

Volunteer Policy

| | |
|-------------|---------------|
| Date | October 2023 |
| Version | 1 |
| Author | Andrew Taylor |
| Review date | October 2024 |

VOLUNTEERS WORKING IN SCHOOL POLICY

The school's volunteer policy is part of the school's safeguarding policy.

Introduction

Volunteers at Pictor Academy bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The school therefore, welcomes and encourages volunteers from the local community.

Our volunteers include:

- Members of the Governing Body
- Parents/carers of pupils
- Students on work experience
- Ex members of staff
- Friends of the school
- Employees of local business

The types of activities that volunteers engage in, on behalf of the school, include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils
- Accompanying school visits

Safeguarding

Pictor Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment in every aspect of their work.

At Pictor Academy, we are committed to safeguarding pupils and expect our volunteers to share that commitment.

We will apply the same safeguarding checks for our volunteers as those completed for our employed staff. Reference should be made to our Safer Recruitment Policy for details of these.

All volunteering posts need to –

- be authorised in advance by the Head of School;

- before starting to help in school, volunteers should complete the Volunteer Agreement (Appendix A) which sets out our expectations;
- have induction material and be fully informed of the schools safeguarding procedures and ensure they have full understanding of the DfE Keeping Children Safe in Education 2023;
- be introduced to the Designated Safeguarding Lead, who will ensure that volunteers understand their role and are supported appropriately;
- undertake Safeguarding Level 1 training;

Volunteer Induction

All volunteers in school will receive induction material from Mrs Karen Larsen, Deputy Headteacher. Information will be distributed on school policies, with specific information regarding the school's Safeguarding procedures, ensuring the Safeguarding and Child Protection policy documentation has been accessed by volunteers. One of the school's Designated Safeguarding Leads will meet with the volunteer before they join in volunteering to be briefed on Safeguarding, our expectations and how to follow best practice. All related policies and key documents will be shared; navigation of the school's website to include all safeguarding documents will be explained; expectations and procedures will be made clear and guidelines will be given.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the Class Teacher and NOT with the parents/carers of the child.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Head of School or Deputy Headteacher. Any information gained at the school about a child or adult should remain confidential.

Comments regarding a pupil's behaviour or learning can be highly sensitive and, if taken out of context, can cause distress to the parents of a pupil if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Head of School or Deputy Headteacher.

Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's 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. Volunteers should not be expected to be left on their own with pupils at any point nor for any reason.

Volunteer Behaviour

Volunteers should adopt a professional manner at all times. Their priority is to observe, interact with and respond to the needs of children. Smart but comfortable clothing should be worn.

Health & Safety

The school has a Health and Safety Policy and this is made available on request to volunteers working in the school or can be accessed on the school's website. Induction will 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. using equipment/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher/SLT.

Safeguarding and Child Protection

The welfare of our children is paramount. To ensure the safety of our pupils, we adopt the following procedures:

- All Volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (appendix A);
- All volunteers must sign in and out of the school and wear a visitor identification;
- All of our volunteers must have been cleared by the Disclosure and Barring Service (DBS);
- Must be on the school's Single Central Record with all safeguarding checks completed prior to the volunteer's placement starting;
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. The Class Teacher will ensure that these volunteers are kept under constant supervision of school staff;
- Any concerns a volunteer has, about child protection issues, should be referred to the Head of School or Deputy Headteacher.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Head of School or Deputy Headteacher. Any complaints made by a volunteer will be referred to the Head of School or Deputy Headteacher.

The Head of School reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class;
- Inform the volunteer that the school no longer wishes for them to attend;
- Refer to the Complaints Policy, copy is available upon request.

Appendix A **VOLUNTEER AGREEMENT**

Thank you for offering your services as a volunteer to Pictor Academy. Your help is greatly appreciated and we hope that you will gain much from your experience.

If you are ill or unable to attend for a planned session, please phone as soon as possible on 0161 532 3252.

Please read and sign this Volunteer Agreement and hand it into the school office. You will be given a copy for your records.

- I have received a copy of the school's Volunteer's Policy;
- I agree to support the school's core values;
- I am aware of the importance of Safeguarding and I have been shown how to use the school's website and been given time to read school policies and documents relating to the safeguarding of children;
- I confirm I have read Part 1 of Keeping Children Safe in Education 2021 (Department for Education) and the school's Child Protection and Safeguarding Policy;
- I agree to treat information obtained from being a volunteer in school as **strictly confidential**;
- I understand that an enhanced Data Barring Service (DBS) check will be undertaken and as appropriate the pre-employment checks as confirmed in our Safer Recruitment Policy;
- I have undertaken Safeguarding Level 1 training provided by the school. Certificate evidence provided herewith;

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 one 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

Personal details

| | |
|--------------------------|--|
| Name: | |
| Date of birth: | |
| Gender: | |
| Telephone number: | |
| Email address: | |
| Home address: | |

Disclosure and Barring Service (DBS) information

The Sovereign 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 Pictor Academy's privacy notice.

| | |
|--|--|
| Do you have a DBS check? (please circle) | Yes/ No |
| If yes, what type of check do you have? (please circle) | Enhanced DBS / Enhanced DBS with barred list information |
| Date of check: | |

| | |
|----------------------------|--|
| Certificate number: | |
|----------------------------|--|

| Availability | | | | | |
|---|---------------|----------------|------------------|-----------------|---------------|
| | Monday | Tuesday | Wednesday | Thursday | Friday |
| AM | | | | | |
| PM | | | | | |
| Before school | | | | | |
| After school | | | | | |
| Lunchtimes | | | | | |
| How many hours per week/month can you volunteer? | | | | | |
| Can you commit to at least 1 term? | | | | | |

| Experience and qualifications |
|---|
| <p>Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.</p> |

Why would you like to volunteer at Pictor Academy?

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 group would you prefer to work with (EYFS, KS1 or KS2)? | |
|--|--|

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

References

Your placement as a volunteer may be subject to satisfactory references. Please give the details of two 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 Sovereign 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: