



Newbridge Primary School

Volunteer Policy

Date written: October 2024
Review date: October 2027

Newbridge Primary School - Volunteer Policy

Introduction

Volunteers at our school have a range of skills and experience that can enhance the learning opportunities, achievement and enjoyment of children at our school. We welcome and encourage volunteers from all sections of the local community.

Our Volunteers include:

- ▶ Parents and other relatives of pupils
- ▶ Members of the Governing Body
- ▶ Ex-pupils
- ▶ Students on work experience
- ▶ Ex-members of staff
- ▶ Local residents

The types of activities that Volunteers support and assist with include:

- ▶ Hearing children read
- ▶ Supporting maths skills
- ▶ Working with small groups of children
- ▶ Working alongside individual children
- ▶ Undertaking art & craft activities with children
- ▶ Helping in our school library
- ▶ Running or assisting with after-school clubs
- ▶ Accompanying school visits

Becoming a Volunteer

Anyone wishing to become a volunteer should contact the school office. One of the office team will be pleased to explain the volunteering opportunities at our school and answer any questions prospective volunteers may have (01225 421675 or enquiries@newbridge.bathnes.sch.uk)

Since there will or may be occasions when volunteers support children on a 1:1 basis, it is school policy that all volunteers must have Disclosure and Barring Service (DBS) clearance. This does not cost them anything. When in receipt of the DBS certificate all volunteers have the opportunity within 28 days, to register on the DBS Update Service. This enables them to volunteer at other establishments.

The DBS process is described below.

The welfare of all children attending Newbridge is paramount. Therefore, in addition to arranging a DBS clearance, volunteers are required to:

- Read the following important documents and to sign the School-Volunteer Agreement (see appendix 1) to confirm that they have done so:
 - ‘Keeping Children Safe in Education Part 1
 - NPS Safeguarding and Child Protection Policy
 - NPS Whistle Blowing Policy
 - NPS Code of Conduct for Staff, Governors and Volunteers

These documents can be found on the school website at: <https://www.newbridge.bathnes.sch.uk/key-information/policies>

- Complete a Volunteer Information Sheet (see example at appendix 2)

Support and Supervision

The teacher or other member of school staff responsible for the class (es) or activity the volunteer is assisting with, is the volunteer's point of contact and will supervise their work.

However, teachers or other relevant paid members of school staff retain responsibility for children at all times, including the children's behaviour and the activities they are undertaking.

Volunteers should have clear guidance from their point of contact as to how an activity is carried out and what the expected outcomes of an activity are. Volunteers are encouraged to seek further advice or guidance, as necessary, from their point of contact.

Health & Safety

Volunteers' nominated points of contact will ensure that volunteers are clear about emergency procedures (e.g. fire alarms and evacuation arrangements) and about any safety aspects associated with a particular task (e.g. using design technology equipment, accompanying children on visits, etc). Volunteers need to exercise due care and attention and to immediately report any obvious hazards or concerns to their nominated point of contact or, if they are unavailable, to the Deputy Head Teacher, Head Teacher or another member of school staff.

The DBS procedure

The Disclosure and Barring Service (DBS) process enables the school to confirm that individuals are suitable to work with children. The process does not cost anything for volunteers.

The process involves:

- Completion of a DBS clearance online application. To enable this, you will need to bring with you to school valid originals of the following identification documents:
 - Passport
 - Driving licence (if applicable)
 - Proof of your National Insurance number (e.g. NI card, wage slip, P60)
 - A formal letter, less than 3 months old, bearing your current address (e.g. utility bill, bank letter, council tax bill)
- The school will carry out the online application through U Check. The volunteer is able to start the DBS application on the online portal and complete it by bring the relevant documentation into school for the ID check. If you are not able to complete the application online, you are able to come into the school office and a member of staff is able to help you complete this.
- The DBS will send your DBS Certificate, containing the results of its searches, direct to your home address (normally within around 4 weeks). The school does not receive any notification from the DBS. Therefore, it is essential that you bring the original of your DBS Certificate into the school office as soon as possible. You will not be able to start volunteering in school until you have done this.
- Registering with the on-line DBS Update Service is beneficial to the volunteer. It also enables the school (with the volunteer's approval) to regularly check that individuals' DBS records have not changed. When the school checks your DBS Update System record, you will receive an automated e-mail informing you of the fact. A great benefit for individuals of registering with the DBS Update Service is that you should not need to complete any more DBS forms, even for volunteer work in other organisations, as you can authorise other organisations to consult your DBS Update Service record.

