

# Benwick Primary School



## Volunteer Policy

June 2023

**BENWICK PRIMARY SCHOOL**  
**VOLUNTEERS IN SCHOOL POLICY**

## **Volunteer Policy**

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.

### **Introduction**

Our school benefits from developing well planned, active parental and community links. Participation by adults in the activities of the school on a voluntary basis helps to achieve this.

Benwick 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 without encroaching on the professional teaching responsibilities of the class teacher.

### **Aim**

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
- Staff family members
- Friends of Benwick School (FOBs)
- Local interest groups e.g. Civic Society, Royal Legion

### **Types of Activities**

Activities 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
- Running "Easy Read" with individual pupils
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks and to swimming lessons at St Ives swimming pool
- Running or assisting with an after school club
- Social activities such as running a disco
- Fund raising activities such as running a cake stall or Summer Fair
- Interviewing children on a governor visit
- Helping at lunchtime

## **The Importance of Volunteers in Schools**

### **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 Pack from the school office. This should be completed and returned with the necessary original Identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check and for two references to be sought. 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) unless a portable DBS has been activated.

Only when two satisfactory references and a clear enhanced DBS has been received by the school, will the Headteacher (or staff member with delegated responsibility) interview the potential volunteer and an appropriate placement will be agreed. This will usually 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 for and adhere to all relevant documentation, including our Safeguarding and Child Protection Policy and our Confidentiality policy.

An entry will be made on the school's Safeguarding Single Central Record and a file maintained with the confidential details of the volunteer which will be retained by school for 7 years after the volunteer resigns from their volunteering responsibilities. 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 Benwick Primary School. The student will be expected to sign a confidentiality agreement, share their DBS certificate with the business manager and will not be placed in a class with any family connection.

School Age volunteers do not require a DBS, however will receive Health & Safety, code of conduct, acceptable use, confidentiality and Safeguarding briefings and will be expected to read Part 1 of KCSiE.

- 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 Headteacher.

### **Information on the Role of a Volunteer**

All volunteers should have access to this policy. Volunteers should also have access to the following policies in the Volunteer Pack as well as being available from the school's website and school office as requested:

- Health and Safety Policy
- Adult Code of Conduct
- Data Protection Policy
- Safeguarding & Child Protection Policy
- Keeping Pupils Safe in Education Part 1
- Equal Opportunity Policies
- Behaviour Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)
- Confidentiality Policy

## **School Values**

All adults who work in school are expected to work and behave in such a way as to promote our school values which are as follows:

Respect, Responsibility, Resilience, Honesty & Community

## **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 to any school policies or procedures that are relevant to their role
- access any training that is necessary for the success of their activities

## **School's Expectations from Volunteers**

School expects all volunteers to:

- Adhere to the name protocol for staff e.g Miss Jenkins
- Adhere to the school's Health & Safety Policy, Safeguarding Policy, Data Protection Policy, Safer Code of conduct regulations and ICT Acceptable Use (where appropriate).
- Read and work within the Keeping Pupils Safe in Education Part 1
  - Work under the supervision and direction of staff.
- Be role models for the children they work with e.g. please think about the language and gestures used.
- Wear appropriate clothing in line with the schools Dress Code.
- Refer any behavioural or safeguarding concerns to the class teacher and not to attempt to deal with any such issues themselves.
  - Use the staffroom but be reminded of school policies as stated above.
- 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.
- Be familiar with school evacuation procedure and follow staff instruction.
- Annually disclose any information of a criminal nature.

## **Safeguarding**

All volunteers working regularly in school must undertake a short safeguarding and health & safety induction before commencing their voluntary role.

## **Security**

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

## **Complaints Procedure**

Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher (or a delegated staff member) for investigation.

The Headteacher (or delegated staff member in her absence) 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.

## Off Site Visits

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences.

### Role on visits

- 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

The school expects volunteer helpers to:

- comply with all of the above whilst being under the direct line management of school staff
- show a commitment to 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, 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 e.g., ice creams, biscuits, sweets – before, during or after the school trip.

### First Aid

For each class on the school visit, there will be at least one qualified first aider. 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 (**01354 677266**).



### **Confidentiality Agreement**

Whilst in school, it is possible that you may come in to contact with confidential/sensitive information. This may be concerning people with whom you have dealings outside of the school setting such as; parents, children, staff and other individuals representing the school. Please remember that any information that you are privy to whilst at this school is confidential and must remain so. This includes personal and social media interactions.

If you have concerns regarding a breach of sensitive information or indeed, feel there is a matter which needs to be brought to the attention of the Headteacher, please contact the school office as soon as possible. Below is a form acknowledging your agreement of the above statement. Please ensure that this form is returned as soon as possible.

The school views any breach of confidentiality as a very serious matter and will take appropriate action in the event of any such breach.

### **Confidentiality Statement – Benwick Primary School**

I have read, acknowledged and agree to abide by the above confidentiality statement.

Name:

Date:

Signature:

# Benwick Primary School

High Street, Benwick, March, Cambs. PE15 0XA



Telephone: 01354 677266

email: [office@benwick.cambs.sch.uk](mailto:office@benwick.cambs.sch.uk)

Headteacher: Mrs. Clare Talbot

[www.benwick.cambs.sch.uk](http://www.benwick.cambs.sch.uk)

Dear Volunteer,

We would like to warmly welcome you to Benwick Primary School. We hope you will find it both an enjoyable and a rewarding experience to Volunteer with us.

We have a number of Policies that we would like to share with you, please sign at the bottom to say you have received, read and understood your responsibilities.

**Please find enclosed the following:**

- Health and Safety Policy
- Adult Code of Conduct
- Data Protection Policy
- Safeguarding & Child Protection Policy
- Keeping Pupils Safe in Education Part 1
- Equal Opportunity Policies
- Behaviour Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)

Name: .....

Signature: .....

Dated.....

If you have any questions please feel free to ask any member of staff.

Regards,

Karen Hill - School Business Manager