

Respect

Creation

Fellowship

Wisdom

Hope

ARCHBISHOP BENSON C of E SCHOOL

Volunteers Policy Application and Volunteer Agreements

Chair of Governors

Mandy Hoare



1.0 Introduction

At Archbishop Benson School, we are proud to be a Church of England school rooted in our local community. In keeping with our inclusive vision and values, we are committed to being the school of first choice for all local families providing an excellent education for all our pupils. Our policies and procedures are focused on ensuring that we all enjoy and achieve within a nurturing and enriching school community.

Vision:

With **fun and learning**, **hand in hand**, **all things are possible**.

"**I can** do **all things** through **Him** who strengthens me. (Philippians 4:13)

Values:

RESPECT

CREATION

FELLOWSHIP

WISDOM

HOPE

Aims:

To help fulfil this vision the school has the following aims:

- To enable each child to achieve his or her full potential in levels of academic maturity, creativity, spirituality, physical development and independence
- To educate pupils in the principles of the Christian faith, promoting respect for moral values, differing races, religions and ways of life
- To awaken and develop every child's sense of self worth
- To develop respect, commitment and responsibility for others, to equip children to be able to make a positive contribution to the community in which they live
- To provide a wide variety of activities, visits and special events which enrich children's learning

ARCHBISHOP BENSON SCHOOL VOLUNTEERS POLICY

1.0 Introduction:

This policy supports the work of the school in promoting its mission statement, aims, visions and values.

2.0 Mission statement:

Archbishop Benson CE Primary School endeavours to provide a happy, safe, caring and stimulating learning environment, based on Christian principles in which all members of the school community are valued as individuals and are encouraged to reach their full potential.

3.0 School aims:

At Archbishop Benson CE Primary School we value every member of our school community and our aims reflect those of 'Every Child Matters', which is for every child, whatever their background or circumstances, to have the support they need:

- To enable each child to achieve his or her full potential in levels of academic maturity, creativity, spirituality, physical development and independence
- To provide a wide variety of activities, visits and special events which enrich children's learning
- To awaken and develop every child's sense of self worth
- To develop respect, commitment and responsibility for others, to equip children to be able to make a positive contribution to the community in which they live

To achieve these aims, all learners, staff, parents, volunteers and governors will work together to promote our core values: Respect, Fellowship, Hope, Creation & Wisdom.

4.0 Aims and objectives:

At Archbishop Benson CE Primary School volunteer helpers are of paramount importance in supporting teaching and learning, achievements, attitudes and well-being of all our children. The role they can play in supporting staff to deliver a high quality education is invaluable.

The aim of this policy is to ensure that volunteers are seen by children as safe and trustworthy adults and that the requirements for safeguarding and safer recruitment are applied appropriately to them.

5.0 Recruitment:

5.1 Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The school, therefore, welcomes and encourages volunteers from the local community.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- University students referred to us by Student Volunteer Services
- Ex-members of staff
- Local residents
- FABB (Friends of Archbishop Benson)

5.2 Where an expression of interest is made by a potential volunteer helper, the following considerations apply:

- Volunteers must be **18 years** and over. The school does not permit authorised volunteers (or visitors) to bring under-aged volunteers (or visitors) onto the school site.
- If a course has placed a volunteer in our school with our agreement, the training organisation will provide written information outlining the requirements of the placement.
- Parents/carers can actively support the education of children by supporting the school and teachers in education in the classroom and during educational visits or events.
- If the person is not known to the school, then they must provide two referees.
- The school does not accept requests to work as a volunteer, either on a one-off basis or regularly, from the children of members of staff working in the school.

6.0 Becoming a Volunteer

6.1 Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing pupils read, usually approaches a class teacher, the Headteacher, a senior member of staff or our Volunteers Coordinator directly.

Volunteers should complete the Volunteer Application Form (Appendix 1) with their contact details, the times they are available to help and any areas of expertise.

6.2 Definition

Activity which is described as 'frequent' or 'intensive' covers the meaning given in the Safeguarding Vulnerable Groups Act 2006.

