



Bishops Itchington Primary School

VOLUNTEERING POLICY

For all volunteers who wish to work in our school
or Ladybirds Pre-School

Chair of Governor's Signature:

Head Teacher's Signature:

A handwritten signature in green ink that reads 'Jacky Sykes' with a small flourish underneath.

Approved: January 2024
Review Date: January 2027

Introduction

Bishops Itchington Primary School is a community school and recognises the value of volunteers in our school. Volunteers are a highly valued addition to our staff team as they support the teachers to develop children's achievements and enjoyment of their education.

Volunteers will not be asked to replace paid staff or be given equal responsibility within the school that would normally be associated with employed staff.

Volunteers are individuals who undertake "regulated activity" (as defined in the Department for Education's Keeping Children Safe in Education) in the school. Broadly, "regulated activity" is defined as having contact once a week or more often, or on four or more days in a 30-day period.

Volunteers may include:

- Parents of pupils
- Students on work experience
- Members of our community
- University students or those exploring the possibility of working with children
- Research students
- ITT trainees – pre-course

Volunteers not undertaking regulated activity ("ad hoc" volunteers) for example a parent helper on a school trip, are not covered by this policy. These volunteers must be supervised at all times by a member of staff.

Use of Volunteers

The class teacher remains responsible at all times for the organisation of the class and methods of work. Volunteers should be designated to a specific member of staff to whom they will be directly responsible. The types of roles that people will volunteer for are:

- Listening to children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with children
- Helping in celebration or enrichment days
- Accompanying school visits
- Conducting educational/pedagogical research
- Providing positive role models and one-to-one mentoring/support

Safer Recruitment, Child Protection and Safeguarding

All volunteers will be vetted by the school.

To ensure that the school's volunteers understand our safeguarding procedures, we ask them to complete an application form (Appendix 1).

An enhanced level Disclosure and Barring Service check will be undertaken by the school, along with a Barred List for volunteers who meet the regulated activity threshold.

A risk assessment is to be completed by the Administration Staff in school to confirm that the volunteer is Bonafede to reduce risk.

Child protection and safeguarding procedures must be undertaken with volunteers in the same way as with employees in accordance with the following policies and guidance:

- Bishops Itchington Primary School's Child Protection and Safeguarding Policy
- Bishops Itchington Primary School's Staff Code of Conduct
- Department for Education Keeping Children Safe in Education (part 1)

All volunteers must engage with the safeguarding training so they are aware of the school's safeguarding duties, how to spot signs and symptoms of abuse, how to report it, and safer working practices. All volunteers must read the school's Safeguarding Policy and part 1 of Keeping Children Safe in Education. Volunteers must also sign the code of conduct for adults. Volunteers are given clear guidance on safeguarding children, child protection, and their conduct whilst in school. No voluntary helper should ever be left in a vulnerable position, i.e. never with a child in a place/situation where they cannot be observed.

Confidentiality

Volunteers in schools are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with/come into contact with, should be voiced directly to the class teacher and not with the parents of the child, or any other persons outside of school.

Comments regarding pupils' behaviour or learning can be highly sensitive, and taken out of context, can cause distress to the parents of the child if they hear through a third party rather than directly from school staff. Volunteers who are concerned about another adult in the school should raise the matter directly with the Head Teacher straight away.

No information about what happens within the school concerning children, adults, teaching and learning should be voiced or shared with parties outside of the school. This is to protect staff and children alike.

Lanyards

Volunteers will be given a coloured lanyard at the school's reception. Volunteers must sign-in and sign-out and wear their lanyard clearly all of the time they are in school.

School Protocols

Volunteers must be made aware of the rules governing behaviour at our school: the key 'dos' and 'don'ts' for children and adults. This should include procedures designed to avoid hazards or risks associated with the tasks that they are being asked to carry out and, importantly, details of first aid and emergency arrangements such as procedures to follow in case of fire. As part of their induction to life at our school.

It is essential that volunteers are made aware of the following procedures:-

- expectations with regard to confidentiality;
- safeguarding
- staff code of conduct
- school's behaviour policy
- telephone/mobile phone policy
- photography
- Internet safety and confidentiality

Social Media

Under no circumstances can a volunteer [or any other adult or child in school] share images or share their own views on social media about the school. They cannot engage in any conversations on-line about the school or reveal what happens in school. Volunteers also have a responsibility to report any such conduct by perpetrators to the school. This is to protect everyone within our school community.

Use of Mobile Phones in School

Volunteers are not permitted to use their mobile phones while they are in school to make calls, to text or to take photographs or access the Internet. Mobile phones must be kept away from site. It is an offence to have images of any child from the school on a mobile phone, i-pad or any other device – this is to protect the volunteers, the school and the children and their families.

Commitment

We prefer volunteers to be committed to a certain number of hours per week, where they can, on regular days. This enables teachers to prepare work and children to engage in specific activities.

How to apply to be a volunteer

Anyone wishing to apply for a voluntary post should contact the school office in the first instance.