

Volunteer Policy and Confidentiality Contract

We are proud to belong to the Carr Hill Community where we pursue excellence through commitment, aspiration, resilience and respect.

Introduction

The school believes it can benefit greatly from developing well planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis.

The school believes that volunteers are a welcome resource for helping to raise students' achievement by supporting the work of teaching and support staff in a variety of aspects of school life. However, the school believes strongly that in Key Stages 3-4, delivery of the curriculum is the responsibility of teaching staff, supported by suitably trained, employed non-teaching staff. Therefore, this policy does not in any way dilute the school's commitment to this belief.

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of students, without encroaching on the professional teaching responsibilities of the 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):

- Individuals seeking teaching experience
- Individuals teaching assistant experience
- Individuals seeking Pastoral support experience
- Sports coach
- University students



Types of Activities

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

- Listening to pupils read
- Supporting pupils in practical lessons
- Supporting staff on school trips
- Supporting pupils in sports activities
- Observing children and teachers

Becoming a Volunteer

Volunteers will be advised that completion of the legal requirements / application process can vary but may take up to 3 months.

Anyone wishing to work as a volunteer should request a Volunteer Application Pack. This should be completed and returned with the necessary original Identity documents to facilitate an Enhanced DBS check (excluding a Barred List check) and for two references to be sought. As part of the application process the school will require the names and addresses of two referees. Previous contact with the referee should be no longer than 6 months. A referee may not be a family member and will preferably be a previous employer or representative of an organisation where the volunteer has previously been established. If this is not possible a character witness from a reliable person will be sought.

When two satisfactory references and an Enhanced DBS check have been received by the school, a member of the Senior Leadership Team will interview the potential volunteer. A day and time will be agreed and the applicant will be expected to sign a confidentiality agreement as well as other documents (detailed under 'school expectations').

An entry will be made on the school's Single Central Record and a file maintained with the confidential details of the volunteer. The file will be retained by school for 7 years after the volunteer resigns from their volunteering responsibilities.

The exceptions to this are:

- Teacher training placements from educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at school. The volunteer will be expected to sign a confidentiality agreement and will not be placed in a class with any family connection
- One off volunteers i.e. assisting with a school walk, a fund raising event or a school visit will not require a DBS check but the volunteer will remain under the continuous supervision of a member of staff undertaking a regulated activity, usually the class teacher. Care should be taken to ensure these volunteers do not have sole responsibility for a group of students or provide any form of intimate care (as directed in the Educational Visits Policy)

Volunteer's subject only to an Enhanced DBS check will never be left in sole charge of a student. In the event that this might occur, a full DBS check including a Barred List is required.

If there is any doubt as to the level of checks required, a decision should be sought from Lancashire CC DBS Service for guidance.

Information on the Role of a Volunteer

All volunteers should have access to this policy and the school's Volunteer Guidance documents which include important information about the day to day routines of the school, a site map and advice on protocol and practices in school.

Volunteers should also have access to the following policies.

- Safeguarding policy
- Volunteer policy

Confidentiality

Volunteers in school are bound by a confidentiality contract. Any concerns that volunteers have about the students they work with / come into contact with should be voiced with the class teacher and not with the parents of the student / persons outside. Comments regarding a student's behaviour or learning can be highly sensitive and if taken out of context, can cause distress to the parents of the student 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 directly with the Designated Safeguarding Lead.

Health and Safety

The school has a Health and Safety Policy and this is made available on request to volunteers working in the school. The volunteer's mentor should 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 DT equipment / PE lessons / accompanying students on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher / member of staff responsible.

Safeguarding

The Children's Act 2004 (Section 11) places a duty on key people and bodies to make arrangements to ensure that when carrying out their functions they take account of the need to safeguard and promote the welfare of children. Carr Hill is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Safeguarding Induction

All volunteers must undertake a short safeguarding induction to include health and safety before commencing their voluntary role.

Supervision

All volunteers work under the supervision of the class teacher of the class to which they are assigned. Teachers retain responsibility for students at all times, including the student'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 a student's understanding of a task or behaviour.

School Values

All adults who work in school are expected to work and behave in such a way as to promote our school mission statement and values.

Policy approved: February 1st 2023

Joanne Shepherd
Chair of Governors

Rachel Leaper
Chair of Behaviour, Attendance & Wellbeing Committee