



Volunteer Policy

Beam County Primary School

Approved by:	Vice Chair of Governors	Date: 08/07/2020
Last reviewed on:	Autumn 2020	
Next review due by:	Spring 2024	

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Latest update: Autumn 2020

Next review Spring 2024



Becoming a Volunteer at Beam County Primary School

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing pupils read, should firstly make enquiries at the main school office, where you will be advised of the current availability of voluntary placements. It is the school's decision to take on volunteers and this will depend on the time of year, the number of volunteers we already have in school and the potential impact on the children.

Process for recruiting Volunteers

PLEASE NOTE The recruitment of new volunteers can take up to half a term and intake of new volunteers will be dependent on the candidate and available spaces within school. The smooth running of Beam County Primary School for our pupils will always be a priority.

1. People wanting to be Volunteers should complete the Volunteer Application Form (Appendix 1 and available from the main school office) with a covering letter requesting interest with your contact details, types of activities you would like to help with, and the times you are available to help.
2. References will be requested and we will contact referees to complete our Reference Request Forms
3. The Headteacher or Deputy Headteacher will identify the need and role for volunteers.
4. The volunteer will be invited to an interview to assess suitability for the role. At the interview the interviewer will use their professional judgement and experience to complete a risk assessment as to whether an enhanced DBS should be undertaken and the suitability of the candidate for the role.
5. Should any check prove unsatisfactory any offer to attend an interview for a volunteering role will be withdrawn.
6. Senior managers maintain the right to refuse volunteers and to also terminate placements at any time.
7. Successful candidates will be given an Induction by the supervising class teacher / PSA in accordance with our induction process. This will include information on their roles and responsibilities.
8. Volunteers will be given:
 - a. Child Protection and Safeguarding Policy;
 - b. Details of DSL (designated safeguarding lead) and how to report safeguarding concerns including Whistleblowing Helpline details.
9. Volunteers must follow Health and Safety and Fire evacuation procedures. All volunteers must sign in and out at the main school office .
10. If a volunteer is unable to attend they **MUST** phone the main school office.

Child Protection and Safeguarding

Safeguarding is our priority and we follow the safer recruitment guidelines. We are committed to safeguarding pupils and expect our volunteers to share that commitment. The process of recruitment of volunteers mirrors the safer recruitment of paid staff to ensure the most suitable adults for our school. A list of volunteers will be kept in the main admin office. Volunteers' details are kept on the Single Central Register.

To ensure the safety of our pupils, we adopt the following procedures:

- It is a requirement that every adult that works at the school (including volunteers) reads and understands "Keeping Children Safe in Education – section 1 and appendix A."
- All volunteers must sign a Volunteer Agreement (Appendix 2)
- Volunteers will must expect that their supervisors will address any concerns in their work immediately
- Whether a paid member of staff, work experience student or a volunteer all adults are expected to work and behave in such a way as to actively promote our school aims and educational purpose.
- Volunteers must uphold our Code of Conduct
- **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 designated supervisor and **NOT** with the parents of the child/persons.
- Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Head teacher or appropriate senior member of staff. Any information gained at the school about a child or adult must remain confidential.
- All volunteers/ work experience placements work under the supervision of a teacher or full time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.
- Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupils understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

On line safety

Online Safety relates to the teaching and learning of technology and through technology in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM), viruses and spam. **Volunteers**, like staff, are expected to follow the Online Safety Policy which is available from the main office or the school website. The Designated Safeguarding Lead (DSL) can provide further information or explanation if you ask.

Personal devices including **mobile phones** and **wrist watch phones** that connect to the internet should not be used in school during class time. Staff including volunteers may not make or receive calls during teaching time. Use of phones or phone watches must be limited to non-contact time when **no** children present. Devices must be out of sight in lockers, desks or cupboards when on school property. Only school owned devices may be used for capturing, recording and storing data or photos of children.

Work Experience/ Placement Students

Beam county Primary School has a long standing relationship with various local secondary schools, colleges and universities. We are happy to take students on placement if we have suitable experiences available based on the smooth running of Beam County Primary School.

Secondary schools, colleges and universities wanting students to be placed with us need to formally make contact with the Headteacher outlining the aims of the placement and duration.

If the placement is for work experiences purposes the school/ college is asked to provide the reference for the student and the student is requested to complete the volunteer's paperwork and will be invited for an interview. Safeguarding procedures, Health and Safety, code of conduct and role and responsibilities will be discussed and explained.

Beam County Primary School retains the authority to refuse or terminate a placement to ensure the safety and wellbeing of the staff and pupils at Beam County Primary School.

VOLUNTEER APPLICATION FORM –FOR NEW VOLUNTEER

Name of Volunteer:

Date of Birth:

Address:

Home phone:..... Mobile:

What activities/areas of the school's work would you like to help with?

When are you available to help?

What is your connection to Beam Primary School?

Why do you want to volunteer at Beam?

Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School? (Please give details)

Do you know of any reason that you should not work with children? YES / NO

Please provide details of two people who can provide professional references for you:

Name: Address: Phone number:	Name: Address: Phone number:
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Is there anything that you want us know when we consider your application?

Thank you for taking time to complete this Volunteer Application Form

Please hand it to the School Office, marked for the attention of the Head teacher. Your offer of help is greatly appreciated and we will be in touch as soon as possible

Appendix 2

APPENDIX 2

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at school.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

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 will follow the Child Protection and Safeguarding Policy
- ☐ I have received a copy of the School's Volunteer Policy
- ☐ I agree to support the School's Aims
- ☐ I will follow the Visitors Code of Conduct
- ☐ I agree to treat information obtained from being a Volunteer in School as Strictly Confidential
- ☐ I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken
- ☐ If you already have a DBS Certificate, please hand it to the school, the number will be recorded and checks made with the issuing body.
- ☐ I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Teacher, Head of Department
- ☐ I agree to follow the Online Safety Policy

Signed: _____

Name: _____

Documents that accompany this policy

Volunteer reference request forms (sourced from The Key)

Risk Assessment for Volunteers (2018: Andrew Hall: www.safeguardingschools.co.uk)