



Volunteer Policy

1. Aims of policy

To ensure that Warmley Park School and College pupils benefit from working with volunteers.

- To ensure that volunteers benefit from their experience of working with Warmley Park School and College.
- To clarify expectations of Warmley Park School and College in regard to volunteer placements.

2. Introduction

Volunteers bring with them a range of skills and experience that can enhance the learning opportunities of children and young people at Warmley Park School and College. We welcome and encourage volunteers from our local and wider community.

3. Community of volunteers

Our volunteers include:

- Parents/ Carers of current and ex-pupils
- Students on work experience from College
- University students
- Community volunteers

Our school welcomes parents/ carers of pupils and ex-pupils who want to become volunteers. Parents/ carers will always be placed in a different class to their child.

Volunteers completing a College or University course are invited to stay with us for the duration of their placement linked to their course.

Community volunteers are welcome to apply for specific volunteer roles.

4. Activities a volunteer can engage in

The types of activities the volunteers can do at Warmley Park School and College include:

- Working with small groups of pupils in class
- Working alongside individual children in class
- Assisting with group and individual reading
- Accompanying pupils on school visits
- Assisting with any curriculum activity
- Supporting individual pupils to achieve their targets
- Supporting pupils at lunchtimes and during playtimes

5. Becoming a volunteer

University and College students will be placed at Warmley Park School and College by their course tutor.

Parent/ Carer and Community volunteers should contact the Deputy Head, Ellie Goodson, by telephone or email; 01454 867272, ellie.goodson@warmleyparkschool.org.uk .

Vacancies for volunteer roles are advertised on the school website;
<https://www.warmleyparkschool.org.uk/job-vacancies/>

Volunteers will be asked to complete a Volunteer Application Form (Appendix 1) with their contact details, dates and times that they would like to volunteer, which volunteer role they would like to apply for and skills that they could bring to the role.

Before starting their role, volunteers should complete the Volunteer Agreement (Appendix 2) which sets out the expectations of volunteers and asks them to confirm that they have received a copy of this policy.

6. Code of conduct

Volunteers at Warmley Park School and College are expected to conform to high standards of behaviour and conduct whilst carrying out their volunteer roles. They may have access to personal information about some individuals, or other information which is be confidential. Warmley Park School and College needs to be able to trust its volunteers to protect the privacy of the pupils and their families. Any volunteer who breaks this confidentiality and trust will be asked to leave.

Any concerns that volunteers have regarding the pupils they work with or come into contact with should be shared with either the Headteacher or the Deputy Head. Concerns should not be shared with any persons outside school including the parents/ carers of individual children.

Volunteers are expected to sign the Volunteer Code of Conduct (Appendix 3) to acknowledge that they have read the policy and will follow its guidelines.

7. Absence

Volunteers are expected to telephone and inform school, prior to 8.00am, if they are unable to come into school so that staff can be informed and adjustments can be made to support our pupils.

8. Working hours

The hours of volunteer work will be discussed and mutually agreed between the volunteer and the Deputy Head. It is expected that volunteers will be committed to their volunteer work once it is agreed.

Volunteers need to sign in and sign out of school. They will be given a visitor's lanyard which should be worn at all times when on the school premises.

We value the work our volunteers do here at Warmley Park School and College and want our volunteers to feel successful and welcomed. They are supervised by the Deputy Head, though they can also seek advice and support from their Head of Department.

Volunteers may claim a school lunch if they work a full day. They need to let the school office know that they would like a school lunch when they sign in in the morning.

9. Safeguarding

All volunteers are required to hold a valid DBS certificate. Information on DBS checking can be found by accessing; <https://www.gov.uk/government/publications/disclosure-application-process-for-volunteers/disclosure-application-process-for-volunteers>

The cost for a volunteer DBS will be covered by Warmley Park School and College.

All volunteers have a responsibility to report any concerns that they have regarding Safeguarding to one of the following members of staff;

- Lisa Parker; Headteacher, Designated Safeguarding Lead
- Ellie Goodson; Deputy Head, Designated Safeguarding Lead
- Marian Lovell; Head of College, Designated Safeguarding Lead
- Shaun Payne; Lead Professional for Families and Safeguarding, Designated Safeguarding Lead

It is not the role of a volunteer to investigate concerns. Warmley Park School and College's Safeguarding Policy explains the guidelines and procedures to follow regarding safeguarding. A copy of this policy is provided and it is expected that all volunteers will sign to acknowledge that they have read the policy and will follow its guidelines.

As part of our Safeguarding practice our school is a mobile phone free zone. All mobile phones should be switched off during school hours. The main school number is available to be used as a point of contact in emergencies; 01454 867272.

10. Essential guidelines

Warmley Park School and College staff undertake extensive training so they can fulfil all aspects of their role. There are a number of activities that volunteers **should not do** in their volunteer role.

Volunteers should not:

- Attempt to lift a pupil or restrain them
- Work one to one with any pupil on their own
- Work one to one with a pupil who has a severe medical condition or unpredictable behaviour
- Administer first aid or medication. Volunteers should alert first aiders if there has been an accident and first aid is required

We ask that volunteers inform us of any changes in their personal circumstances that may impact on their role here at Warmley Park School and College such as becoming pregnant.