- 'frequent' – once a week or more often on an ongoing basis; and
- 'intensive' – three or more occasions in a 30 day period, or overnight (between 2am –6am).

6.3 Process for recruiting a volunteer who will be working frequently or intensively

6.3.1. The candidate attends the school for an informal discussion to ensure the applicant is suitable for the role

6.3.2 Enhanced DBS check undertaken

6.3.3 The volunteer will be made aware of the role and responsibilities they will be undertaking

6.3.4 Two references should be sought where the volunteer arrangement will continue on a regular basis. References will not be sought if the volunteer is known to the school.(Appendix 4).

6.3.5 Induction – school policies, risk assessments and documentation will be issued and explained.

6.3.6 Volunteer Applications/Agreements/References/Records will be kept in a central place within the school.

6.3.7 Before starting to help in a school, a volunteer must complete & return the Volunteer Agreement (Appendix 2) which sets out the school's expectations of its volunteers.

7.0 Safeguarding

Archbishop Benson Church of England School is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

7.1 Induction:

In order to satisfy our Child Protection and Safeguarding requirements, all new volunteers must confirm that they have received an induction which includes safeguarding, fire safety, confidentiality, Health & Safety and guidelines of good practice when working with children.

7.2 Child Protection

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

- All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2)
- All volunteers providing 'frequent' or 'intensive' support (see section 6.2 Definition) must have been cleared by the Disclosure & Barring Service (DBS).
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff, must read and sign our Off-Site Visit Agreement (Appendix 3).
- Any information that is disclosed by or about a pupil must be reported to the class teacher or Designated Safeguarding Person.
- Any concerns a volunteer has about child protection issues, should be referred to the Designated Safeguarding lead or Head Teacher.
- Volunteers who are concerned about anything another adult in the school says or does should raise their concerns with the Head teacher or Designated Safeguarding Person.
- All volunteers will be expected to read and abide by the school's Mobile Phone policy.

7.3 Confidentiality

All volunteers are bound by a code of confidentiality.

- No information about pupils should be taken outside the school. Volunteers should not speak directly to parents about a pupil's work, behaviour or welfare, or discuss indirectly with other parents/carers
- Volunteers should exercise discretion within the school and maintain professional relationships with staff and pupils
- Volunteers of any capacity, whether supporting children in class situations or representing FABB at school events, should exercise discretion outside of the school and treat information obtained from being a volunteer in school, especially potentially sensitive information about the work of the school or staff working within the school, as strictly confidential.

- Volunteers' use of social networking sites should be used with due care and attention. In particular, use of such sites should not involve any activities or observations which may bring the school, pupils or staff into disrepute.

Should any of the above happen, it would bring into question the volunteer's suitability to work in the school.

8.0 Working in Classrooms/with Pupils

8.1 Volunteers may be deployed:

- to support the school's educational priorities
- to support learning in the classroom or preparing resources or materials
- to accompany pupils on an out of school trip
- to help in the library
- to run an extra-curricular activity or club
- to assist with the work of FABB within the school

8.2 All volunteers must 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.
- Be familiar with the class expectations of behaviour and the specific learning support that is needed.

8.3 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. If any recording of information is required the teacher should ensure the volunteer is shown how to make the recording.

9.0 Health & Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Headteacher.

10.0 Complaints

Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

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 for the school to:

- inform the volunteer that the school no longer wishes to use them
- Provide the volunteer with a copy of the school's full Complaints Procedure

11.0 Review

The governing body reviews this policy every three years. The governors may, however, review the policy earlier than this, if the government introduces new regulations or if the governing body receives recommendations on how the policy might be improved.

Archbishop Benson School

VOLUNTEER APPLICATION FORM (Appendix 1)

Please be aware that volunteers who work regularly in the school and have children attending the school or are related to children attending the school will not be deployed within that class/year group,

First Name.....Surname.....

Date of Birth:..... email.....

Address:

.....

.....Postcode.....

..

Phone: Home..... Mobile.....

Do you have a child or children in the school? Please name all children.

.....

Are you related to a child attending the school? Please give names.

.....

Are you related to a member of staff working in the school? Please give further details.

.....

If you are not sufficiently known to the school please provide the names and contact details of two referees

.....

Please advise us of your Experience/Occupation/Profession/Skills/Hobbies & Interests. This information will enable us to make the most of your expertise.

.....

Please indicate days/times when you are available to help

.....

Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School (please give details – continue overleaf if necessary)

Thank you for taking time to complete this Volunteer Application Form Please hand it to the School Office, marked for the attention of Mr Mike Williams Clerk to the Governors. Your offer of help is greatly appreciated and we will be in touch as soon as possible.

Archbishop Benson School

VOLUNTEER AGREEMENT (Appendix 2)

Thank you for offering your services as a volunteer at Archbishop Benson CE Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at school. You will receive a copy of it for your records.

This agreement is generic, covering all aspects of volunteer work in the school and enables you to be added to the Volunteer Register. You will be able to start your volunteer work once you have had your induction session. Specific information related to your volunteer work will be explained by your designated supervisor.

- I have received and read a copy of the School's Volunteer Policy
- I agree to support the school's aims and values
- I agree to treat information obtained from being a volunteer in school as strictly confidential
- I understand that an enhanced Disclosure Barring Service (DBS) check will be undertaken
- I have been made aware of who is my designated supervisor e.g. class teacher

Name: _____

Signed: _____

Date: _____

Please return form to Mr Mike Williams Clerk to the Governors

Archbishop Benson School
OFF SITE VISITS VOLUNTEER AGREEMENT (Appendix 3)

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 appendix. This is a generic agreement and once accepted your name will be added to the Volunteer Register for Off Site Visits. Only people who are registered will be invited to join off-site trips. Key information relating to individual trips will be distributed by the class teacher or trip leader.

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 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 any issues with first aid, safety and/or behaviour.
- To assist in the transport of young people to enable participation in sporting or education events (Volunteer Driver Forms must be completed)

Working alongside school staff

School staffs expect volunteers 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 any school trips.
- Volunteer helpers will not have supervisory duties for any relatives.
- 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 must adhere to school guidance on the use of mobile phone. (Please see Emergency Procedures for Off Site Visits)
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice-cream, biscuits, sweets – before, during or after the trip unless previously agreed with the class teacher.

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 any medication/needs. If medicine needs to be administered, this will be done by a member of staff, unless parental support is available.

All other medicines and first aid boxes will be carried by a member of staff.

Emergencies

You are expected to inform a member of staff as soon as possible. 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.