Complaints Procedure

Should any concerns or complaints be raised about a volunteer, they will be referred to the Head teacher/Deputy Head teacher for consideration. Similarly any complaints made by a volunteer would be referred to the Head teacher/Deputy Head teacher.

The Headteacher/Deputy Headteacher reserves the right to take the following action:

- ▶ To speak with a volunteer about a breach of their 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);
- ▶ Inform the volunteer that the school no longer requires their services

The school complaints procedure is available on the school website.

Safeguarding Procedures for Volunteers at Newbridge Primary School

To ensure the safety and well-being of all pupils and yourself, it is essential that all volunteers follow the safeguarding procedures outlined in this guide. Before becoming a volunteer, it is **essential that you complete a Newbridge Primary School DBS** (criminal record check). The school office will do this with you.

1. What is Safeguarding?

Safeguarding is a broad term which means taking action to keep children safe from harm.

2. Your Role in Safeguarding

As a volunteer, you play a key role in keeping children safe. Safeguarding is everyone's responsibility. If you see or hear something concerning, you must **report it immediately**. We must maintain an attitude of 'It could happen here'.

3. Types of Abuse:

- **Physical abuse:** Any form of physical harm.
- **Emotional abuse:** Persistent emotional mistreatment affecting the child's mental well-being.
- **Sexual abuse:** Forcing or enticing a child to take part in sexual activities.
- **Neglect:** Failure to meet a child's basic physical and emotional needs.

4. What to Do If You Have a Concern

- **Stay calm:** Always listen carefully to what the child says but avoid asking leading questions. Do not promise to keep it a secret.
- **Report it immediately:** Do not investigate the situation yourself. Report any concerns to the Designated Safeguarding Lead (DSL) via the school office, **the same day**.
- **Who to contact:**
 - **Designated Safeguarding Lead:** Gill Kennaugh
 - **Deputy Designated Safeguarding Leads:** Jacky Hansard, Alex Bacon and Viki Stock
 - **Safeguarding Governor:** Michael Farrier

5. Confidentiality

- **Keep it private:** Any information related to safeguarding is confidential and should only be shared with the appropriate safeguarding staff.
- **No sharing:** Do not discuss safeguarding concerns with others, including family, staff, parents, or children.

6. Appropriate Boundaries with Pupils

- **Be professional:** Maintain professional and appropriate boundaries with all pupils at all times. Please refer to the Code of Conduct on the school website.
- **Be aware:** Work with pupils in open spaces. Do not put yourself in a vulnerable situation.
- **Avoid physical contact:** Refrain from unnecessary physical contact with pupils unless it is part of your role and appropriate for the situation (e.g., first aid, helping young children in a safe manner).
- **Don't share personal information:** Avoid sharing personal contact details or engaging with pupils on social media.

7. Health and Safety

- **Sign in/out:** Always sign in and out at the school office and wear your visitor badge.
- **Fire safety:** Familiarise yourself with the school's fire safety procedures. In case of a fire alarm, follow the evacuation procedures and head to the designated assembly point.
- **First aid:** If a child needs first aid, inform a member of staff immediately.

8. Online Safety

- **Internet use:** Volunteers should not use their personal devices to take photos of pupils or access inappropriate websites.
- **Social media:** Be mindful of your presence on social media. Do not engage with or discuss school-related matters on social media platforms.

9. Mobile Phones

- **Mobile Phones:** Please do not use your mobile phone inside the school building and when supporting pupils.

10. Prevent Duty

- The **Prevent Duty** is part of safeguarding. It requires schools to protect pupils from radicalisation and extremism. If you notice any signs that could indicate radical behaviour, report them to the DSL.

11. Whistleblowing Policy

- If you have a concern regarding a member of staff, talk to the Headteacher as soon as possible. If you have a concern regarding the Headteacher, talk to the Chair of Governors or Safeguarding Link Governor.
- If you feel that a concern has not been addressed or that the safeguarding procedures are not being followed, you have the right to whistle blow. The Whistleblowing Policy allows you to raise concerns, anonymously, if necessary.

