



VOLUNTEERING PROCEDURE POLICY

Ascend Learning Trust

VOLUNTEERING & OTHER/CONTRACTORS IN SCHOOL

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We believe that parents, carers and the community can add enormous value to learning opportunities within the Trust.

This is why we encourage parents and other adults to help schools in a variety of ways. This policy is to ensure that students benefit from as much help and support as possible whilst the schools ensure that their safety and security is paramount.

All volunteers and other adults are expected to sign the attached Code of Conduct for Volunteers and must complete the attached Volunteer /other adults Application Form.

AIMS

- To provide parents/staff and volunteers with clear expectations, induction and guidelines for working in the Academy
- To encourage the wider community to engage with student's learning, to raise standards of achievement and promote community cohesion
- To provide staff, volunteers and parent clear expectations and guidance
- Set a clear, fair process for recruiting and managing volunteers

Policy developed in line with statutory safeguarding guidance and Keeping Children Safe in Education.

VOLUNTEER HELPERS ARE

Parents or other adults working alongside teachers and support staff with students. This policy also applies to contractors and other visitors to the school and they should read, follow and adhere to this guidance. The term volunteer regards all adults in school who are not members of staff.

Members of the governing board working at 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.

Volunteer helpers support the Academy in a number of ways:

- Supporting individual students within classrooms
- Hearing students read
- Helping with classroom organisation
- Helping with supervision of students on school trips
- Helping with group work
- Helping with art or other practical subjects (i.e. cooking etc.)

Volunteer helpers are not allowed to do the following activities:

- Take responsibility for all or some of the class
- Supervise students changing
- Supervise students engaged in PE or other specialist activities
- Take students off the Academy site without a teacher in charge
- The responsibility for the health and welfare of the students remains with the teacher at all times

APPOINTMENT OF VOLUNTEERS

All appointments are conditional upon the completion of an enhanced DBS check, references, any other recruitment checks required and relevant training.

The headteacher reserves the right to terminate a placement at any time.

SIGNING IN

When any volunteer arrives they must sign in at the main reception and collect a visitor badge which must be worn at all times. The receptionist must have knowledge of which area the volunteer is working. Volunteers must also remember to sign out and state the time when they are leaving site.

SAFEGUARDING CHECKS

Volunteers should be supervised at a reasonable level. All volunteers will undertake a Disclosure Barring Service (DBS) check. If in doubt a risk assessment will need to be undertaken to assess the level at which the volunteer is working.

This should then determine the level of supervision they feel is sufficient to provide reasonable assurance for the protection of children concerned and to ensure this is on-going, regardless of the length of time the worker has been doing the activity. For example a reading mentor who sits within a classroom and is supervised at all times including to and from the classroom, so no barred list check would be required.

If the reading mentor works away from the classroom and is unsupervised to and from the classroom, they would be eligible for a barred list check as part of the regulated activity.

If a volunteer has had any criminal convictions or allegations made against them, these must be disclosed to the Headteacher prior to volunteering in the Academy. This will be dealt with in strictest confidence. The Headteacher has the authority not to accept the help of volunteers if it is not in the best interests of the students.

OTHER EXAMPLES OF VOLUNTEERS NOT REQUIRING A BARRING CHECK

Volunteers who accompany staff and students on one-off outings or trips that do not involve overnight stays. Those who help out at specific events e.g. fete, one off school days etc, who do not have unsupervised access to students or the site.

CONFIDENTIALITY

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation. If volunteers have concerns, they should raise these with the appropriate member of staff.

They shouldn't discuss them with pupils or parents.

This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our child protection and safeguarding policy, and inform the designated safeguarding lead.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

DEPLOYMENT OF PARENT HELPERS

It is the policy to ask parents not to support in their own child's class, as this can be distracting for the child. Helpers will be asked to support in classes where there is the most need for individual support.

MONITORING & REVIEW

The day-to-day monitoring of this policy is the responsibility of the Headteacher and leadership team. There will be a record of the number of volunteers in schools to ensure their value and impact in supporting student's learning is sustained.

All volunteers will be listed on the school Single Central Record.

CODE OF CONDUCT FOR VOLUNTEER/HELPERS IN SCHOOLS

Please read and sign the document below to confirm your agreement with the Trust's expectations as a volunteer/helper.

