



North Beckton
PRIMARY SCHOOL

Volunteer Policy
March 2018

North Beckton Primary School Volunteer Policy

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. We welcome and encourage volunteers from the local community. A volunteer is an unpaid adult who provides support to our school.

Our volunteers may include:

- Corporate volunteers, usually arranged via East London Business Alliance (ELBA)
- Parents of pupils
- Students on university placements or work experience
- Ex members of staff
- Local residents

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

- Hearing pupils read
- Working with small groups of pupils
- Undertaking arts and craft activities with pupils
- Gardening activities
- Supporting teachers to run after school clubs
- ICT
- Individually arranged projects
- Accompanying school visits

Becoming a volunteer

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should approach the School Office. Volunteers should complete the Volunteer Information Sheet (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help. Before starting to help in school, volunteers should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

Before starting in school and to ensure the safety of our pupils at all times, all volunteers will be required to complete a DBS (Disclosure & Barring Service) check. This can be completed online and the school office will provide the necessary information. We are unable to have any volunteer in school work unsupervised with pupils unless they have been cleared by the DBS and show their certificate in school. Details of this certificate will be recorded.

Confidentiality

Volunteers in school are bound by our Confidentiality Policy. All staff members, voluntary helpers and visitors should be aware that information relating to individual pupils or members of staff is totally confidential. Whilst in school volunteers may hear conversations which are of a confidential nature. These cover aspects such as pupils' academic progress, misbehavior, or home circumstances. All information relating to individual pupils and staff is

totally confidential and volunteers must respect this. Any concerns that volunteers have about the pupils they work with/ come into contact with should be shared with the class teacher and NOT with the parents of the pupil or any persons outside school. These comments, particularly if taken out of context, can cause distress to the parents of the pupil if not heard directly from the school.

A situation may arise in school, where the duty to the pupil is greater than that to the parent. If a pupil discloses something, this information should be shared promptly with the pupil's teacher or head teacher. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Head teacher.

Supervision

All volunteers work under the supervision of the class teacher to which they are assigned. Although teachers retain responsibility for pupils at all times, this does not require volunteers that have a DBS clearance 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 pupil's behavior or understanding of a task.

Health and Safety

The school has a health and safety policy which is available on request. Class teachers should ensure that volunteers 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 educational visit, 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 or head teacher.

Complaints Procedure

Any complaints made about a volunteer or by a volunteer will be referred to the head teacher for investigation.

The school has the right to take the following actions:

- Speak with the volunteer about a breach in the volunteer agreement
- Offer an alternative placement for a volunteer
- Inform the volunteer that they are no longer required to help in school

This policy will be reviewed every three years or in the light of new guidance from either the DfE or the Local Authority.

APPENDIX 1

REGULAR VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS

NAME:	EMERGENCY CONTACT:
Address:	Address:
Telephone NO:	Telephone NO:

DAYS AVAILABLE (AM/PM)

MON AM	TUE AM	WED AM	THU AM	FRI AM
MON PM	TUE PM	WED AM	THU AM	FRI PM

Child's Name and Class (if applicable):

Qualification studying towards (if applicable):

I wish to volunteer as (eg Class support, SEN, Admin etc):

APPENDIX 2

REGULAR VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at North Beckton Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it in at school. You will receive a copy of it for your records.

- ☐ I have received a copy of the School's Volunteer Policy
- ☐ I agree to treat information I learn from being a volunteer in school as confidential

Signed: _____

Name: _____

Date: _____

NORTH BECKTON RISK ASSESSMENT FOR VOLUNTEERS IN SCHOOL

✓	REASON FOR THE RISK ASSESSMENT
	Volunteer will be working in a classroom
	Volunteer will be supporting a class on a school educational visit and may be responsible for a small group
	Volunteer transports pupils to events organised by school staff
	Other:

Completed by: Position: Signed: _____ Date: _____				Severity (S) on a 1-4 scale with 4 high Likelihood (L) on a 1-4 scale with 4 high Risk Rating (S x L) on a 1-16 scale with 16 high
✓	Step 1	Step 2	Step 3	Risk Ratings
	Specify significant hazards or risks that arise	Identify People Potentially at Risk	What Control Measures and Mitigation will be put in place to minimise any Risk	e.g. 1 x 2 = 2 LOW RISK
	Volunteer with regular contact working with pupils with significant unsupervised contact e.g takes pupils for one to one or group work	Pupils in class and around school	DBS check required Mobile phones and/or personal cameras not to be used in school other than staffroom area Volunteer advised to refer pupils to a permanent member of staff if they are injured, need to use the toilet, etc. Volunteer to be informed that they must alert a member of staff if they notice any pupils involved in an altercation and not to try to deal with the situation themselves	1
	Volunteer, regular or one off event , will be working in a classroom with pupils, supporting groups and individuals under the general guidance and full supervision of the class teacher or member of staff.	Pupils in class and around school	Volunteer will not be left alone with pupils, class will always have a permanent member of staff present who has an enhanced CRB/DBS clearance. Mobile phones and/or personal cameras not to be used in school other than staffroom area Volunteer advised to refer pupils to a permanent member of staff if they are injured, need to use the toilet, etc. Volunteer to be informed that they must alert a member of staff if they notice any pupils involved in an altercation and	1

			not to try to deal with the situation themselves	
	Volunteer will be supporting a class on a school educational visit and may be responsible for a small group under the general guidance and full supervision of the class teacher.	Pupils on educational visit	<p>Volunteer will not be left alone with pupils. Overall supervision will rest with the Lead teacher on the visit or educational visit.</p> <p>Teacher will take groups to the toilet or organise for two adults to take the pupils.</p> <p>Volunteer advised to refer pupils to a permanent member of staff if they are injured, need to use the toilet, etc.</p> <p>Volunteer to be informed that they must alert a member of staff if they notice any pupils involved in an altercation and not to try to deal with the situation themselves</p> <p>Use of Mobile phones and/or personal cameras to be strictly monitored by a permanent member of staff</p>	2
	Volunteer for a one off event . Volunteer often supports educational visits and activities and takes responsibility for leading a small party of pupils with minimum or no supervision	Pupils on educational visit	<p>DBS check required</p> <p>Mobile phones and/or personal cameras not to be used in school other than staffroom area</p> <p>Volunteer advised to refer pupils to a permanent member of staff if they are injured, need to use the toilet, etc.</p> <p>Volunteer to be informed that they must alert a member of staff if they notice any pupils involved in an altercation and not to try to deal with the situation themselves</p>	1
	Volunteer - One off event – not regular – transporting a child in a car to a school or organised event	Pupils in car being transported	<p>The driver of the car must be fully insured to carry pupils for this type of activity</p> <p>Where possible, two adults to be in the car.</p> <p>Pupils to sit in the back seats of the car.</p> <p>Parental permission required.</p>	2
	Other:			

Signed: Date:
(Headteacher)