



# CHURCHDOWN PARTON MANOR SCHOOLS' FEDERATION VOLUNTEERS IN SCHOOL POLICY

<b>Date of policy</b>	<b>Summer 2021</b>
<b>Review date</b>	<b>Summer 2023</b>
<b>Staff responsible</b>	<b>Headteacher</b>

## **Equalities Statement**

Churchdown Parton Manor Schools' Federation provides an education for all, acknowledges the society in which we live, and is enriched by the ethnic, cultural and religious diversity of its citizens. The school strives to ensure that the culture and ethos of the school are such that, whatever the heritage, origins, faith, age, gender, sexuality and ability of members of the school community, everyone has the right to equal chances, is equally valued and treats one another with respect so that all pupils and staff are encouraged and supported in achieving their full potential. We provide pupils with the opportunity to experience, understand and celebrate diversity, actively tackle all instances of unlawful discrimination and strive for equality of opportunity and good relationships to permeate all aspects of school life, including:

- attainment, progress and assessment
- behaviour, discipline and exclusion
- admission and attendance
- curriculum
- personal development and pastoral care
- teaching and learning
- working with parents / carers and communities
- staff recruitment and professional development

## **Safeguarding Statement**

- The named person with responsibility for child protection in our school is the Head Teacher, who liaises with a named Governor. We will follow the procedures for child protection drawn up by the LA and the Governing Body.
- If any person suspects that a child in the school may be the victim of abuse, they should not try to investigate, but should immediately inform the Head Teacher about their concerns
- When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social care, and with the Gloucestershire Safeguarding Children Board. We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.
- We require all adults who work in school to have their application vetted by the police, in order to check that there is no evidence of offences involving children or abuse. (DBS, Barred and Prohibition Checks).
- All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry and we trust that parents and carers, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

## **Accessibility Statement**

We will strive to ensure that the ethos of the school is such that everyone is equally valued and treated with respect. Pupils will be provided with opportunities to experience, understand and value diversity.

All pupils should have access to an appropriate education that gives them the opportunity to achieve their personal potential, whatever their abilities and needs might be.

## Contents

1. Introduction and aims.....	3
2. How we use volunteers.....	3
3. Appointment of volunteers .....	3
4. Safeguarding.....	4
5. Induction and training .....	4
6. Confidentiality .....	4
7. Conduct of volunteers.....	5
8. Insurance .....	5
9. Monitoring and review .....	5
Appendix 1: Code of conduct for volunteers .....	6
Appendix 2: Volunteer information.....	8

---

### 1. Introduction and aims

We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of the volunteer policy is to:

- › Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- › Ensure that volunteers support the school's vision and values, and adhere to our policies
- › Provide staff, volunteers and parents with clear expectations and guidelines
- › Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#).

### 2. How we use volunteers

At Churchdown Parton Manor Schools' Federation volunteers may undertake a variety of activities including:

Hearing children read; accompanying school visits; working with individual children; working with small groups of children; supporting specific curriculum areas.

Volunteers may include: Members of the governing board; parents; former pupils; students on work experience; local residents; members of the Friendly Association, members of the Church.

### 3. Appointment of volunteers

Volunteers should approach a member of the Senior Leadership Team (SLT) in person or via email (admin email addresses are on the website) explaining when and why they wish to volunteer. If the Federation can offer a position, someone will be in touch as soon as possible. All appointments are conditional upon

appropriate safeguarding training and the completion of an enhanced DBS check (if appropriate after discussion about the role).

The volunteer may be asked to complete Appendix 2 which contains essential information that the school may not already hold (for example, in case of a work experience student). This may not be necessary in case of, for example, a parent or Governor, as school already holds this information.

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

## 4. Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- › Conduct enhanced DBS checks on volunteers who:
  - Work one-on-one with pupils unsupervised
  - Work with groups of pupils unsupervised
- › Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- › Provide safeguarding training at an appropriate level to all volunteers **prior** to them beginning work at the school.
- › Require volunteers to agree and adhere to our code of conduct (see Appendix 1) and to read, and adhere to, the school's policies on:
  - Safeguarding and Child Protection; E-safety and Acceptable users; Behaviour; Health and safety
- › Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils
- › Conduct a risk assessment to determine whether a volunteer who isn't working in a regulated activity needs an enhanced DBS check. The risk assessment will consider:
  - The nature of the work they will be doing
  - What we know about them
  - References from employers or other voluntary roles
  - Whether the role is eligible for an enhanced DBS check

If the role requires a DBS check the details of the volunteer will be added to the Single Central Record.

## 5. Induction and training

Volunteers must complete appropriate training prior to beginning work at the school.

Training requirements will be determined by the headteacher, or the appropriate member of staff but this will always include a safeguarding overview and a discussion regarding the responsibilities of the role.

## 6. 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 school.

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 Safeguarding and Child Protection policy, and inform the Designated Safeguarding Lead.

## **7. Conduct of volunteers**

Volunteers must comply with the code of conduct set out in the appendix to this policy (Appendix 1).

## **8. Insurance**

The school's insurance policy covers volunteers in the event of an accident or emergency.

If a volunteer is working at the school through another organisation, we may also check that organisation's insurance arrangements.

## **9. Monitoring and review**

This policy has been approved by the Head teacher and will be reviewed regularly.

## Appendix 1: Code of conduct for volunteers

### Churchdown Parton Manor Schools' Federation

#### Code of conduct for volunteers

In undertaking a volunteer placement within our federation, volunteers agree to the following:

##### **1. School rules and policies**

Volunteers will follow all school rules and policies, including those on:

Safeguarding and Child Protection policy, E-safety and Acceptable users, Data protection/ GDPR, Health and safety, Equality and Behaviour.

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

##### **2. Professional conduct**

Volunteers must accept and follow instructions provided by staff.

Volunteers should ask for guidance or clarification if required. Questions can be directed to the supervising member of staff (usually the class teacher) or to a member of the Senior Leadership Team (SLT).

Behaviour management is the responsibility of school staff. If volunteers witness behaviour that they believe is unacceptable, 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 unless previously agreed with the class teacher.

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 behaving in a way that reflects the school's ethos and values
- Ensuring that comments, including those made on social media, do not bring the school into disrepute
- Not using their phone in the classrooms except in cases of emergency

Volunteers must not accept gifts from, or give gifts to, pupils.

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 the class teacher or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

##### **3. Safeguarding**

Volunteers must be familiar with, and adhere to, the school's Safeguarding and Child Protection policy. Safeguarding training/ information 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 Headteacher/ Deputy Headteacher.

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

Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

#### **4. Health and safety**

Volunteers must abide by the school's Health and Safety policy. 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.

#### **5. 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.

## Appendix 2: Volunteer information

Volunteers may be asked to complete the information below and hand in to the school office.

This data will only be used in line with data protection legislation to comply with legal obligations if we have consent. Information will be kept for the length of the placement only or in case of a regular volunteer, when the volunteering ceases.

Volunteer name	
Contact number	
Email address	
Home address	
Nature of volunteering	
Immediate supervisor (Class teacher)	
DBS check required	Yes / No
Date	
Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. I confirm that I have read the code of conduct and agree to abide by it.	
Signature	