The Academy agrees to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the students
- Share the behaviour policy with you to help you understand how we manage behaviour
- Ensure that the students you work with behave and work well
- Treat you with the highest respect and care
- Share relevant information about the students you are working with
- Let you know in advance the overall plan for the day and let you know if this changes
- Treat anything you tell us with confidentiality

The Academy agrees not to ask you to:

- Deal with difficult or challenging behaviour
- Carry out a task that you feel uncomfortable with

Responsible staff member: (Print Name)

Signed: Date:

Contact Number/email for staff member (for use only if volunteer unable to attend):

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I agree to:

- Use the Trust/school behaviour and ethos policy and inform the teacher if I see any inappropriate behaviour
- Inform the teacher if I observe anything that concerns me in the school
- Treat any information with total confidentiality
- Inform the school if I am unable to come in for any reason by 8.30am in the morning
- Respect and listen to the guidance of the teacher at all times
- Complete the appropriate DBS/safeguarding checks
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer/helper
- Not look at or compare children's work, records or staff records
- Not share any information about a child or member of staff with anyone outside the Academy

SCHOOL RULES & POLICIES

- Volunteers will follow all school rules and policies, including those on:
- Child protection
- ICT and internet acceptable use
- Online safety
- Mobile phones
- Data protection
- Health and safety
- Equality
- Whistle-blowing
- Behaviour

Copies of the school policies are available from the school office.

1. PROFESSIONAL CONDUCT

Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff (office/admin/resource manager).

Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.

Volunteers must conduct themselves in a professional manner at all times. This includes:

- Dressing in a way that is professional and appropriate to the work they are doing
- Refraining from using inappropriate language
- Setting an example for pupils by acting in a way that reflects the school's ethos and values
- Behaving in a way that is appropriate for the role they are undertaking
- Ensuring that comments, including those made on social media, do not bring the school into disrepute

Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged during the holidays or as a way of saying "thank you".

Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.

Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times).

They may not use their time as a volunteer to discuss their child's education with school staff.

If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

2. SAFEGUARDING

Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy.

Safeguarding training will be provided to all volunteers before they begin their placement. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. (See Safeguarding Procedure flowchart in individual school).

Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.

Volunteers must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:

- Exchanging contact information
- Making contact with pupils outside of school, including on social media
- Arranging to meet pupils outside of school
- Alerting the DSL if a pupil develops an infatuation with them
- Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

3. HEALTH & SAFETY

Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.

Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.

Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

4. CONFIDENTIALITY

Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children.

If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

Volunteer Name: (Print Name)

Signed: Date:

VOLUNTEER HELPER - APPLICATION FORM

Name of School:

We welcome applications for volunteer helper positions from all sections of the community regardless of background, religious belief, gender, disability, ethnic origin, political opinion, age, marital status, sexual orientation, or whether or not you have dependents.

We believe that parents, carers and the community can add enormous value to learning opportunities within the Trust. We encourage parents and other adults to help the Academy in a variety of ways.

CONFIDENTIAL

Please complete this application in block capitals and return to HR.

Surname	
Forename	
Middle Name	
Title	
Date of Birth	
Address	
Post Code	
Daytime Telephone Number	
Evening Telephone Number	
Email Address	
Signature	
Date	

Volunteer helpers are Parents or other adults working alongside teachers and support staff with students.

DBS CHECKS

The Ascend Learning Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role.

Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Ascend Learning Trust privacy notice.

AVAILABILITY

N/A FOR OTHER ADULT ROLES

	MON	TUES	WEDS	THURS	FRI
AM					
PM					
Before School					
After School					
Lunchtimes					
How many hours per week are you available to volunteer?					
Are you able to commit to at least 1 term?					

EXPERIENCE AND QUALIFICATIONS

Do you have experience working as a volunteer, especially with children?
If yes, please include details in the box below

Why would you like to volunteer at [INSET SCHOOL NAME]?

Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc)

Do you have any relevant qualifications?

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REFEREES

Please provide details of two referees. These can be business (including your employer if you are in work) or personal, and ideally have known you at least two years.

REFERENCE 1

Name	
Address	
Post Code	
Telephone Number	
Email Address	

REFERENCE 2

Name	
Address	
Post Code	
Telephone Number	
Email Address	

DISABILITY

The Ascend Learning Trust is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

Please sign and date below:

Volunteer Name: (Print Name)

Signed: Date: