

<b>Policy Title:</b>	<b>Volunteers Policy</b>	
<b>Date of Issue:</b>	05/11/2018	
<b>Date of Review:</b>	01/09/2019	
<b>Author &amp; Role</b>	Mr S Poxon – Deputy Headteacher	
<b>Ratified by:</b>	Governors Policy Committee	
<b>Responsible signatory:</b>	W Blundell	M Maher
<b>Date of signature:</b>	05.11.2018	05.11.2018
<b>Outcome:</b>	This Policy: details colleagues' roles and responsibilities for all adults who work in our school, including volunteers, who have an absolute duty to promote and safeguard the welfare of children in the school.	
<b>Cross Reference:</b>	Child Protection Policy Complaints Policy Confidentiality Policy Health and Safety Policy	

## **EQUALITY AND DIVERSITY STATEMENT**

Astley Park School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

## **POLICY REVIEW**

To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the author of the policy.

## Volunteers Policy

### 1. Introduction

Volunteers enhance the learning opportunities of pupils at Astley Park School by contributing a range of skills and experience. We welcome volunteers, including members of the Governing Body, students on work experience, local residents and others, who wish to work with our pupils on a regular basis.

All adults who work in our school, including volunteers, have an absolute duty to promote and safeguard the welfare of children in the school, and to fulfil the expectations detailed below.

All prospective volunteers will be interviewed by a member of the Senior Leadership Team before permission is granted to work in the school.

Volunteers are provided with the Guidance Sheet (*Appendix 1*). Prospective volunteers are required to complete the Volunteer Information Sheet (*Appendix 2*) and must sign to confirm that they have read and agree to abide by the Volunteer Policy (*Appendix 3*).

### 2. Expectations of volunteers

#### • Confidentiality

All adults in school, including volunteers, are bound by a code of confidentiality. Any concerns that volunteers may have about individual pupils should be voiced with the teacher and NOT with any person outside the school. Volunteers who have concerns arising from the behaviour of any adults in the school which they do not wish to discuss with the teacher should discuss the matter with the Deputy Head Teacher of phase.

#### • Supervision

All volunteers work under the supervision of the teacher of the class to which they are assigned. Teachers retain responsibility for pupils at all times, including behaviour and the activity they are undertaking. Volunteers should have clear guidance from the teacher as to how an activity is carried out / what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the teacher in the event of any query / problem regarding children's understanding of a task or behaviour.

#### • Health & Safety

The school has a Health & Safety Policy, and this is available on request to volunteers working in the school. Teachers ensure that volunteers are clear

about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. accompanying children on visits).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the teacher or site manager.

- **Child Protection**

Safeguarding the welfare of pupils is paramount. The following procedures are in place:

- All volunteers are given a copy of the Volunteer Policy and are asked to sign to confirm that they will abide by the policy.
- All volunteers who wish to make a regular commitment to volunteer within the school must apply for an Enhanced Criminal Records Check through the School, prior to starting their placement. When the Check is received, this must be shown to the Business Manager.
- Volunteers who do not have a valid DBS check are risk assessed in order to ascertain if they may work in the school while the DBS is pending. In no circumstances can a volunteer who is awaiting their DBS check work with pupils on a 1:1 basis.
- There may be occasions when a volunteer is engaged in a ‘one-off’ activity” in school. In this case, it is possible that no formal checks will be carried out. In this case, in no circumstances can a volunteer work with pupils on a 1:1 basis and will be supervised by a member of staff at all times.

- **Complaints Procedure**

Any complaints made about a volunteer will be referred to the Headteacher or Business Manager for investigation. Any complaints made by a volunteer will be referred to the Headteacher or Business Manager.

The Headteacher reserves the right to inform the volunteer that the school no longer wishes for him/her to continue their activities in school. This may be with immediate effect.

## APPENDIX 1

### Guidance for volunteers

#### Welcome to Astley Park School

Astley Park School has over 170 pupils on roll, all of whom have Statements of Special Educational Needs or Education Health Care Plan. Students have a range of learning difficulties, and a number of pupils have mobility and sensory impairment.

The school has small classes, with around ten students in each group. Each class is supervised by a class teacher and supported by at least one teaching assistant.

The school day commences for staff at 8.45am. Pupils arrive for registration between 8.45am and 9.00am. The school closes for pupils at 3.15pm, staff remain on premises until 3.30pm, except Wednesday when training is arranged until 5.00pm. Lunch is served to students in the school hall in two sittings. If you wish to have a school lunch, please let the Business Support Team know by 10.00am. The cost of a lunch is £2.30, payable at the time of ordering. Please provide your own refreshments, our staffroom is available during your breaks.

Please ensure that you do not have physical contact with pupils or are left alone with pupils at any point during your visit, unless this has been specifically agreed with the Business Manager and you have a valid Enhanced DBS check.

There is a dress code for all adults in school, which asks that you do not wear jeans.

If you have any concerns about Health and Safety, please raise these with a member of staff at the earliest opportunity. Please wear your visitor badge at all times. If the fire alarm sounds, you will be escorted to the playground.

We hope you enjoy your visit to Astley Park School. If you would like to discuss any aspect of your visit, please speak to the Business Manager

## APPENDIX 2

## Astley Park School

## VOLUNTEER INFORMATION SHEET

Name of Volunteer:	Phone (landline and mobile):
Address:	Other names known by (including maiden names):
Car registration number:	Next of kin contact telephone number:
Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? <i>(please give details)</i>	
An Enhanced CRB check is required to be completed by all volunteers. Please indicate if you have had a recent CRB check:	
Signed:	Date:

*To be completed by the Business Manager:*

Proof of identity checked with following documents:	DBS action:
When will the volunteer be in school?	Linked with which class?

## APPENDIX 3

**Astley Park School  
Volunteer Policy**

	Please tick
I confirm there is no reason why I should not work with children I understand that all volunteers are required to have an Enhanced DBS check	
I confirm that I have read and will abide by Astley Park School's Volunteer Policy.	
I will follow Astley Park School's rules and procedures, including those relating to Child Protection, Health and Safety, Supervision and Confidentiality	
I will contact the school if I am unable to attend as expected and will provide as much notice as possible	
<b>I understand that I am not applying for a paid position</b>	

Signed by volunteer:	
Name:	Date:
Signed on behalf of Astley Park School:	
Name:	Date:

Date agreed:

Headteacher