



Volunteers Policy

This policy covers parents and other members of the community who wish to volunteer in school.

Date approved: November 2016

Date of Next Review: September 2019



Article 28

Every child has the right to an education.

General

At Wildmoor Heath School we recognise that volunteers make a significant contribution to the school.

This policy defines the term and sets out the principles, practices and procedures which will be followed in the appointment; management; support and supervision of volunteers.

Volunteers may include:

- Members of the governing body
- Members of the PTA
- University, College and sixth form students
- Former members of staff
- Parents / carers
- Members of the local community

The types of activities that volunteers are engaged in might include:

- Teaching children to read
- Working with small groups of children
- Working with individual children
- Undertaking arts and craft activities with children
- Supporting Wildmoor Heath staff to run after school clubs
- Working with children on the computer
- Accompanying school trips
- Helping in the library

Becoming a volunteer

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should speak to the office team, which will arrange for them to speak to a member of the Senior Leadership and Management Team (SLMT). The SMLT will discuss what the volunteer would like to do, when and how often and what, if any, training they will require. **Mr. Peaple is currently the Volunteer Coordinator.**

Being a volunteer should be an altruistic act to benefit the children and the school. For this reason we do not allow parents / carers who become regular volunteers to work in the same class as their children. For trips, one off events and after school clubs, this is acceptable, however. We also recognise that people volunteer for a multitude of reasons, including wishing to develop skills and / or gain experience working with children. For this reason, we will also do our best to provide the opportunities and, where appropriate, the training they need.

To ensure the safety of our pupils, those wishing to volunteer in the school regularly will be required to undertake a Disclosure and Barring Service (DBS) check before starting. This will be arranged with the School Secretary. The check takes approximately two weeks to process and we are unable to have any volunteer in school unless they have been cleared and we have seen – and have a copy – of the certificate or notification.

Those volunteering for one off events where there will be no direct or unsupervised access to children may not be required to undertake a DBS check. However, the school may undertake a 'List 99' check with the Local Authority to ensure there is no prohibition on them working in schools or with children and put in place specific restrictions (i.e. to be supervised by a member of staff etc).

Confidentiality

Wildmoor Heath has a confidentiality policy. All volunteers will be asked to sign a confidentiality agreement and follow its principles.

Volunteers may have access to personal information about some individuals, or other information which may be confidential. Wildmoor Heath needs to be able to trust its volunteers with such information. Volunteers who break this confidentiality will be asked to leave. Any concerns that volunteers have about the children they work with/ come into contact with should be shared with the Head or Deputy Headteacher and not with any persons outside school.

All adults in our school can expect their personal and health issues to remain confidential unless:

- it impinges on their terms of contract;
- it endangers pupils or other members of staff;
- there is a legal obligation to disclose such information;
- it is necessary for legal proceedings;
- despite the duty of confidence the staff member's interest or the wider public interest justifies disclosure.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Head or Deputy Headteacher. If there concern is about the Headteacher, they should refer to the school's Whistleblowing Policy.

Safeguarding

All volunteers have the responsibility to report any concern that they may have regarding Child Protection to the Designated Child Protection Officer (DCPO) – the Headteacher – or, in his absence, the Family Support Advisor. It is not the role for the volunteer to investigate concerns. Wildmoor Heath's Safeguarding Policy explains the guidelines and procedures to follow regarding any suspicions. A copy of this policy is available on the website and upon request.

Supervision

All volunteers work under the supervision of the class teacher to which they are assigned. Although teachers retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been given and should seek further advice/ guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

Health and Safety

The school has a health and safety policy which is available on request. The volunteer coordinator and / or office should ensure that individuals are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher, Deputy Head teacher or Head Teacher.

Equal Opportunities

Wildmoor Heath recognises that the activity of volunteering can provide an individual with experience and opportunities for self and career development. In accordance with School's Equal opportunity Policy, volunteer placements will therefore be open to individuals irrespective of race, gender, disability, sexuality, age or marital status. Where a prospective volunteer demonstrates hostility to, or a clear lack of support for equal opportunities, she/he will be deemed automatically unsuitable for a volunteer position. All volunteers are required to make a commitment to this policy. A copy can be given on request.

Internet Use Code of Conduct

This code exists to safeguard and promote the proper use of the School's internet and email facilities. Volunteers are responsible for using these facilities in an efficient, effective, ethical and lawful manner. Use of the internet and emails may be monitored at any time for legitimate business reasons. Volunteers who require access to the school network will be asked to sign our ICT Agreement.

Volunteer Code of Conduct

As Wildmoor Heath volunteers, everyone is expected to conform to high standards of behaviour and conduct. Wildmoor Heath School expects that volunteers will:

- Be on time and inform the school if they are going to be absent;
- Sign in and out at the office and wear their ID while on site;

- Demonstrate and promote the school values – Respect, Everyone (Inclusion), Achievement, Courage, Helpful & Caring, Individuality and Never give up / Go for it! REACHING for our BEST.
- Respect other volunteers, students, staff and children and make them feel welcomed and valued;
- Be approachable and pleasant;
- Dress and behave in a manner which promotes healthy and safe working practices;
- Maintain the confidentiality of personal information at all times. This includes not taking photographs unless agreed in advance by the Headteacher and using a school camera;
- All volunteers should be aware how their behaviour can affect both colleagues and children;
- Everyone has the responsibility to avoid becoming involved in situations that could bring the School into disrepute;
- Follow all school policies and procedures, including the no smoking anywhere on the school site and not using a mobile phone whilst in the vicinity of children.

Complaints Procedure

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

Monitoring, Evaluation and Review

The policy will be monitored by Volunteer Coordinator and evaluated by the SMLT and the appropriate committee of the Governing Body. The policy will be reviewed every three years or in the light of new guidance from either the DfE, LA or Ofsted.