

# **EARLSMEAD PRIMARY SCHOOL**

## **Volunteer Policy and Application Pack**



**SUCCESS *for* ALL**

<b>Written by</b>	<b>Mr Safarian</b>
<b>LGB Approved</b>	<b>January 2024</b>
<b>BoT Ratified</b>	<b>February 2024</b>
<b>Date of Review</b>	<b>January 2027</b>

## **MISSION STATEMENT**

At Earlsmead Primary School we encourage all members of our school community to strive to be the best they can be and develop new skills that empower them for life-long learning in order to become confident, valuable, members of society.

We create an inclusive, supportive, safe and challenging environment where all contributions are valued.

Learning is motivating and independence is encouraged, hence all become reflective, self-learning team members with a positive sense of wellbeing and a love of learning.

## **OUR VISION**

Working in partnership with children, parents, staff and governors, as a community we will achieve *Success for All* through:

*Securing resilience*

*Understanding values and respecting others*

*Committing to our learning*

*Community involvement*

*Equality for all*

*Striving to do our very best*

*Setting high expectations*

## **Introduction**

At Earlsmead Primary School, we recognise that there are many situations where volunteers can make an appropriate and significant contribution to the work and services of our school. This policy defines the term and sets out the principles, practices and procedures which will be followed in the management and supervision of volunteers. Whether a parent or relative of a pupil, or a student on work experience, the contribution volunteers can make to the work of the school is valued and respected and we recognise that they bring with them a range of skills and experience that can enhance the learning opportunities, achievement and enjoyment of children at our school.

The types of activities that volunteers support and assist with include:

- Hearing children read.
- Talking to children about their learning.
- Working with individual or small groups of children on teacher directed activities.
- Accompanying school visits.
- Day-to-day organisation of the class.

## **The benefits of volunteering**

- For the children: increases in understanding, achievement, self-confidence and self-esteem.
- For teaching staff: greater opportunity to work with other children, so enabling the class as a whole to learn more effectively and achieve more.
- For the volunteer: a great sense of achievement and personal satisfaction, new knowledge and new skills and improved career prospects.

## **Becoming an Earlsmead volunteer**

Before starting their experience with us, volunteers must complete our Volunteer Application Form which enables the school to get to know the individual a little bit better, whilst also informing us why a volunteer request has been made. Successful applicants will then be invited to meet Mr Safarian for an interview to determine the applicant's suitability for the role. If suitable, references will be requested and checked. All volunteers are required to have an enhanced DBS (Disclosure and Barring Service) check in place to assess their suitability to work with children. Volunteers may be requested to pay for their own DBS check which is around £40 at the time of writing. Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school. Once this and other appropriate safeguarding and recruitment checks are complete, the volunteer will be asked to complete the final agreements for their role. This will involve agreeing to adhere to our code of conduct (see appendix).

We greatly value and appreciate the time and effort that each of the volunteers dedicate to our school. To ensure our volunteers feel welcome and well informed about our school, we provide each of them with full induction, including safeguarding, where they will get to know the school better before entering the classroom.

Anyone wishing to become a regular volunteer should speak to Mr Safarian (contactable via the school office) and/or complete our application form in the appendix below.

Anyone wishing to become a volunteer for a one off event such as a school trip should speak to the class teacher to see if support is required. If so, the Parents/Carers Trip Training form (available from the school office or in the appendix below) must be completed and handed in to the school office.

Appointment and induction of new volunteers can take six weeks, and is dependent on the candidate and available spaces within the school. The Headteacher reserves the right to terminate a placement at any time.

### **Safeguarding:**

Earlsmead Primary School is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment. Applicants are required to interview and complete a chronological work history where any gaps in employment will be questioned. At least two references should be provided and these will be contacted before HR completes final on-boarding. Identity and proof of address documentation will also be required.

Volunteers in regulated activity will be required to obtain an enhanced DBS check. As mentioned above, volunteers may be requested to pay for their own DBS checks. Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed.

