



## **The Laurels Primary School Volunteer Policy**

### **Introduction**

Our 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.

The Laurels Primary School believes 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 Trust or 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
- Friends of The Laurels (FOTLs)
- Local interest groups e.g. Civic Society, Royal Legion

### **Types of Activities**

Activities volunteers may be engaged in could include any of the following:

- 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 and to swimming lessons
- 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 and for two references to 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.

Only when two satisfactory references and a clear enhanced DBS has been received by the school, will the Headteacher (or staff member with delegated responsibility) interview the potential volunteer and an appropriate placement will be agreed. This will be in a class which has no family connection to the applicant. 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 at The Laurels Primary School. 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 fundraising 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 in the Volunteer Pack as well as being available from the school's website [www.laurelsprimary.co.uk](http://www.laurelsprimary.co.uk) or from the school office

- Health and Safety Policy
- Adult Safer Code of Conduct
- Data Protection Policy
- Safeguarding & Child Protection Policy
- Safeguarding Guidance for volunteers
- Keeping Pupils Safe in Education Part 1
- Equal Opportunity Policies
- Positive Behaviour Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)
- Confidentiality Policy

## **School Values**

All adults who work in school are expected to work and behave in such a way as to promote our school values which are as follows: respect; reflection; responsibility; resilient

### **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 Miss Bull
- Adhere to the school's Health & Safety Policy, Safeguarding Policy, Data Protection Policy, Safer 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 school's Dress Code.
- Refer any behavioural or safeguarding concerns to the class teacher 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 procedures and follow staff instructions.
- 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 lanyard 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.



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## Volunteer Application Form

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'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

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

You'll find more information on how we use your personal data in our privacy notice for volunteers, which can be found on 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 DMAT Trust 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 DMAT trust 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>	

## Availability

	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>					
<b>Can you commit to at least 1 term?</b>					

## 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 The Laurels 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.)**

**Do you have any relevant qualifications?**

## Preferences

What age/ year group would you prefer to work with?

Would you prefer to work 1-on-1 or with a small group?

## References

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

**Name:**

**Name:**

**Relationship to you:**

**Relationship to you:**

**Address:**

**Address:**

**Telephone number:**

**Telephone number:**

**Email address:**

**Email address:**

## Disability and Accessibility

The DMAT trust 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:

## Confidentiality Agreement

Whilst in school, it is possible that you may come into contact with *confidential/sensitive information*. This may be concerning people with whom you have dealings 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 contact the school office as soon as possible.

Below is a form acknowledging your agreement of the above statement. *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 – The Laurels Primary School

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

Name:

Date:

Signature: