguarding Policy). (Arrangements can be made to deal with any essential call.)
- Volunteers are required to complete the 'Volunteer Information Sheet' before supporting pupils in school. (see Appendix 1)

### Accompanying Offsite Visits

Offsite visits are an integral part of the learning at our school and can provide the children with additional experiences and opportunities to support the learning in the classroom. Volunteer helpers are invaluable in ensuring the success and safety of these visits if the following rules are observed:

A volunteer on an offsite visit is expected to:

- be responsible and to look after all the children assigned to them, ensuring that their safety and welfare is maintained for the duration of the school trip
- promote polite and respectful behaviour towards each other and the general public
- show a commitment to the group and an interest in the focus of the visit
- follow guidance from school staff
- assist children in their tasks

Volunteers must not:

- bring additional children
- smoke, drink alcohol or engage in any illegal practices
- buy or give their group treats (sweets, ice-creams, etc) before, during or after the school visit
- take photographs of children except with school equipment

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In the event of a volunteer being assigned a child with any special medical or educational needs the class teacher will discuss this with the volunteer before the visit.

In the event of an emergency the volunteer is expected to contact a member of staff as soon as possible. All volunteers must sign the 'Offsite Visits Volunteer Agreement' before supporting pupils on the visit. (see Appendix 2)

### **Deployment:**

Volunteers should not be asked to carry out duties which:

- Fall normally within a teacher's responsibility under loco parentis.
- Fall normally within the job description of a teacher or member of support staff, i.e. they must not be asked to cover the absence of staff from school.
- Would normally be performed by a contractor engaged by the LA or by the school.
- Require them to have unsupervised access to children.
- It should be noted that the Class Teacher remains responsible for the organisation of the class and methods of work.

### **Volunteers' Rights:**

School volunteers have the right to:

- Be recognized for their valuable contributions to the educational experience of our children.
- Be assigned worthwhile tasks.
- Access any school policies and procedures that are relevant to their roles.
- Any training or supervision that is necessary for the success of their activities.
- Deal with any complaint through the school's formal general complaints procedure.

### **Volunteer Declaration:**

To confirm they have received, read, and will observe the requirements of this policy, all Volunteers will be required to sign a form to this effect.

Volunteers also must agree to complete a DBS form and must understand that their role within school as a volunteer is conditional upon background checks being successful.

### **The Policy for Dealing with Allegations of Abuse Against Staff and Volunteers:**

The attention of Volunteers is also drawn to the above Policy which is available from the School Office. This Policy aims to lay down the procedures that should be followed if anyone has concerns about the actions of another member of staff (paid or volunteer). There is a confidential reporting system available, or the matter can be reported to the Headteacher (or the Chair of Governors) as detailed in the Policy.

The Policy also gives details on the procedures to be followed when dealing with any allegations of abuse against staff and volunteers.



### **Equal Opportunities**

At Deal Parochial School we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers, irrespective of race, gender, disability, faith or religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

The achievement of pupils will be monitored by race, gender and disability and we will use this data to support pupils, raise standards and ensure inclusive teaching. We will tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all.

At Deal Parochial School we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.

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### **Monitoring and review:**

The day-to-day monitoring of this policy is the responsibility of the Headteacher. Governors will be made aware of the adult volunteer helpers in the school, and their value to the children.

This policy should be read in conjunction with the school's Child Protection Policy, Code of Practice for Staff and Safer Recruitment Policy.

### **Review**

This policy will be reviewed by the governing body annually, or earlier if considered necessary.

This policy will be reviewed annually.

Next review date:- March 2023

## DEAL PAROCHIAL C.E.P. SCHOOL VOLUNTEER POLICY



Appendices

### Volunteer Helpers Policy – Appendix 1

#### Volunteer Information Sheet

Name			
Date Of Birth			
Other names known by (including maiden names)			
Address Postcode			
Phone number			
Email Address			
Emergency contact number			
Any specialist skills or areas you would like to help in school?			
Do you have any disabilities or other needs we need to take into account? (please give details)			
Do you have a DBS certificate?	Yes / No	Number	

**Thank you for completing this Volunteer Information sheet, please hand it in at the school office for the attention of the Headteacher or Parent Helper Coordinator**



## Volunteer Helpers Policy – Appendix 2

### Offsite Visits Volunteer Agreement

Thank you for volunteering to help on our forthcoming visit to \_\_\_\_\_.

Your help is invaluable in ensuring the success and safety of this visit and we ask that you observe the following code of conduct:

- Be responsible and look after all the children assigned to you, ensuring that their safety and welfare is maintained for the duration of the school trip
- Promote polite and respectful behaviour towards each other and the general public
- Show a commitment to the group and an interest in the focus of the visit
- Follow guidance from school staff
- Assist children in their tasks

Volunteers must **not**:

- bring additional children
- smoke, drink alcohol or engage in any illegal practices
- buy or give their group treats (sweets, ice-creams, etc) before, during or after the school visit
- take photographs of children except with school equipment

In the event of any child assigned to you having any special medical or educational needs the class teacher will discuss this with you before the visit.

In the event of an emergency contact a member of staff as soon as possible.

*Please sign below and return this agreement to the school:*

I agree to the code of conduct stated above and am aware that the full policy is available in school and on the website.

I will treat any information about children or staff as confidential and will not discuss it outside school.

If a child makes a disclosure that is of concern, I will speak to the School's Designated Safeguarding Lead Person (DSL – Head teacher/Deputy Head teacher/ Senco) as soon as possible.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## DEAL PAROCHIAL C.E.P. SCHOOL VOLUNTEER POLICY

Print: \_\_\_\_\_

Mobile Phone Number\_\_\_\_\_. Emergency contact number\_\_\_\_\_