



Volunteer Policy

Brierley CE (VC) Primary School

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Our Vision

Though we are many, we are one body. Together, we learn and grow.

God is at the heart of all we do, shining His light to guide us on our journey. Together, we face change and transformation with courage.

In love, we nurture all to be resilient, hopeful and aspirational; to become the very best version of ourselves, knowing that we are loved.

Each member of our school community is honoured and celebrated for their unique character and qualities: difference is met with dignity and compassion. Though we are many, we are one body.

Our community at Brierley stretches beyond the school, where we share God's message of love through our actions, our thoughts and our words as we continue on life's path.

Introduction

Brierley CE Primary 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.

We believe 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
- Local interest groups e.g. Royal Legion etc
- Members of the Clergy

Types of Activities

Activities volunteers may be engaged in could include any of the following although this list is not exhaustive:

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
Interviewing children on a governor visit
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 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. For volunteers new to the school, two references will 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.

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. 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.
- 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:
- Health and Safety Policy
- Code of Conduct
- Data Protection Policy
- Safeguarding 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

Christian Values

All adults who work in school are expected to work and behave in such a way as to promote our school Christian Values of:

Koinonia – We are 'one body' in our Christian community

Hope – Going forwards with faith and belief, not giving up

Friendship – Jesus called his disciples his friends – we should be like them

Endurance – In His life and work Jesus inspires us even when things are hard

Compassion – Be a good Samaritan, go and help, don't just walk away

Thankfulness – Give thanks for God's gifts in the world that we live in

Trust – We put our faith in God and people who have earned our trust.

Peace – The Holy Spirit brings peace and harmony to our lives.

Humility – Putting others in front of ourselves just as Jesus washed the feet of his disciples.

Forgiveness – Show forgiveness to everyone just as Jesus did on the cross.

Service – Jesus fed the 5000, we should serve one another to benefit everyone.

Justice – Reflect on God's love, be fair and equal in all that you do.

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 Mrs Benson

Adhere to the school's Health & Safety Policy, Safeguarding Policy, Data Protection Policy, 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 behavioral concerns to the class teacher or refer safeguarding concerns to the safeguarding team 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 induction to include health and safety before commencing their voluntary role and undertake basic Safeguarding and Child Protection Training, Prevent 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.

January 2022

Volunteer Application Form

Registration Form for Voluntary Helpers at Brierley CE (VC) Primary School
With Disqualification Requirement for Early and Later Years

You will appreciate that the School must be particularly careful to enquire into the background of individuals who have access to pupils at the school. The school keeps a record of all persons who carry out voluntary work at the school. You are asked, therefore to complete the details below and return it to the school.

In accordance with Keeping Children Safe in Education, we ask Volunteers to give names and addresses of two 'professional' referees. Please provide these below. If, as a voluntary helper, you have regular unsupervised contact with the pupils then it will be necessary for a Disclosure and Barring check, including a Barred List check, to be made on you.

Surname _____
Previous Name(s) _____
Forename(s) _____

Title _____ (Mrs/Miss/Ms/Mr)
Date of Birth ____/____/____

Address _____

Telephone No. _____

Have you lived abroad anytime in the last 5 years? Yes No

If "yes" please give details overleaf.

Relevant Experience: e.g. Education, Training, Employment or Voluntary Work.

Referees: Two professional referees who can comment on your suitability to work with children are required

First Referee

Full Name: _____
Full Address: _____
Tel No: _____
Job Title: _____
Relationship to Applicant: _____

Second Referee

Full Name: _____
Full Address: _____
Tel No: _____
Job Title: _____
Relationship to Applicant: _____

DBS check

I consent to a Disclosure and Barring and Barred List check being made on me if I will have regular unsupervised contact with pupils and this form being held by the school as a record that appropriate checks have been carried out.

Disqualification and Disqualification by Association I confirm that I am not disqualified from working with children in Early or Later Years settings (up to age 8) and, to the best of my knowledge, no one who lives or works in the same household as me is disqualified.

I understand and accept that I must inform the headteacher immediately if I become disqualified or if I become aware that anyone who lives or works in my household becomes disqualified.

Signed _____ Date _____

Print Name _____

FOR SCHOOL USE

Section 1 or section 2 must be completed

1 Regular unsupervised contact with pupils DBS application made

Date _____ Signed _____

BS Clearance received

Date _____ Signed _____

Or

2 No regular unsupervised contact with pupils

Date _____ Signed _____