



SYNERGY
EDUCATION
TRUST

Volunteer Policy

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Statement of Intent

Volunteers within our Trust and schools bring with them a wide range of skills and experience that can enhance the learning opportunities of our young people. We welcome and encourage volunteers from the local community.

Introduction

Although not an exhaustive list, our volunteers could include:

- Governors
- Trustees
- Parents of students
- Ex-students
- Ex-staff
- Students (over the age of 18) on enrichment placement
- Local residents
- Friends of the School (PTFA)

The types of activities our volunteers may be involved in include:

- Working with small groups of students
- Undertaking art and craft activities
- Undertaking sports activities, including coaching
- Leading or supporting extra-curricular enrichment activities
- Assisting with after school activities
- Supporting activities and events
- Accompanying school visits

Some of the benefits of volunteering include:

- Building confidence and self-esteem.
- Being part of the community and part of a team of like-minded individuals.
- Learning new skills and facing new challenges.
- The experience gained from volunteering is useful if seeking employment.
- Making new friends – mixing with a variety of people all with a common goal in mind.
- Sharing your skills, knowledge and leisure time with others in your local community

Becoming a volunteer

Anyone wishing to work as a volunteer in a Synergy school on a regular basis or a one-off occasion completing a work placement should request a **Volunteer**

Application Pack from the school office. This should be completed and returned with the necessary original Identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check and for two references to be sought. Where volunteering is a placement linked to a course of study the cost of the DBS (if required) will be met by the volunteer (or his/her college) unless a portable DBS has been activated.

Only when two satisfactory references and a clear enhanced DBS have been received by the school, will the Headteacher (or staff member with delegated responsibility) interview the potential volunteer and an appropriate placement be agreed. This will be in a class which has no family connection to the applicant.

A regular day and time will be agreed and the applicant will be expected to sign for and adhere to all relevant documentation, including the school's Safeguarding and Child Protection Policy and Confidentiality policy.

An entry will be made on the school's Safeguarding Single Central Record and a file maintained with the confidential details of the volunteer which will be retained by school for 6 years after the volunteer resigns from their volunteering responsibilities.

Confidentiality

All volunteers in a school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with or come into contact with should be voiced with a member of staff and not with any person outside of the school. Comments regarding children, their behaviour or learning can be highly sensitive. Volunteers who are concerned about anything another adult in the school says or does should raise the matter with the Head Teacher or nominated deputy/delegated staff member

Supervision

All volunteers work under the supervision of a member of school staff. The staff member will retain responsibility for the students at all times including their behaviour and the activity they are undertaking. Volunteers should have clear guidance from the member of staff as to how an activity is carried out and what the expected outcome is. Volunteers are encouraged to seek further advice from the staff member in the event of any problems regarding the students or the activity.

Information on the Role of a Volunteer

All volunteers should have access to this policy. Volunteers should also have access to the following policies in the Volunteer Pack as well as being available from the individual school's website and school office.

- Health and Safety Policy
- Volunteer Code of Conduct
- Data Protection Policy
- Safeguarding & Child Protection Policy
- Guidance for safer working practice for those working with children and young people in education settings February 2022
- Keeping Children Safe in Education Part 1
- Behaviour Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)
- Confidentiality Policy

Trust Values

All volunteers who work in school are expected to work and behave in such a way as to promote our Trust values which are as follows:



Volunteers' Expectations from School

Volunteers in school should expect to:

- be recognised for their valuable contribution to the learning experience for the children they support
- be assigned worthwhile tasks
- access any school policies or procedures that are relevant to their role
- access any training that is necessary for the success of their activities

School's Expectations from Volunteers

School expects all volunteers to:

- Adhere to the name protocol for staff e.g Miss Penn
- Adhere to the school's policies
- Read and work within the Keeping Children Safe in Education Part
- Work under the supervision and direction of staff.
- Be role models for the children they work with e.g. please think about the language and gestures used.
- Wear appropriate, smart but casual dress (no jeans) in line with the school's Dress Code.
- Refer any behavioural or safeguarding concerns to the class teacher and not to attempt to deal with any such issues themselves.
- Use the staffroom but be reminded of school policies as stated above.
- Commit to a regular window of time to allow teachers to plan activities to include the volunteer.
- Advise school as soon as possible when it is not possible to attend.
- Be familiar with school evacuation procedures and follow staff instructions.

