

Lyminster Primary school

Volunteer's Policy, Application and Agreements

Introduction

This document defines the role and sets out the principles, practices and procedures of the appointment, management and supervision of volunteers, as well as outlining clear guidelines on the expected conduct of volunteers. It contains lots of information and the forms at the back provide you with an opportunity to state how you would like to volunteer, your contact details and what times you are available.

A volunteer is defined as someone who, unpaid and of their own free will, contributes their time, energy and skills to benefit others. Volunteers are an important part of Lyminster school life, making a significant contribution to the school, bringing a range of skills and experiences which can enhance learning opportunities for all our children. Therefore, the school staff and governing body welcomes volunteers and we value and respect their contribution.

Our volunteers include;

- Members of the Governing Body
- Relatives of current pupils or staff
- Students on work experience
- University students
- Ex members of staff
- Local residents

Activities undertaken by volunteers;

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils
- Accompanying school visits
- Helping with creating resources or putting up displays
- Gardening in the spring and summer months
- Becoming a member of Parents at Lyminster and help to organise school events

Our Commitment to You

As one of our valued volunteers, we are committed to giving you the following:

- a friendly and supportive working environment;
- enthusiastic and cooperative children;
- a mentor and link staff member (also referred to as the designated supervisor) to support you in your volunteering (usually the class teacher);
- recognition for the work that you do and its impact on learning;
- a reference if you apply for paid work here or elsewhere.

Becoming a volunteer – the application process

If you are reading this pack, you have already expressed an interest in becoming a volunteer at Lyminster. If you are unsure what you want to do, perhaps the best way to start is to speak to a

member of staff to find out what volunteering opportunities are available, and what year groups would suit you best before proceeding.

The application and selection process is designed to ensure that:

- We meet the requirements of our Child Protection and Safeguarding Policy
- We identify the best placement to suit both the school's and the volunteers needs
- The volunteer will be able to work within the school's Policies and Standards

To apply for a position, please complete the Application and Agreement Form. This gives you the opportunity to state what you are interested in doing and where in the school you would like to be based. Please be aware that we will not place volunteers in the same class as a relative or a close family connection. This is in the interests of both the volunteer and the child.

If we already have, or have had a relationship with the applicant, as a current or ex- parent, carer or other relative, we will use our experience of the relationship to help determine the applicant's suitability to the role they are interested.

When completing the application, please ensure you sign all the required documents and provide the details for two referees. Once we have reviewed your application, assessed your suitability for the role and identified a suitable placement within the school we will contact your referees. When we have received favourable references, we will invite you in for a Disclosure and Barring Service check (DBS, formally called a CRB). The DBS Check is a straightforward process which is completed online. You will need to provide three 'formal' and original forms of identification and proof of your current address. Even if you have been known to the school staff for a number of years, the precise requirements of the process will be followed. Once the online form has been completed, we will have to wait for external bodies to complete the checks. The process usually takes a few days to be complete but can sometimes take longer. We understand that this can be very frustrating, but please be patient and be aware we are unable to intervene and expedite the process. You cannot start volunteering until the DBS check is complete and we have been shown your original DBS certificate.

Volunteering in practice

Safeguarding and child protection

Our school is committed to safeguarding and promoting the welfare of children, and expects all its staff and volunteers to share this commitment. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and **NEVER** with the child or the parents of the child/persons concerned.

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

- All Approved Volunteers must sign in and out of the premises using the school signing in procedure. You must wear a lanyard identifying you as an Approved Visitor.

- All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement and, if volunteering in school and Acceptable Use Agreement
- All volunteers will be given a verbal induction to complement this volunteers' pack.
- With the exception of volunteering for 'one-off' activities, all of our volunteers must have been cleared by the DBS. The DBS remains 'active' as long as stay with us, provided there is not a break in service of three months.
- Volunteers will be under the constant supervision of school staff and must read and sign our Off-Site Visit Agreement if they want to help with school trips.
- For off-site visits, the trip leader will brief all volunteers before the trip starts and share the risk assessment with volunteers.
- Any concerns a volunteer has, about child protection issues, should be referred to the link staff member or Head Teacher.
- All volunteers will need to read Keeping Children Safe in Education 2026 (part 1) and undertake annual Safeguarding training

