



# Oasis Academy Byron

# Volunteer Policy

November 2016

## Useful Contacts

**PRINCIPAL: Clare Wingrave**

**DEPUTY PRINCIPAL: Sarah Small**

**ASSISTANT PRINCIPAL: James Norris**

**DSL: Sarah Small**

**DEPUTY DSL: Clare Wingrave**

**LAC TEACHER: Sarah Small**

**SPOC (PREVENT OFFICER): Sarah Small**

**HEALTH AND SAFETY LEAD: Clare Wingrave**

**ATTENDANCE OFFICER: Tina Henderson**

**MEDICAL LEAD: Sarah Small/James Norris**

**SENCO: Sarah Small**

**SITE MANAGER: Steve Warr**

## **VOLUNTEER WORKING IN SCHOOL POLICY**

**The Academy's volunteer policy is part of the Academy's safeguarding systems**

### **Introduction**

Volunteers at our academy bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Academy Council and Principal therefore, welcome and encourages volunteers from the local community.

Our volunteers include:

- Members of the Academy Council
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Ex-members of staff
- Local residents
- Friends of the Academy

The types of activities that volunteers engage in, on behalf of the Academy, include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits

### **Safeguarding**

Oasis Community Learning and this Academy are committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

### **Becoming a Volunteer**

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 the Class Teacher, Principal, Senior member of Staff or Class Teacher directly.

Volunteers should complete the *Volunteer Application Form* (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

## 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).

## Process for recruiting Volunteer who will be working frequently or intensively

A) Identify the need and role

B) Attract candidates by means of a local advert/Academy communications system

C) The candidate/s attend the Academy for an informal discussion to ensure the applicant is suitable for the role

D) Enhanced DBS check undertaken (A Student character reference is required if the pupil is from another educational setting and under the age of 18 – This reference to be given to the DSL)

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

F) If appropriate 2 references should be sought where the volunteer arrangement will continue on a regular basis.

G) Induction - Academy and corporate policies and documentation explained and issued. These to include Health and Safety, Behaviour Management Policies, Code of Conduct and Safeguarding policy.

H) Volunteer records to be kept in a central place within the Academy

Before starting to help in the Academy, a volunteer should complete the *Volunteer Agreement* (Appendix 2), which sets out the school's expectations of its volunteer and to confirm they have received a copy of this Agreement. The Academy will seek DBS clearance for a volunteer **before** they come into the Academy, to make an informed decision when accepting volunteers to work with children. This is not required where a volunteer is engaged in a 'one-off' activity (please refer to Child Protection – Page 5)

## Our Academy Aims

All adults / Young People who work in our school, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our school aims and educational purpose, as identified below-

- Nourish the diverse talents of our pupils, widen their horizons, develop their appetite for learning thus enabling them to live life to the full
- Bring to an individual the feeling that they can cope with their environment with a sense of confidence in themselves as a significant, competent person
- Encourage pupils to feel capable of handling situations which challenge their intellectual, personal, spiritual and moral values,
- Encourage pupils to show tolerance of others.
- Equip pupils to cope with adult life and work in a fast changing society.

Our educational purpose is:

- To teach the national curriculum in a manner which excites the interest and commitment of the pupils and meets their present and future needs
- To develop attitudes, skills and knowledge which will be relevant to our learners as they prepare to meet the expectations of a changing society. We regard personal development as a life long learning process
- To value all pupils equally whatever their stage of development and offer experiences which give them the maximum opportunities for success
- To afford all pupils equality of opportunity and to ensure that they are not discriminated against on the grounds of class, colour, gender, religion or disability
- To provide a partnership between schools, parents and the wider community to enhance the quality of teaching and learning at the school

## Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and **NOT** with the parents of the child/persons. Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Principal or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

## Supervision

All volunteers 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. 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

## **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/Principal. Volunteers are covered by SMBC's Health & Safety Statement and indemnity and Public Liability Insurance.

## **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 of our volunteers must have been cleared by the Disclosure and Barring Service (DBS). A DBS certificate will be issued to the individual to present to the designated member of staff in school.
- 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 concerns a volunteer has, about child protection issues, should be referred to the designated senior persons within the Academy.

## **Complaints Procedure**

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

The Principal 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.



**APPENDIX 1  
VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER**

Name of Volunteer:

Title: Mr/Mrs/Miss/Ms.....

First Name.....

Surname.....

Date of Birth:.....

Address: .....

.....

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

What activities/ areas of the school's work would you like to help with?

Are there any particular age groups/classes you would like to work with?

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)

Thank you for taking time to complete this Volunteer Application Form  
Please hand it to the School Office, marked for the attention of the Deputy Principal

Your offer of help is greatly appreciated and we will be in touch as soon as possible.

## APPENDIX 2 VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at 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.

- I have received and read a copy of the academy's Volunteer Policy
  
- I have read and signed the academy Safeguarding Policy and Keeping Children Safe in Education September 2016 document.
  
- I agree to support the Academy's Aims/Ethos
  
- I agree to treat any information obtained from being a Volunteer in School as **Strictly Confidential**
  
- I understand that a Disclosure and Barring Service (DBS) check will be undertaken
  
- If you already have a DBS Certificate, please hand it to the Academy, the number will be recorded and checks made with the issuing body. A new enhanced DBS check must be undertaken.
  
- I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Teacher

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## **APPENDIX 3**

### **Off-Site Visits Volunteer Agreement**

School trips are an integral part of learning at our school and afford many pupils 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, and sign and return the helper's slip. This is part of our school's risk assessment planning and safeguarding arrangements.

#### **Role of the Volunteer Helper**

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip
- To stay with your allocated group of pupils, 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 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 supervision of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest
- Follow guidance from the school staff

#### **What is not permitted**

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties
- Volunteer helpers must ensure that they interact with the children in an age appropriate manner and do not e.g. hug, cuddle, encourage children to sit on laps
- Volunteer helpers are not permitted to take photographs of pupils
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets – before, during or after the school trip

## **First Aid**

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 unless you are the Parent/ Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid kit will be carried by staff.

First Aid will only be administered by trained First Aiders.

## **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 will support the young people in enjoying the trip and actively contribute to the smooth running of the event.

I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_