11. Supervision

All volunteers work under the supervision of the class teacher to which they are assigned. Although teachers retain responsibility for volunteers placed in their class, this does not require volunteers to be in their direct supervision at all times. For example, during playtimes many staff are outside supporting pupils. In this situation and other similar situations, volunteers would be expected to work alongside other adults employed by the school.

If a volunteer is unsure as to how to carry out the directions they have been given they are encouraged to seek further advice or guidance from their allocated teacher.

12. Guidelines for appropriate clothing

All volunteers are expected to wear clothing that is suitable for the job they do. Clothes must not reveal intimate parts of the body. Clothes and shoes need to be comfortable and suited to the task. Open toed shoes are a risk to staff and must not be worn. Jewellery should be discrete and it is advisable not to wear jewellery that can be pulled such as necklaces or hoop/ dangling earrings. Perfume should not be worn as it may cause distress to pupils with hypersensitivity or those with sensory impairment. Denim jeans should not be worn.

13. Complaints

Whenever there are concerns about the work of a volunteer it is the responsibility of the school employee to bring this to the attention of the Deputy Head so that issues can be addressed and the volunteer can be supported to develop their skills, knowledge and practice in line with school expectations.

Where a volunteer has a complaint about a member of staff these must also be brought to the attention of the Deputy Head so that the issue can be looked into and resolved.

14. End of placement

Volunteers are expected to arrange an Exit Interview (Appendix 4) with the Deputy Head at the end of their placement in order to obtain feedback and information that may be used to write future references for the volunteer. Without an Exit Interview Warmley Park School and College will not contribute to references for future employment or applications for college placements.

15. Equality and community cohesion

Warmley Park School is committed to equality for all members of the school community. The school promotes a positive and proactive approach to valuing and respecting diversity and will not tolerate harassment of any kind. Our work and progress in this area is detailed within the Single Community Cohesion and Equality Scheme (SCCES) which is updated annually and informed by pupil and parent questionnaires, and discussion with staff.

16. Equality Impact Assessment (EIA)

This policy has been assessed with regard to its impact on equalities issues. The equality impact assessment has been conducted by the EWG (Equalities Working Group) and focused on race, gender, disability, age, sexual orientation and religion/belief. Community Cohesion has also formed part of the impact assessment work in order to ensure respect for diversity, alongside a commitment to common and shared bonds.

EIA outcomes

The EWG found no areas of potential negative impact and actions resulting in positive impact are in place.

Policy ratified:

Date for review:

Volunteer Application Form

Your name:	
Other names you are known by:	
Your address:	
Mobile phone number:	
Name of child in the school (if applicable)	
Which volunteer vacancy are you interested in?	
Have you had previous volunteer experience? If so, please give details.	
What skills do you have that would be useful in working with children and young people with special needs?	
Which days of the week or hours would you like to volunteer?	
Are there any particular age groups you would like to work with?	
Do you have any disabilities/ other needs that we need to take into account? If so, please give details.	

I have read the Safeguarding Policy and the Volunteer Code of Conduct. I will adhere to these policies and procedures.

Signature _____ Date _____

Please provide the names of two referees who will be able to support your application

Name of referee	Email/ Contact number	In what capacity are they known to you?

Signature _____ Date _____

Thank you for taking the time to complete this Volunteer Application Form, your offer of help is appreciated and we will be in touch shortly.

Volunteer Agreement

Thank you for offering your services as a Volunteer.

Your offer of help is appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement and hand it into the school office FAO the Deputy Head. You will receive a copy of it for your records.

As a volunteer at Warmley Park School and College I understand that:

- I have received and read a copy of the Volunteer Policy.
- My role will be to support the ethos and aims of Warmley Park School and College.
- All information must be treated as strictly confidential and I have read and signed the Volunteer Code of Conduct.
- Safeguarding of pupils is at the forefront of all practice at Warmley Park School and College. I have read the Safeguarding Policy and know who the Designated Safeguarding Leads are.
- I will need to make my DBS clearance available to the school for recording and checks.
- I will inform the Deputy Head when my placement is expected to end so that an Exit Interview can be arranged.

Signed _____

Name (Printed) _____

Name of child in school (if applicable) _____

Date _____

Volunteer Code of Conduct

As a member of this learning community you:

- Must regard all information you are party to about a child or young person, parent/ carer or staff as strictly confidential.
- Must not make reference to our children/ young people, their families, or staff on social media.
- Should seek advice from a senior member of staff if you are in any doubt about sharing information you hold or which has been requested of you.
- Must know the procedures for Safeguarding.
- Must not share concerns about individual children or young people directly with their parents/ carers. Concerns should be shared with the Headteacher or Deputy Head.
- Must follow all the guidelines set out the in Volunteer Policy.

I have read and agreed to abide by the code of conduct as detailed above.

Signed _____

Name (Printed) _____

Name of child in school (if applicable) _____

Date _____

Volunteer Exit Interview

Name of volunteer:	
Address:	
Dates of placement:	
Class details:	
Experience gained:	
Skills observed:	
Future aspirations:	
Feedback on placement. What went well, what could be improved?	

Signed _____

Name (Printed) _____

Name of child in school (if applicable) _____

Date _____