Child Protection

- It is possible that children may tell you (or try to tell you) things which may be a cause of concern, or they may even relay information relating to some form of abuse. If this happens, **do not question the child**; please inform one of the safeguarding officers immediately. While you cannot promise confidentiality within school (i.e. you must make it clear to the child that you'll have to tell someone), you must ensure that once you have passed the matter on you do not discuss it with anyone else. The school's designated safeguarding officers are the Head Teacher and Inclusion Manager**.**
- If you are at all unsure of what to do in this situation, speak to the Safeguarding Officers.
- **If you are in any doubt about the safety of a child, immediately tell the Safeguarding Officers.**
- **If you have a concern about a member of staff, please speak to either the Headteacher or Chair of Governors. Alternatively, the LADO (Local Authority Designated Officer) may be contacted.**

Safe Practice

To protect the children you are helping and yourself from any false accusation, follow these simple steps:

- Only work in public areas such as classrooms and corridors;
- Try to work close to where other volunteers or staff members are working;
- avoid any physical contact with the children;
- Try to ensure that your conversation with children is friendly but not over-familiar; never accompany children into the toilets.
- Do not take any digital images of children or staff using your own equipment
- Do not use your mobile device at all while working with children.

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 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 pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Conduct

At Lyminster we expect all staff and volunteers to conform to high standards of behaviour and conduct whilst carrying out their duties. We expect that volunteers will:

- Respect other volunteers, students, staff, children and parents
- Make friendly but professional relationships with the children
- Make children feel welcome and valued
- Be approachable and sensitive to others
- Work under the professional direction of staff - following guidance given
- Maintain confidentiality at all times
- Abide by school policies

Like staff, volunteers should recognise that they are role models to the children; their demeanour and choice of dress should uphold the school's expectations for the children

All volunteers should be aware of how their behaviour can affect both colleagues and children; everyone has the responsibility to avoid becoming involved in situations that could bring the school into disrepute.

Working with Children

Whether you have previous experience of working with children or not, here are some guidelines to help you be successful in your voluntary work.

- Children may be a little nervous when working with you for the first time. Introduce yourself using your formal tile (e.g. Mrs Smith) and explain that you will be helping them with their reading/spelling etc.
- Remember that although we need to be friendly, we are not making friendships, and it is important that the children give you the same amount of respect as other adults in the school. Expect children to use your 'grown up' name, e.g. Mrs Smith.
- Our children are usually enthusiastic and cooperative. You are not responsible for managing their behaviour beyond making a reasonable attempt to help the child focus on their task. Be positive and clear in your explanations, and remember you are not there to negotiate about what the children have to do.
- If a child is not engaging at all with their task, remind them of the purpose of the activity and that you are there to help them.

- If your reasonable attempts to help the child engage with their task are not working, use a final reminder, e.g. 'If you can't settle down you will have to see your teacher.'
- Please don't get into disputes with the children or attempt to discipline them. If you have any concerns at all, ask for help from a member of staff immediately.

Remember that the children are always watching – it's good to let them see you interacting respectfully and cooperatively with other adults in the school.

For more information, you can read the school's Behaviour Policy. If you are apprehensive about this area, the best advice is to watch your mentor or other adults working with children, even for the first few weeks. If it just isn't working with a particular child or group, please do not hesitate to let someone know.

Confidentiality

The information we hold about you and your volunteering is confidential, and as such, will not be shared with any third parties without your express consent.

Volunteers in school are bound by a code of confidentiality. We ask that you respect the confidentiality of staff and pupils at Lyminster by not discussing things you have seen and heard while volunteering, especially when sensitive information about pupils is involved. We have a Confidentiality Policy which you can read, if you require more information.

Again, any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and NEVER with the parents of the child/persons.

Health and Safety

Like all adults on the premises, you must comply with the school's Health and Safety Policy (available on request), observing any specific requirements whilst volunteering. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor, School Business Manager or Headteacher.

You will be given a tour of the school as part of your induction and fire safety information will be shared at that point. Volunteers must familiarise themselves with the fire evacuation procedures in the area in which they are working as these differ in each class/room. All rooms have the procedure on display by the 'rear' doors. In all cases the muster point is the playground. If you are seated directly outside a classroom, the quickest evacuation point is likely to be through the classroom, therefore please go back into the class and evacuate under the instructions of the staff member. As a volunteer you are not responsible for the children; please allow the school staff to direct the children to safety.

Do not take part in, or ask anyone else to take part in, any action that might cause you or another person to be put at risk of injury or harm. In particular, do not work at height, do not lift, carry or move anything heavy and visually check the plug and wires of any electrical equipment to ensure they appear sound and have a PAT test sticker present (all portable electrical equipment is tested annually). If you wish to have a hot drink outside of the Staff Room, this must be in a sealed and firmly lidded cup.

