



Volunteer Policy

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Role:	Volunteers Co-ordinator
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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
- ▶ Working with small groups of children
- ▶ Working alongside individual children
- ▶ Undertaking art & craft activities with children
- ▶ Working in our school Learning Resource Centre
- ▶ Running or assisting with after-school clubs
- ▶ Accompanying school visits

Becoming a Volunteer

Anyone wishing to become a volunteer should contact Cherry Hill, Volunteer Coordinator, in the main school office. Cherry will be pleased to explain the volunteering opportunities at our school and answer any questions prospective volunteers may have (01225 421675, cherry.hill@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” (a Department for Education document)
 - The school’s Code of Conduct for Staff, Governors, Students and Volunteers
 - The school’s Child Protection Policy
 - The school’s Whistleblowing Policy
 - The school’s Health and Safety Policy

- Attend Child Protection training
- 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 application form, obtainable from the school office. 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 send your completed DBS form to the DBS (through B&NES' People Services organisation) or complete the online application through U Check. The volunteer must be present to complete this online application with Mrs Hill in the school office and provide the relevant documentation.
- 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 Head teacher/Deputy Head teacher 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 from the school office).

Monitoring and Review

This Policy has been approved by the Governing Body and will be reviewed and updated in light of any new guidance or circumstances.

Signed:

Dated:

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 Code of Conduct for Staff, Governors, Students and Volunteers
 - The school’s Child Protection Policy
 - The school’s Whistle Blowing Policy
 - The school’s Health and Safety Policy
 - “Keeping Children Safe in Education” (a Department for Education document)

- 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: Newbridge Volunteers Coordinator

Name (print): Cherry Hill

Date:

Signed by Volunteer

Signature

Name (print):

Date:

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 Cherry Hill, our Volunteer Coordinator (contact details below).

Personal details and interests in volunteering

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

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)

<i>Curriculum subjects and other activities:</i>			<i>Administrative activities</i>	
Reading		Physical Education		Library
Writing		French		Resources
Maths		ICT		Putting up displays
Science		<u>Other activities</u> (please state):	<u>Other activities</u> (please state):	
Art				
Music				
Design Technology				
Topic work (history/geography)				
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