



# Volunteer Policy and Application Pack

2017/18

**Volunteers in School Policy**

**Volunteer Application Form**

**Declaration Form – Disqualification by Association**



## Volunteers in School Policy

**Last reviewed/adopted:** Spring 2018

**Next review:** Spring 2019

### Introduction

At St. Anne's we recognise that there are many situations where volunteers can make an appropriate and significant contribution to the work and services of our school. This policy defines the term and sets out the principles, practices and procedures which will be followed in the management and supervision of volunteers. The contribution of volunteers to the work of the school is especially value and respected. We recognise that they bring with them a range of skills and experience that can enhance the learning opportunities, achievement and enjoyment of children at our school.

### Our Volunteers include:

- Parents and other relatives of pupils
- Members of the Governing Body
- Students on work experience
- Members of the local community (including those from charitable organisations)

### Volunteering Opportunities

The types of activities that Volunteers support and assist with include:

- Hearing children read
- Working with small groups of children
- Running or assisting with after-school clubs
- Working with children on the computers
- Accompanying school visits
- Talking to groups of children about their experiences/line of work

### The Benefits of Volunteering

- For the children: increases in understanding, achievement, self-confidence and self esteem
- For teaching staff: greater opportunity to work with other children, so enabling the class as a whole to learn more effectively and achieve more
- For the volunteer: a great sense of achievement and personal satisfaction, new knowledge and new skills, improved career prospects

### Becoming a Volunteer

We greatly value and appreciate the time and effort that each of our volunteers generously gives to our school, whether it is on a regular or more ad hoc basis. In order to try to make our volunteers feel welcomed, valued and well informed about our school we aim to provide active and positive support to our volunteers in several ways, including:

- A Welcome Pack, supporting a structured induction process

- Regular newsletters
- Appropriate references for those seeking to build on their volunteering experience in their career

Before starting to help in school, volunteers will also be invited to complete the Volunteer Agreement which sets out the school's expectations of volunteers. Prospective volunteers who will be engaged in 'Regulated Activity\*' will be required to complete a DBS (Disclosure and Barring Service) check and a Self-Disclosure regarding their suitability for working with children. This will be arranged through the school office before starting in school.

*\*Regulated activity is any activity that takes place in school or on a school trip that involves contact with children frequently, i.e. on 4 or more days in a 30 day period or overnight (in the case of school journeys)*

Anyone wishing to become a volunteer, either for a one off event, such as a school trip or on a more regular basis, such as hearing children read should speak to one of the school leaders (DHT or AHT).

### **Safeguarding**

St. Anne's Primary is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

Volunteers will be required to electronically sign in and out at the school office on each occasion; they should wear their identification badge at all times while working on the school premises or on accompanying children on a school trip.

All volunteers work under the guidance of the class teacher to which they are assigned. Although teachers retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

### **Confidentiality**

St. Anne's has a confidentiality policy. All volunteers will be asked to sign a confidentiality agreement and follow its principles.

Volunteers may have access to personal information about some individuals, or other information which may be confidential. Volunteers are expected to keep this information confidential. Any volunteers who break this confidentiality may be asked to leave. Any concerns that volunteers have about the children they work with/come into contact with should be shared with the Phase Leader or Designated Safeguarding Lead (Mr Wendell Gopaul) and not with any persons outside the school. Safeguarding procedures will be included in the volunteers induction pack.

### **Health and Safety**

The school has a health and safety policy which is available on request, on induction the school leader will ensure that individuals are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task. If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher, or phase leader.

### **Complaints**

Any complaints about a volunteer or by a volunteer will be dealt with in line with the schools complaints procedure.

## St. Anne's Primary School Volunteer Application Form

<b>Name:</b>	<b>Address:</b>	
<b>Phone:</b>	<b>Mobile:</b>	<b>Email:</b>
<b>Links with school:</b>		

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)

St. Anne's is committed to safeguarding children, for all adults in school we ask that they can provide the name of a referee who can be contacted by the school:

Name of referee

Contact details (incl. email)

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 Head Teacher

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

**Keeping Children Safe in Education: Childcare Disqualification Requirements  
Employee/Worker/Volunteer Declaration**

<b>School Name</b>	<b>St. Anne's Primary School</b>
<b>Name of person signing Declaration</b>	
<b>Post Held</b>	

Please refer to the accompanying letter for detailed information about the requirement for you to make this declaration.

**In accordance with the legislation you are required to sign the declaration below confirming that you are not disqualified from working in, or being concerned in the management of, the above settings.**

If you fail to complete and return the form, this will be regarded as a disciplinary matter for staff, which may result in dismissal, and, in the case of volunteers, will mean that you can no longer work at this establishment.