If you are involved in an accident whilst volunteering at school, please seek first aid if required (a list of qualified First Aiders is available in all classrooms), and ensure you report the incident to your link staff member or the School Business Manager.

Equal Opportunities

At our school we do not tolerate discrimination on any grounds. As a volunteer you must treat people with respect at all times and ensure that there is no unlawful discrimination, abuse, harassment or bullying in your dealing with children, colleagues or others at the school. If you feel that you have been unfairly discriminated against, please discuss this with your link staff member or the Head Teacher. Our equal opportunities policy is available from the office.

Volunteer induction

Before you can begin volunteering at the school you will have an induction. This process will enable you to become more familiar with the organisation of the school, some of its practices and procedures and give you the opportunity to ask any questions you may have. The induction will involve the following:

- A tour of the school
- A brief Introduction of health and safety at school
- Identification of emergency procedures
- Identification of link staff member
- Opportunity for questions

Insurance

As long as you follow the guidelines in this booklet and in the relevant policies you will be covered by the school's insurance for most occurrences.

Frequently asked questions

Where can I leave my belongings?

It's not a good idea to bring too many personal belongings and valuables to school with you. However, your link staff member will let you know where you can leave your coat and bag, etc.

Can I volunteer in my child's (or other relative's) class?

While we do not wish to discourage any volunteers, it is our policy ***not*** to allow volunteers to be based in the same class as their child/relative/close relation. This is in the best interests of the child and volunteer.

What shall I wear?

Where something comfortable which will allow freedom of movement, particularly if you want to volunteer in the younger year groups. Jeans are not permitted in any West Sussex school (unless we are having a non-uniform day) and clothing must not be too low - or high cut.

Where can I go?
Most of the time, you will be working in a specific classroom or shared spaces. If you need to visit other classrooms (for example, to collect children for reading), please be as discreet as possible while lessons are taking place. At break times we want you to feel relaxed and comfortable and therefore you are welcome to use the staff room for somewhere to sit. There are tea and coffee making facilities, and cold filtered water is available for you to help yourself to a drink. If you wish to take a drink out of the staff room, you may do so, **but you must use a cup with a secured lid**. You may prefer to use the playground to get a breath of fresh air, or alternatively you could sit quietly in the classroom where you have been based. There are toilets by the staff room and upstairs which you are welcome to use, but please do not use the children's toilets.

What if I cannot make it today or I want to stop volunteering?
If you will not be coming in on your 'usual day' it would be great if you could call the school office on 713642 to let us know. If for any reason you want or need to stop volunteering at Lyminster we ask that you could let us know.

Complaints procedure

Whilst we hope that volunteers will be happy, we do realise that problems do sometimes arise. We believe that volunteers have the right to make a complaint about anything that causes them concern during the course of their volunteering.

If you want to make a complaint, report it to the School Business Manager or Headteacher who will investigate the complaint in accordance with the school's complaints procedure.

On occasion, the behaviour of a volunteer may sometimes cause problems for the school, in such cases, complaints will be referred to the Headteacher or appropriate senior member of staff, for investigation.
The Headteacher or designated member of staff 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 to inform the volunteer that the school no longer feels it is appropriate for them to continue volunteering at Lyminster.

A copy of the school's full Complaints Procedure is available upon request.

Timings of the school day

8:50am	Start of the school day
09:50-10:10	Assembly (whole school Mon. Tues, Fri)
10:15 – 10:30	Morning Break
12:15 – 1:15	Lunch break (YR 12:05 – 1:15)
2:30 - 2:45	Afternoon Break (Years 1 & 2)
3:20	End of the school day for KS1
3:25	End of the school day for KS2

Key Contacts

Main school office	01903 713 642
Email	office@lyminster.w-sussex.sch.uk
Headteacher	Mrs G. Terrill (Designated Safeguarding Deputy)
Deputy Headteacher	Mrs R. Yarrow (Designated Safeguarding Lead, SENDCO)
Assistant Headteacher	Mrs J. Galvin (Designated Safeguarding Deputy)
School Business Manager	Mrs K. Jones (Health & Safety, Volunteers, Data Protection)
Chair of Governors	Mr G. Williams
Local Authority Designated Officer (LADO)	0330 222 6450

Privacy Notice

Recruitment and Volunteers

The EU General Data Protection Regulation (GDPR)

On the 25th May 2018 the General Data Protection Regulation (GDPR) will be applicable and the current Data Protection Act (DPA) will be updated by a new Act giving effect to its provisions. Before that time the DPA will continue to apply.

