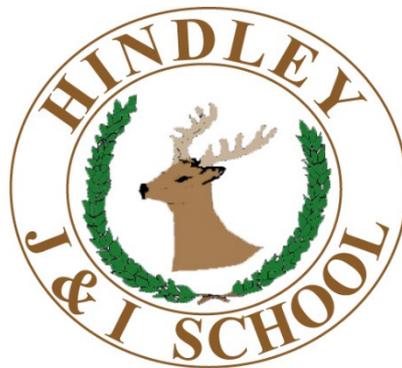


Hindley J and I School



Volunteer Policy

Written: October 2018

_____ Signed on behalf of the school _____ date

Introduction

Welcome to Hindley Junior and Infant school. We hope that you find this policy informative and useful, should you have any further questions please do not hesitate to ask a member of staff.

Becoming a Volunteer

Volunteers at our school bring with them a wide range of skills and experiences that can enhance the learning opportunities of our pupils. Our volunteers may include:

- ✓ Students on Work Experience Placements
- ✓ Parents of Pupils
- ✓ Governors
- ✓ Local residents
- ✓ Friends of the school

The types of activities they engage in include:

- ✓ Hearing pupils read
- ✓ Working with small groups
- ✓ Working alongside individual pupils
- ✓ Accompanying classes on school visits

Anyone wishing to become a volunteer, on a regular basis in school, must attend an Induction meeting with a member of the Leadership team and be approved by the Headteacher.

Volunteers should then complete the Volunteer Application Form (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

Recruitment Process

1. The candidate will attend the school for an informal discussion to ensure that they are suitable for the role
2. An enhanced DBS check will be undertaken
3. The volunteer will be made aware of the role and responsibilities they will be undertaking
4. Volunteer records will be kept in the Head teacher's office

Before starting to help in a school, a volunteer should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of its volunteers and to confirm they have received a copy of this Agreement.

Important Information for Volunteers

On Arrival

Please ensure that you sign in and out using the electronic system and wear your visitor's badge, at all times, whilst on the premises. **Please ensure that the automated door at the front of school closes behind you when you enter or leave the building.**

Emergency Evacuation Procedures

The main alarm is a repeated siren. On hearing it you must leave the building by the nearest and safest exit and assemble at the 'Visitors Meeting Point' at the rear of the school.

- ✓ Do not re-enter the building until you are told you may do so
- ✓ Do not try to go to your car and leave the premises as this may hamper the access of the emergency services
- ✓ Do not stop to collect personal belongings.

Toilets

The adult toilets, including the adult disabled toilet, are located in the middle of the school opposite the school hall.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with, or come into contact with, should be shared with one of our Designated Safeguarding Leads and NOT with the parents of the child/persons. Any information gained at the school about a child or adult must remain confidential.

Volunteers who are concerned about anything in the school which may affect their work should raise the matter with the Headteacher or Deputy Headteacher.

Confidentiality should be maintained at all times. Please see Appendix 2 for terms of agreement.

Supervision

All volunteers 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 class teacher as to how an activity is carried out and the expected outcome. In the event of any query or

problem regarding a pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice and guidance from the class teacher.

Health & Safety

The school has a Health & Safety Policy and this is available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks. Volunteers need to exercise due care and attention, and report any obvious hazards or concerns to the Site Manager, Designated Safeguarding Lead or Headteacher.

Safeguarding

The Local Authority and Hindley J & I School are committed to safeguarding pupils. It is an expectation that all volunteers have an enhanced Disclosure and Barring Service check. Application details are available from the school office and you will need to provide proof of identity e.g. passport, driving licence and a current utility bill. No volunteer will be allowed to begin before this check is complete.

The welfare of our pupils 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 2);
- ✓ All of our volunteers must have been cleared by the Criminal Records Bureau (DBS);
- ✓ 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. However, such volunteers, who will be under the constant supervision of school staff.
- ✓ All volunteers will be asked to sign an extract from the Visitor/Volunteer Policy. (Appendix 4).

Dress and Appearance

Volunteers should select a manner of dress and appearance appropriate to their role. They should ensure they are dressed decently, safely and appropriately for the tasks they undertake. Volunteers are expected to change into sports-wear for PE lessons. Denims should not be worn in school, hairstyles should be appropriate, large and obvious tattoos should be covered and facial body piercings removed.

Hot drinks

Hot drinks are to be consumed in the staff room. Hot drinks should not be taken into areas occupied by children unless the drink is in a travel mug, or sealed container.

Mobile Phones

Mobile phones must be handed in at the school office. They may be collected at break and/or dinner and accessed in the staffroom. Mobile phones should not be used in the presence of children. Under no circumstances should photographs of pupils be taken on personal mobile phones. Under no circumstances should mobile phones be used to access inappropriate or offensive material via the internet.

Social Media

Volunteers who have social media pages should recognise that their posts may be visible to parents and the wider community unless appropriate privacy settings are in place. Volunteers should not upload photographs that demonstrate a failure to maintain high standards of ethics and behaviour. Similarly, volunteers should be aware of other internet-based records such as Amazon wish lists, etc. may be accessed by parents.