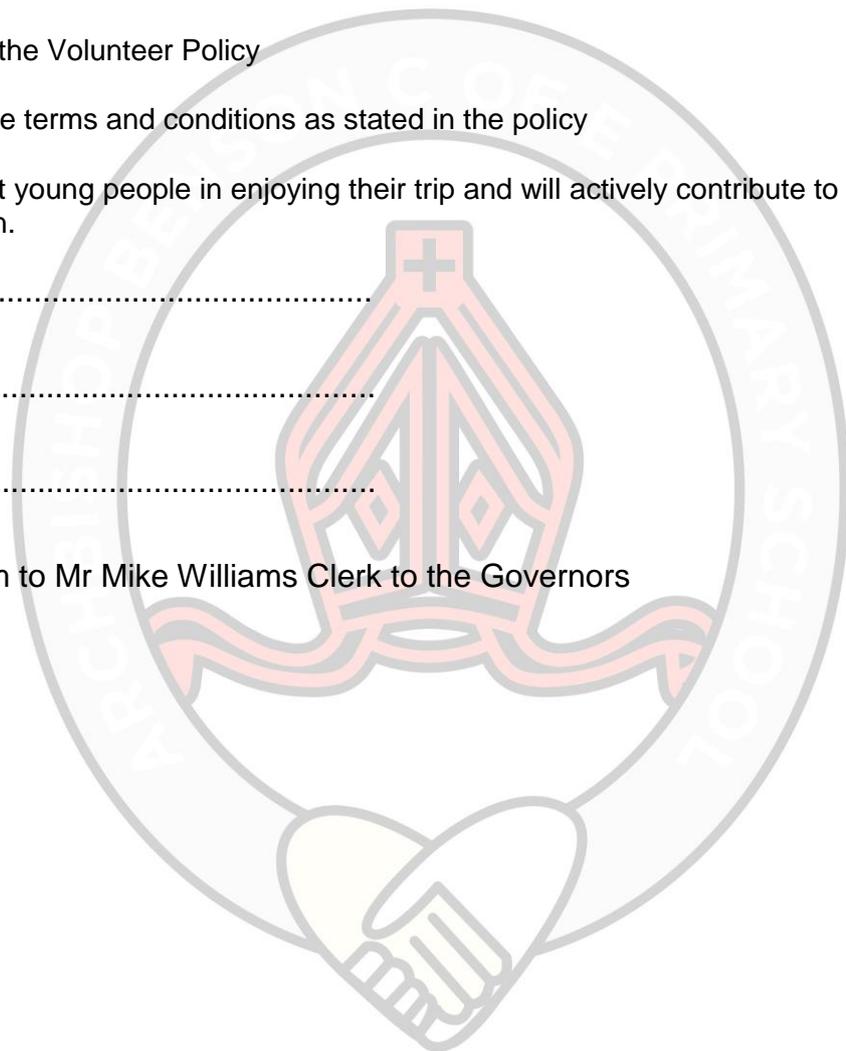
- I have read the Volunteer Policy
- I agree to the terms and conditions as stated in the policy
- I will support young people in enjoying their trip and will actively contribute to the smooth running of the occasion.

Signed.....

Name.....

Date.....

Please return form to Mr Mike Williams Clerk to the Governors



Reference Request Form (Appendix 4)

PRIVATE & CONFIDENTIAL	
Name of Applicant: Address:	
Role applied for:	

Please confirm:

The capacity in which you have known the candidate:	
Dates of employment (if applicable): From:	To:
Position held (if applicable):	
Did this position involve direct contact with children and/or vulnerable adults? YES/NO	
Please detail all sickness absence within their last two years with you:	
Reasons for leaving:	Final salary (if applicable):
Would you re-employ them? YES/NO If no, please explain:	

Please tick as appropriate:	Less than satisfactory	Satisfactory	Good	Excellent
Ability to meet deadlines				
Ability to work under pressure				
Ability to work without close supervision				
Accuracy and quality of work				
Attendance & Punctuality				
How well organised are they in their approach to work				
Quick to learn/easy to teach				
Relationships with colleagues/customers/peers				
Verbal communication skills				
Written communication skills				
Please detail any formal capability proceedings which the candidate has been subject to within the last two years including the specific concerns, the outcome and the duration of the process:				

PRIVATE & CONFIDENTIAL	
Name of Applicant: Address:	
Role applied for:	

Please confirm:

The capacity in which you have known the candidate:				
Dates of employment (if applicable): From:		To:		
Position held (if applicable):				
Did this position involve direct contact with children and/or vulnerable adults? YES/NO				
Please detail all sickness absence within their last two years with you:				
Reasons for leaving:				Final salary (if applicable):
Would you re-employ them? YES/NO If no, please explain:				
Please tick as appropriate:				
	Less than satisfactory	Satisfactory	Good	Excellent
Ability to meet deadlines				
Ability to work under pressure				
Ability to work without close supervision				
Accuracy and quality of work				
Attendance & Punctuality				
How well organised are they in their approach to work				
Quick to learn/easy to teach				
Relationships with colleagues/customers/peers				
Verbal communication skills				
Written communication skills				
Please detail any formal capability proceedings which the candidate has been subject to within the last two years including the specific concerns, the outcome and the duration of the process:				

Please return form to Mr Mike Williams Clerk to the Governors

Policy monitored by	Mr Kitto
Date of adoption	06.12.2019
Date of review	06.12.2022