Data Controller

Lyminster Primary school complies with the GDPR and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg. No. Z9759418).

The Data Protection Officer (DPO) for the School is Mrs Kim Jones

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

The Legal Basis for Processing Personal Data

- Your personal information will be processed in the administration of your application.
- It is processed where it is required by law or regulation.
- During the course of your application it may also be necessary to process your sensitive personal information. This processing will be carried out on the basis of consent - by completing an application form as part of a recruitment process or to become a volunteer you consent to the processing of your personal data.

The categories of personal data we are processing

- The information you provide to in your curriculum vitae and covering letter or the information you provide on the application form (both in paper and electronic form), including:
    - name, title, address, telephone number, personal email address, national insurance number, date of birth, gender, ethnicity, disabilities, employment history and details of qualifications and experience;
- Any notes made during interview and any additional information you provide to us during an interview process;
- Any other information related to the recruitment process e.g. test results, right to work in the UK
- Information received from the Disclosure and Barring Service in respect of criminal convictions where this is a requirement of the role
- Information from the Health and Care Professional Council (or other relevant professional body) in respect of registration details where this is a requirement of the role
- Details of criminal convictions
- Information about your health
- Documents confirming identity
- Your named referees, from whom we collect the following categories of data:

- Current employment history
- Referee details

How we collect and use information

We use this personal data to:

- Assess your skills, qualifications, and suitability for the role
- Carry out background and reference checks, where applicable and where required for the role
- To comply with equal opportunities
- To comply with immigration and money laundering legislation
- Communicate with you about the recruitment process
- Keep records related to our recruitment processes
- Comply with legal or regulatory requirements.

Who we share data with

We may pass data to:

- HR advisers / Organisational Change team;
- The recruiting manager and other recruiting panel members;
- IT staff if access to the data is necessary for performance of their roles;
- The Disclosure and Barring Service where this is a requirement of the role
- The Health and Care Professional Council (or other relevant professional body) where this is a requirement of the role
- Other third-party organisations, as allowed by law;
- Other partner agencies that provide services on our behalf;
- HM Revenue and Customs
- UK Boarder or other public authority
- Our local authority
- The Department for Education
- GVO

We will not share data with third-parties for marketing purposes

Retention Periods*

Personal data will not be retained for longer than necessary in relation to the purposes for which they were collected. We will retain your personal information for a period of six months after we have communicated to you our decision about whether to appoint you to the role or within 6 months of the end of your volunteering role. After this period, we will securely destroy your personal information.

Rights

You have the right to:

1. be informed of data processing (which is covered by this Privacy Notice)
2. access information (also known as a Subject Access Request)
3. have inaccuracies corrected
4. have information erased

5. restrict processing

6. data portability

7. intervention in respect of automated decision making (automated decision making is rarely operated within WSCC)

8. Withdraw consent (see below)

9. Complain to the Information Commissioner's Office (See below)

To exercise any of these rights please contact The Data Protection Officer.

Withdrawal of Consent

Where personal data is processed on the basis of consent, you have the right to withdraw that consent.

Complaints to ICO

If you are unhappy with the way your request has been handled, you may wish to ask for a review of our decision by contacting the DPO.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted our internal review procedure. The Information Commissioner can be contacted at:

The Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire
SK9 5AF.

Volunteer Application and Agreement Form

Title …….. First Name……

Surname…… Date of Birth:……(required for Safeguarding Checks)

Address: ……

……

Phone: Home…… Mobile ……..

Email address ……..

What is your connection with our school?

What is your motivation to volunteer with us?

Are there specific skills and experience you are bringing to the role, or are there specific experiences and skills you would like to gain?

Are there any particular age groups/classes you would like to work with (we will not place you in a class with a relative or a close family connection)?

How many days per week would you like to volunteer for and between what times?

Experience is not necessary, although it would be good for us to know if you have volunteered or worked with primary age children. If so, can you tell us a bit about this?

If you have any medical conditions or allergies, please tell us about them here:

Do you carry medication? If so, what?

What procedures do we need to carry out in a medical emergency for this allergy/condition?

So that we can make any adjustments necessary to support your volunteering, please tell us about any disabilities here

In case of accident or incident, please could you provide the name and contact number of next of kin;

…… ……

I have received a copy of the School's Volunteer Policy and understand and accept its terms.