12. Relevant Policies

- Please read the relevant policies to support your understanding of safeguarding and how to keep children safe. These can be found at: <https://www.newbridge.bathnes.sch.uk/key-information/policies>

Please read

- Keeping Children Safe in Education 2024 Part 1
- NPS Safeguarding and Child Protection Policy
- NPS Whistleblowing Policy
- NPS Code of Conduct for Staff, Governors and Volunteers

Appendix 1

School - Volunteer Agreement

Volunteers are a very important and valued part of Newbridge Primary School. We greatly appreciate your willingness to make available to our school your time and energy and we very much hope that you will enjoy your volunteering with us and feel a full part of our team.

This agreement describes what you can expect from the school, and what we hope for from you. The school aims to always be flexible and open to ideas, so please let us know if your circumstances change or you have any suggestions for how we can improve our school and, in particular, how we can improve our arrangements for volunteer activities.

What volunteers can expect from Newbridge Primary School

We will:

- Always do our best to make you feel welcome and valued in your work with the school
- Arrange suitable Welcome/Induction arrangements intended to:
 - ▶ Fully clarify the role/activities you have volunteered to assist with
 - ▶ Introduce you to the teachers or other members of school staff with whom you will be working
 - ▶ Make you fully aware of key school procedures, organisation and information relevant to your work as a volunteer
 - ▶ Provide or arrange any training you may need
 - ▶ Enable completion of other formalities, including Disclosure and Barring Service (DBS) checks
 - ▶ Answer any questions you may have
- Endeavour to keep our volunteers up to date with events in our school via newsletters and relevant information posted on the school website
- Consult volunteers about matters affecting volunteering arrangements at our school
- Always aim to provide a safe workplace
- Apply our equal opportunities policy to all Newbridge volunteers

Volunteer Agreement

As a volunteer at Newbridge Primary School, I:

- Agree to work reliably to the best of my ability, and to give as much warning as possible whenever I cannot work when expected (please contact the school office on 01225 421675)
- Agree to conscientiously apply Newbridge Primary School's policies, rules and procedures, including those relating to health and safety, equal opportunities and confidentiality
- Agree to never discuss or share with any unauthorised person (inside or outside of school) any personal or confidential information about any child(ren) or any school matters of which I may become aware during my volunteer activities. (If you are ever unsure about what you may share with whom, please ask the teacher or member of school staff with whom you usually work.)
- Confirm that I have read and will comply with the following documents:
 - The school's Safeguarding and Child Protection Policy
 - "Keeping Children Safe in Education" Part 1
- Give my approval for Newbridge Primary School staff to regularly check my DBS Update System record for any changes if registered.
- Give my approval for Newbridge Primary School to copy and safely store (in accordance with appropriate, current regulations) relevant information in relation to my DBS application and volunteer activity at the school.

Signed on behalf of Newbridge Primary School:

Signature:

Position:

Name (print):

Date:

Signed by Volunteer

Signature

Name (print):

Date:

Appendix 2

VOLUNTEER INFORMATION SHEET

Thank you very much for your interest in volunteering at Newbridge Primary School. To help us better understand how you would like to be involved and hopefully match your interests to the volunteer opportunities at our school, it would be helpful if you could please take a few minutes to complete this information sheet and then return it to the school office.

Personal details and interests in volunteering

Name:	Phone:	Email:
Postal address:		
Name(s) of any child(ren) you have at Newbridge (if applicable):		

I am an existing volunteer and I would like to continue to offer my help	
I have not helped voluntarily at Newbridge before but I would like to help in the future	

Your availability (please tick)

I can offer help weekly *	
I can offer help on a regular basis *	
I can offer help once in a while	
* If you are able to help on a weekly or regular basis, please indicate the days and times when you are available:	

Subjects and activities in which you would like to become involved (please tick)

Curriculum subjects and other activities:		Administrative activities	
Reading		Physical Education	
Writing		French	
Maths		Computing	
Science		Other activities (please state):	Other activities (please state):
Art			
Music			
Design Technology			
Humanities			
Religious Education			

Please indicate the skills, interests, knowledge or experience you have that might benefit the children/school:

Any Other Comments (if you have any other comments or questions, please add them here)

--

MANY THANKS FOR COMPLETING THIS QUESTIONNAIRE

01225 421675 or enquiries@newbridge.bathnes.sch.uk