Safeguarding

All volunteers working regularly in school must undertake a short safeguarding induction to include health and safety before commencing their voluntary role and undertake basic Safeguarding and Child Protection Training, Prevent Training and Health and Safety overview.

Security

All volunteers must sign in and out of school and wear a visitor badge for the duration of their volunteering session.

Complaints Procedure

Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher (or a delegated staff member) for investigation.

The Headteacher (or delegated staff member in their absence) reserves the right to take the following action:

- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated.
- Offer an alternative placement or activity for a volunteer.
- Inform the volunteer that the placement has been withdrawn.

Volunteer Application Form

VOLUNTEER APPLICATION FORM	
<p>Thank you for your interest in volunteering at xxx School.</p> <p>You will appreciate that the School must be particularly careful to enquire into the background of individuals who have access to pupils at the school. The school keeps a record of all persons who carry out voluntary work at the school.</p> <p>You are asked, therefore, to complete the details below and return it to the school. In accordance with Keeping Children Safe in Education, we ask Volunteers to give names and addresses of two 'professional' referees. Please provide these below.</p> <p>If, as a voluntary helper, you have regular unsupervised contact with the pupils then it will be necessary for a Disclosure and Barring check, including a Barred List check, to be made on you. This will be at a cost of £23, payable by yourself. (School are unable to meet the costs of DBS for volunteers)</p>	
Full name (inc Title)	
Previous name (if applicable)	
Date of Birth	
Address	
Contact number	
Email Address	

Have you lived abroad anytime in the last 5 years? Yes No

If "yes" please give details

Relevant Experience: e.g. Education, Training, Employment or Voluntary Work.

Referees: Two professional referees who can comment on your suitability to work with children are required (these cannot be related to you)

First Referee

Full Name:

Full Address:

Tel No:

Email address:

Job Title: Relationship to Applicant:

<p>Second Referee</p> <p>Full Name:</p> <p>Full Address:</p> <p>Tel No:</p> <p>Email address:</p> <p>Job Title: Relationship to Applicant:</p>	
<p>DBS check</p> <p>I consent to a Disclosure and Barring and Barred List check being made on me if I will have regular unsupervised contact with pupils and this form being held by the school as a record that appropriate checks have been carried out.</p>	<p>YES/NO</p>
<p>Please provide 2 forms of photographic ID to school (i.e passport and Driver's Licence and one utility bill with your address on (less than 3 months old))</p> <p>You are able to apply for a DBS yourself or school on your behalf. You will be unable to begin volunteering until this is in place.</p> <p>Please indicate which pathway you would like to take (please circle):</p> <p>Portable DBS in place DBS Required DBS required (school to be given details) (school to apply) (I will apply myself)</p> <p>I confirm to meet all charges (£23) for the cost of a DBS Yes/No</p>	

Confidentiality Agreement

Whilst in school, it is possible that you may come into contact with confidential/sensitive information. This may be concerning people with whom you have dealings outside of the school setting such as; parents, children, staff and other individuals representing the school. Please remember that any information that you are privy to whilst at this school is confidential and must remain so. This includes personal and social media interactions.

If you have concerns regarding a breach of sensitive information or indeed, feel there is a matter which needs to be brought to the attention of the Headteacher, please contact the school office as soon as possible.

Below is a form acknowledging your agreement of the above statement. The school views any breach of confidentiality as a very serious matter and will take appropriate action in the event of any such breach.

I have read, acknowledged and agreed to abide by the above confidentiality statement.

Name:

Date:

Signature :

Appendix 1

OFF-SITE VISITS VOLUNTEER AGREEMENT

School trips are an integral part of learning at our school and afford many children 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 and return this form, and sign and return the helper's slip.

This is part of our school's risk assessment planning.

Role of the Volunteer Helper

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their well-being 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

Working alongside school staff

School staff expect volunteer helpers to:

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

What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member

if there are any difficulties. If you need to move a child or gain a child's attention we always use their name and under no circumstances are we to come into physical contact with a child.

First Aid

For each class on the school visit, there will be at least one qualified first aider. 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. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by staff.

I have read the Volunteer Policy

I 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 occasion.

Signed : _____ Date : _____