I agree to support the School's Aims.

I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential and will refrain from sharing any information gained during my time as volunteer through social media, or in any other way.**

I agree to work only as directed by school staff.

I understand that an enhanced Disclosure and Barring Service (Criminal Record Bureau, CRB) check will be undertaken.

Thank you for taking time to complete this Volunteer Application and Agreement From, your offer of help is greatly appreciated, and we hope that you will gain much from your experience. Please hand this form in to the School Office and we will be in touch as soon as possible.

Signed:_____ Name:_____ Date: _____

ACCEPTABLE USE AGREEMENT STAFF, GOVERNORS, VOLUNTEERS AND VISITORS SEPT 26 - SEPT 27

This agreement covers the use of digital technologies including email, internet, shared network drives, network resources, all software, electronic equipment and all systems.

Name of staff member/governor/volunteer/visitor:

By signing this agreement, you are confirming that:

• I will only use school digital technology resources and systems for professional purposes.

• I will not reveal my computer and email login credentials(s) to anyone.

• I will follow 'best practice' advice in the creation and use of my computer and email login credentials(s). If my computer and email login credentials are compromised, I will ensure I change them.

• I will not use anyone else's computer and email login credentials, nor seek to discover them. If a colleague does reveal them to me, I will advise them to change them.

• I will not allow unauthorised individuals to access any of the school systems.

• I will ensure all documents and digital resources are saved, accessed and deleted in accordance with the school's network, data security and confidentiality protocols.

• I will not engage in any online activity that compromises my professional responsibilities, code of conduct or professional boundaries.

- Unless I already have a relationship with the family, prior to taking up my post, my personal online communication tools, including mobile phones, will not be used with pupil or parents and I will not communicate with or 'befriend' an pupil 0r parent using these methods, even if they have recently left or no longer use the service.

• I will use the approved email system for all email communication related to my work and will not use any personal email accounts.

• I will not browse, download or send material that could be considered offensive to colleagues or others.

• I will report any accidental access to, or receipt of, inappropriate materials or filtering breach to the school's Safeguarding Lead.

• I will not download any software or resources that may compromise the network, that breach a user's copyright or is not correctly licenced.

• I will not publish or distribute work that is protected by copyright.

• I will not connect a computer, laptop, notebook or other electronic device (including USB flash drive) to the network that does not have up-to-date anti-virus software.

• I will not use a personal storage device, digital camera or camera phone for taking and transferring images of children/young people or staff/volunteers without written permission, and if permission is granted, I will use those images only for their intended purpose.

• I will ensure that any personal social networking sites/blogs, Twitter, Instagram accounts etc., that I create or actively contribute to, are separate from my professional role.

• I will follow school data security protocols when using confidential data at any location.

• I will access school resources remotely (such as from home) only through approved methods and follow e-security protocols to access and interact with those resources.

• I will abide by the Mobile Phones in School Policy

ACCEPTABLE USE AGREEMENT STAFF, GOVERNORS, VOLUNTEERS AND VISITORS SEPT 26 - SEPT 27

Acceptable Use Agreement Staff, Governors and Volunteers (including placement students)

I understand that:

• It is my responsibility to ensure that my use of social networking sites/blogs, etc., does not compromise my professional role, and I will ensure that my privacy settings are appropriate.

• Any phone, computer, laptop or other electronic device loaned to me by the school is provided solely for professional use.

• Any confidential data that I transport from one location to another will be protected by encryption.

• Any information seen by me, linked to service users will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority, e.g. Children's Social Care and/or the police.

• It is my duty to support a whole organisation safeguarding approach and I will alert the schools named designated safeguarding lead /relevant senior member of staff if the behaviour of any service user or member of staff/volunteer may be inappropriate or a cause for concern.

• It is my responsibility to ensure that I remain up-to-date, read and understand the online safety policies.

• All internet/network usage can be logged and this information can be made available to my line manager on request.

• Failure to comply with any aspect of this agreement could lead to disciplinary action.

Signed (staff member/governor/volunteer/visitor):	**Date:**

LYMINSTER PRIMARY SCHOOL

Volunteer or Work Experience Confidentiality Agreement
As a volunteer, or in gaining work experience you are likely to come across confidential information about the council and personal data about its current and former staff, clients, customers, partner agencies and third parties. This information may be in many forms including paper files, and through electronic and digital devices.

You must at all times respect all forms of personal information and not use the information for your own benefit or disclose the information, except where required or instructed by your line manager or permitted to do so by law.