Under no circumstances should social media posts be made that disparage school, colleagues, parents or pupils. In addition, posts of a sexist, homophobic, racist, and otherwise defamatory nature should not be made.

Communication with children (including the use of technology)

Volunteers should ensure that they establish safe and responsible online behaviours. Communication with children both in the 'real' world and through web based and telecommunication interactions should take place within explicit professional boundaries. This includes the use of computers, tablets, phones, texts, e-mails, instant messages, social media such as Facebook and Twitter, chat-rooms, forums, blogs, websites, gaming sites, digital cameras, videos, web-cams and other hand held devices. (This is not an exhaustive list.)

Volunteers should not give their personal contact details to children for example, e-mail address, home or mobile telephone numbers, details of web based identities. If children locate these by any other means and attempt to contact or correspond with a volunteer, the adult should not respond and must report the matter to their manager. The child should be firmly and politely informed that this is not acceptable.

Physical Contact

There are occasions when it is entirely appropriate and proper for a volunteer to have physical contact with children. However, it is crucial that they only do so in ways appropriate to their role and in relation to the pupil's individual needs and any agreed care plan.

Not all children feel comfortable about certain types of physical contact; this should be recognised and, wherever possible, adults should seek the pupil's permission before initiating contact and be sensitive to any signs that they may be uncomfortable or embarrassed.

It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one pupil, in one set of circumstances, may be inappropriate in another, or with a different child. Any physical contact should be in response to the child's needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. Adults should therefore, use their professional judgement at all times.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a volunteer believes that an action by them or a colleague could be misinterpreted, or if an action is observed which is possibly abusive the incident and circumstances should be immediately reported to the manager and recorded. Where appropriate, the manager should consult with the Local Authority Designated Officer (LADO).

A general culture of 'safe touch' should be adopted, where appropriate, to the individual requirements of each child. Pupils with disabilities may require more physical contact to assist their everyday learning. This means that volunteers should:

- ✓ be aware that even well intentioned physical contact may be misconstrued by the pupil, an observer or any person to whom this action is described
- ✓ never touch a pupil in a way which may be considered indecent
- ✓ always be prepared to explain actions and accept that all physical contact be open to scrutiny
- ✓ never indulge in horseplay or fun fights
- ✓ always allow/encourage pupils, where able, to undertake self-care tasks independently
- ✓ ensure the way they offer comfort to a distressed pupil is age appropriate
- ✓ always tell a member of staff when and how they offered comfort to a distressed pupil
- ✓ consider alternatives, where it is anticipated that a pupil might misinterpret or be uncomfortable with physical contact
- ✓ always explain to the pupil the reason why contact is necessary and what form that contact will take
- ✓ report and record situations which may give rise to concern

- ✓ be aware of cultural or religious views about touching and be sensitive to issues of gender

Behaviour Management

Corporal punishment and smacking is unlawful in all schools and Early Years settings. Volunteers should not use any form of degrading or humiliating treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards children is completely unacceptable. Where pupils display difficult or challenging behaviour, adults should follow the School's Behaviour Policy or child's Personal handling Plan (PHP) using strategies appropriate to the circumstance and situation. Volunteers should familiarise themselves with the School's Behaviour Policy which is published on the school website.

Confidentiality

Confidentiality should be maintained at all times. Please see Appendix 2 for terms of agreement.

First Aid

The following staff are trained first aiders:

- ✓ Mrs L Montford – Paediatric First Aider
- ✓ Mrs P Longworth- Paediatric First Aider
- ✓ Mrs Wolfenden- First Aider
- ✓ Mr S Burns- First Aider
- ✓ Mrs P Maloney –First Aider
- ✓ Mr Hyde (Site Manager)- First Aider

All other staff receive regular basic first aid training as appropriate.

Complaints

Any complaints made about a volunteer will be referred to the Headteacher or Deputy Headteacher for investigation. The Headteacher or Deputy Headteacher 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
- ✓ Based upon the facts identified in the investigation, it may be necessary for the school to inform the volunteer that the school no longer wishes to use them

- ✓ Provide the volunteer with a copy of the school's full Complaints Procedure.

APPENDIX 1

VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER

Name of Volunteer:

.....

Address:

.....

Postcode.....

Mobile

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

Are there any particular age groups/classes you would like to work with?

If you have relatives in school please give details of their year groups/classes.

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?

Appendix 2

CONFIDENTIALITY AGREEMENT

I understand that, in the course of my duties at Hindley Junior and Infant School, I may encounter, learn or have revealed to me information of a confidential nature relating to the pupils or their families. This information may be imparted to me orally, in writing or electronically, at any time or place.

- ✓ I will respect the confidentiality of such information

- ✓ I will not use or disclose such information except lawfully and in accordance with the school's confidentiality policy

- ✓ Where I have access to such information, I will access it only where necessary for my duties, including my duty of care

- ✓ I will take all reasonable steps to ensure that no other person gains access to such information in my possession and to inform my line manager/a member of staff immediately if I learn that unauthorised access has occurred.

This undertaking will continue to apply in the future, even after I have left my position at the school.

This undertaking does not apply to information in the public domain.

Signed:

Full name:

Date of signature: