

# THE **D**IOCESE OF **S**HEFFIELD **A**CADEMIES **T**RUST

## VOLUNTEER/VISITORS IN SCHOOL POLICY 24-25



THE  
**D**IOCESE OF  
**S**HEFFIELD  
**A**CADEMIES  
**T**RUST

Approved by: DSAT Trust Board

Last reviewed on: Summer 2024

Next review due by: Summer 2025

# Volunteer Policy

*The Trust 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.

The Trust and 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 Local School Board
- 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
- PTA Group
- Local groups e.g. Church, 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
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks
- 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
- Helping at lunchtime

## **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 an application form 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. 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, Child Protection Policy, Code of Conduct and Health and Safety Policies.

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 the school. The student will be expected to share their DBS certificate with the business manager 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 the completion of a DBS as they will be supervised at all times by the class teacher. A Children's Barred List check will be undertaken. 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 People Director.

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

All volunteers should have access to this policy. Volunteers should also have access to the following policies from the school's website or from the school office

- Health and Safety Policy
- Code of Conduct
- Data Protection Policy
- Safeguarding & Child Protection Policy
- Safeguarding Guidance for volunteers
- 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)

## **School Values**

All adults who work in school are expected to work and behave in such a way as to promote the school values.

## **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 Penn
- Adhere to the school's Health & Safety Policy, Safeguarding Policy, Data Protection Policy, Code of conduct 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, smart but casual dress (no jeans) 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.
- 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 induction to include health and safety before commencing their voluntary role and undertake basic Safeguarding and Child Protection Training and Health and Safety overview.

## **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.

## 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**

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

Name:

Date:

Signature

## Appendix 1

### OFF-SITE VISITS VOLUNTEER AGREEMENT

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this school trip.

Please read and return this form, and sign and return the helper's slip.

This is part of our school's risk assessment planning.

#### Role of the Volunteer Helper

- 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

School staff expect 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.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's attention we always use their name and under no circumstances are we to come into physical contact with a child.

#### 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. Under no circumstances will a volunteer be asked to administer medication of any kind. 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.

---

***I have read the Volunteer Policy***

***I agree to the terms and conditions as stated in the policy***

**Signed :** \_\_\_\_\_

**Date :** \_\_\_\_\_