Volunteers are required to sign in and out of the school office on each occasion and must wear their identification lanyard at all times whilst working on the school premises, or accompanying children on a school trip.

All volunteers work under the guidance 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 assigned, 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.

All volunteers must have safeguarding induction; this involves reading and understanding part 1 of Keeping Children Safe in Education. We reserve the right to complete any necessary safer recruitment checks (which could include an online search) before a volunteer commences at the school. Volunteers are also expected to adhere to Earlsmead's policies and procedures.

We legally cannot carry out a DBS check on a child under the age of 16 who is volunteering at our school. We will ensure that children who are volunteering are always under an appropriate level of supervision, and conduct a risk assessment to consider any potential safeguarding issues.

DBS certificates must be viewed and recorded by the Trust's HR team on our single central record prior to any volunteer commencing.

If any volunteers have concerns about a child, it must be reported immediately to the Designated Safeguarding Lead (Jackie Stangroom); or about staff, it must be reported immediately and ONLY to the Headteacher (Barbara Graham); or about the Headteacher, it must be reported immediately and ONLY to the Chair of Governors (Pauline Hughes).

### **Confidentiality:**

During their experience at Earlsmead Primary School, volunteers may have access to personal information about some individuals, or other information which may be confidential. Volunteers are

expected to keep this information confidential. This expectation is detailed in the Volunteer Code of Conduct and Agreement and in the Confidentiality Agreement (appendix), which all volunteers must sign prior to starting. Any volunteers who break this confidentiality may be asked to leave.

Any concerns that volunteers have about the children they work with/come into contact with should be shared with the class teacher.

**Any concerns relating to a child's safety should immediately be shared with the Designated Safeguarding Lead (Jackie Stangroom) or a Deputy DSL in her absence.**

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

In all instances, information will not be shared with any persons outside the school. Safeguarding procedures and training is included as part of induction.

### **Health and safety:**

The school and trust has a Health and Safety Policy which is available on request or accessible [here](#). At induction, the Deputy Headteacher will ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task.

If a volunteer attends a school trip, their emergency contact details will be requested prior to this. Volunteers must also exercise due care and attention and report any obvious hazards or concerns to the class teacher.

Any health and safety concerns should be reported immediately to the Headteacher or another member of the Senior Leadership Team in her absence.

### **Insurance**

Earlsmead's insurance policy covers volunteers in the event of an accident or emergency provided the correct procedures for the activity have been followed.

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

### **Complaints:**

Any complaints about a volunteer, or by a volunteer, will be dealt with in line with the school's complaints procedure. This is available on request or can be accessed [here](#).

### **Data protection and record keeping:**

Our Data Protection and Privacy Policy can be found on our [policy page](#) of our website and outlines what information we collect about staff at Earlsmead and why we collect it.

In regards to volunteers, we will:

- Retain records in line with our records retention schedule.
- Remove any details of volunteers from the single central record (SCR) once they no longer work at our school.

### **Monitoring and review**

This policy has been approved by the Board of Trustees and will be reviewed regularly every three years.

**Appendix:**

**Application Form: Volunteer 2023**

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

**DATA PROTECTION NOTICE**

Throughout this form, we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

You will find more information on how we use your personal data in our Data Protection and Privacy Policy which can be found on our [policy page](#) of our website.

**PERSONAL DETAILS**

<b>Name:</b>	
<b>Date of birth:</b>	
<b>Gender:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	
<b>Home address:</b>	

## DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

The school 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 School's privacy notice.

<b>Do you have a DBS check? (please circle)</b>	Yes/No
<b>If yes, what type of check do you have? (please circle)</b>	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information
<b>Date of check:</b>	
<b>Certificate number:</b>	

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>AM</b>					
<b>PM</b>					
<b>Before school</b>					
<b>After school</b>					
<b>Lunchtimes</b>					
<b>How many hours per week/month can you volunteer?</b>					



Can you commit to at least 1 term?	
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## 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 Earlsmead Primary School?

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.)