Before starting with West Sussex County Council, you must sign the two copies of the confidentiality declaration agreement below. Once signed, you and your manager will each retain a copy. Your manager will retain this copy for our records throughout the duration of your volunteer or work experience assignment with the council.

The wording in this agreement below reflects the requirements of the West Sussex County Council (WSCC) to comply with the Data Protection Act and the General Data Protection Regulations (GDPR)

Confidentiality Agreement Declaration
I hereby agree that I will at all times, whether on work experience or during the course of my volunteering assignment and except where such information is in the public domain:

- Not reveal or use any personal or sensitive data stored or accessed by WSCC for personal gain;
- Not reveal or use confidential information regarding systems and programme design, and data for personal gain;
- Not discuss any personal or sensitive data stored or accessed by WSCC with anyone who is not legitimately entitled to receive this information; discussion about personal or sensitive data should only be where it is necessary by the nature of work carried out on behalf of the council and during working hours;
- Use computer equipment and access the internet only when authorised to do so and only for official employer business, as unauthorised usage could result in damage to the equipment and loss of stored data;
- Undertake to familiarise myself with the data protection procedures set down by the West Sussex County Council as a result of the General Data

Protection Regulations;
I understand that any breach of this agreement could result in the council's sensitive and confidential personal data being disclosed to unauthorised users and recipients and that as a consequence WSCC could be in breach of Data Protection Act or the General Data Protection Regulations.
As such the council will view any failure to adhere to this agreement as extremely serious and I understand could result in the cessation of my volunteer work or my work experience with immediate effect.
Nothing in this agreement prevents me from making a protected disclosure within the meaning of s.43A of the Employment Rights Act 1996.

Name: Signed: Dated:

References

If you want to volunteer on a regular basis we will need you to give us details of two separate individuals who are willing to provide references on your behalf. These cannot be related to you, but can be friends, neighbours or other parents. We will contact them directly and this process will need to be complete before you can start.

Referee A

Name: Mr/Mrs/Miss/Ms……..

In what capacity do you know them (friend, neighbour etc) ……

Address ……..

……..

……..

Telephone number ……..

Email address ……..

Referee B

Name: Mr/Mrs/Miss/Ms……..

In what capacity do you know them (friend, neighbour etc) ……

Address ……..

……..

……..

Telephone number ……..

Email address ……..

Off-Site Visits Volunteer Agreement

School trips are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school trip.
Please read, sign and return the helper's slip below.
This is part of our school's risk assessment planning and safeguarding arrangements.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip
- To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour
- Helpers must maintain confidentiality at all times.

Working alongside school staff

School staff expects volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest
- Follow guidance from the school staff

What is not permitted?

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties.
- Volunteer helpers are not permitted to take photographs of pupils or staff and should not use their mobile phones.
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets – before, during or after the school trip.
- Volunteer helpers are expected to maintain the strictest levels of confidentiality at all times, ensuring that no information gleaned is shared outside of the school.

Child Protection

- It is possible that children may tell you (or try to tell you) things which may be a cause of concern, or they may even relay information relating to some form of abuse. If this happens, **do not question the child**; please inform one of the safeguarding officers immediately. While you cannot promise confidentiality within school (i.e. you must make it clear to the child that you'll have to tell someone), you must ensure that once you have passed the matter on you do not discuss it with anyone else. The school's designated safeguarding officers are the Head Teacher and Inclusion Manager**.**
- **If you are at all unsure of what to do in this situation, speak to the Safeguarding Officers.**
- **If you are in any doubt about the safety of a child, immediately tell the Safeguarding Officers.**
- **If you have a concern about a member of staff, please speak to either the Headteacher or Chair of Governors. Alternatively, the LADO (Local Authority Designated Officer) may be contacted.**

First Aid

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless you are the Parent/ Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid box(es) will be carried by staff.

Emergencies

If there is an emergency; a serious incident, accident, or a child is missing, inform a member of staff immediately. The staff leader will trigger the appropriate procedure so that the situation can be dealt with quickly, effectively and in accordance with School's and West Sussex protocols.
If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

- I have read the Volunteer Policy, and agree to the terms and conditions as stated in the policy.
- I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.
- I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school, including through the use of any form of social media

Your name …….. Contact No. (on the day of the trip) …….
Name and contact number of next of kin;

…… ……

Signed: _____ Date: _____

Monitoring and Review

This policy has been approved by the Governing Body and will be regularly reviewed and updated