## EXPERIENCE AND QUALIFICATIONS

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**Do you have any relevant qualifications?**

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## PREFERENCES

What age group would you prefer to work with?	
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Would you prefer to work 1-on-1 or with a small group?	
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## REFERENCES

**Your placement as a volunteer will be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).**

## REFERENCES

<b>Name:</b>	<b>Name:</b>
<b>Relationship to you:</b>	<b>Relationship to you:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone number:</b>	<b>Telephone number:</b>
<b>Email address:</b>	<b>Email address:</b>

## DISABILITY AND ACCESSIBILITY

The school 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:

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

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

Name: \_\_\_\_\_

## Code of Conduct and Agreement

Thank you for offering your services as a volunteer at Earlsmead Primary School. Your help is greatly appreciated and we hope that you will gain much from your experience. Please read and sign this Code of Conduct and Agreement and hand it in to Mr Safarian in person, or via the school office.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards. We expect all support staff, governors and volunteers to act with personal and professional integrity, respecting the safety and wellbeing of others.

Specifically, we will:

1. Treat others equally regardless of ability, gender, sexual orientation, size, age, race, religion or position in school.
2. Be good role models for pupils.
3. Listen to what children and adults have to say and value and respect their opinions.
4. Engage in a professional dialogue when our ideas and opinions differ.
5. Speak appropriately to, and in front of, children, their families and staff.
6. Adhere to the school dress code – ie to dress appropriately for the task in hand.
7. Uphold current policies and procedures and support each other in doing so.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

-I have received a copy of the school's Volunteer Policy and Staff Code of Conduct.

-I agree to treat any information obtained from being a volunteer in school as strictly confidential.

-I understand that an enhanced DBS check and other safer recruitment checks will be undertaken.

-I have been made aware of who is my designated supervisor. e.g. Class Teacher, Deputy Headteacher.

-I am aware of the school's safeguarding procedures and who I should go to if I have a concern about the welfare of a child.

-Fire safety procedures have been explained to me as part of induction.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

## Confidentiality Agreement (all volunteers)

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 with 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 do so without delay.

Below is a form acknowledging your agreement of the above statement. Please ensure that this form is returned to Mr Safarian 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 – Earlsmead Primary School.

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

Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

## Parents/Carers Trip Training

Name of trip \_\_\_\_\_ Year Group \_\_\_\_ Date of trip \_\_\_\_\_

Date of training \_\_\_\_\_

### Parents/Carers will:

- Follow all the instructions given to them by the class teacher.
- Make sure children are sat and have seat belts on during any coach journey involved as part of the trip - no eating or drinking.
- Know which children are in their group, check they are together throughout and count regularly.
- Ensure they know where the children are at all times and alert the teacher immediately if any pupil is missing.
- Reinforce the rules from the teacher if necessary.
- Remind the pupils to walk quietly and in a line.
- Remain with the group throughout the trip. Time is allocated for toilet trips but speak to the teacher if a pupil or adult needs to go at other times.
- Report any concerns over behaviour to the class teacher as soon as possible.
- Encourage the pupils to participate when necessary and make the trip enjoyable.
- Know which adult is responsible for first aid.
- Be dressed appropriately for the activity and bring a packed lunch.
- Remain with the group in emergencies.

### Parents/Carers will not:

- Give out sweets, food or drink, or medication to children at any time on the trip.
- Smoke during the trip.
- Leave the group without notifying the class teacher.
- Use their mobile phones during the trip.

### Teachers will:

- Meet with all adults before going on the trip.
- Make clear the expectations of the adults and pupils.
- Give a list of the children in their group.
- Give a summary/timetable to the adults in advance.
- Give any relevant background information on the place if necessary.
- Advise of any health and safety issues to be aware of.
- Supply any paper, pencils etc. necessary for the trip.
- Ask parents/carers for emergency contact details for the trip and any health issues that might impact on the trip.

Signed (class teacher) \_\_\_\_\_ Date \_\_\_\_\_

Signed (Parent/Carer) \_\_\_\_\_ Date \_\_\_\_\_

Name in capitals \_\_\_\_\_ Parent of \_\_\_\_\_