A disqualified person is not permitted to continue to work in the above settings unless they apply for and are granted a waiver from OFSTED.

Reference: <http://www.ofsted.gov.uk/resources/applying-waive-disqualification-early-years-and-childcare-providers>

Please circle one option for every question

<b>Section 1 – Orders or other restrictions</b>	
Have any orders or other determinations related to childcare been made in respect of you ?	YES / NO
Have any orders or other determinations related to childcare been made in respect of a child in your care?	YES / NO
Have any orders or other determinations been made which prevents you from being registered in relation to child care, children's homes or fostering?	YES / NO
Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the Schedule 1 of the Regulations? Available at the link below: <a href="http://www.legislation.gov.uk/ukxi/2009/1547/schedule/1/made">http://www.legislation.gov.uk/ukxi/2009/1547/schedule/1/made</a>	YES / NO
Are you barred from working with Children (Disclosure and Barring (DBS))?	YES / NO
<b><u>Teachers only</u></b> - Are you prohibited from Teaching?	YES / NO
<b>Section 2 – Specified and Statutory Offences</b>	
Have you ever been cautioned, reprimanded, given a warning for, or convicted of:	
<ul style="list-style-type: none"> <li>• Any offence against or involving a child? (A child is a person under the age of 18)?</li> </ul>	YES / NO
<ul style="list-style-type: none"> <li>• Any violent or sexual offence against an adult?</li> </ul>	YES / NO
<ul style="list-style-type: none"> <li>• Any offence under the Sexual Offences Act?</li> </ul>	YES / NO
<ul style="list-style-type: none"> <li>• Any other relevant offence?</li> </ul>	YES / NO
Available at the links below: <a href="http://www.legislation.gov.uk/ukxi/2009/1547/schedule/2/made">http://www.legislation.gov.uk/ukxi/2009/1547/schedule/2/made</a>	

<a href="http://www.legislation.gov.uk/ukxi/2009/1547/schedule/3/made">http://www.legislation.gov.uk/ukxi/2009/1547/schedule/3/made</a>			
Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country?		YES / NO	
<b>Section 3 – Disqualification by Association</b>			
To the best of your knowledge, is anyone who lives or works in the same household* where you live disqualified from working with children under the Regulations? <i>*household – includes family, lodgers, house-sharers, household employees</i> This means does anyone in your household have an Order or Restriction against them as set out in Section 1 or have they been cautioned, reprimanded, given a warning for or convicted of any offence in Section 2.		YES / NO	
<b>Section 4 – Provision of Information</b>			
If you have answered YES to any of the questions above you should provide details below in respect of yourself, or, where relevant, the member of your household. You may supply this information separately if you so wish, but you must do so without delay.			
Details of the order, restriction, conviction, caution or other ground for disqualification under the Childcare (Disqualification) Regulations 2009 etc.			
The date(s) of these			
The relevant court(s) or body(ies) and the sentence (if any) imposed			
You should also provide a copy of the relevant order, caution, conviction etc. In relation to cautions/convictions a DBS Certificate may be provided.			
<b>Section 4 - Declaration</b>			
In signing this form, I confirm that the information provided is true to the best of my knowledge and that:			
<ul style="list-style-type: none"> <li>• I understand my responsibilities to safeguard children.</li> <li>• I understand that I must notify my head teacher immediately of anything that affects my suitability including any cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that would render me disqualified from working with children</li> </ul>			
<b>Signed</b>			
<b>Print Name</b>		<b>Date</b>	

**Volunteer Code of Conduct**

**Off Site Volunteer Agreement**

**Safeguarding Information Booklet for Parents, Carers and Visitors**

**Fire Evacuation Procedures**

**Who's who – staffing list**

**Term Dates**

## St. Anne's Primary School

### Volunteer Code of Conduct and Agreement

Thank you for offering your services as a volunteer in school.

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

Please read and sign this Volunteer code of conduct and agreement and hand it in to the member of staff who leads your induction.

As St. Anne's Primary volunteers, everyone is expected to conform to high standards of behaviour and conduct whilst carrying out their duties.

St. Anne's Primary School expects that volunteers will:

- Respect other volunteers, pupils and staff and make them feel welcomed and valued.
- Be sensitive towards others
- Be approachable and pleasant.
- Dress in a manner which promotes healthy and safe working practices.
- Maintain the confidentiality of personal information at all times.

All volunteers should be aware of how their behaviour can affect both colleagues and children.

1. I have received a copy of the schools Volunteer Policy and Code of Conduct
2. I agree to treat any information obtained from being a volunteer in school as strictly confidential.
3. I understand that an enhanced DBS check will be undertaken.
4. I have been made aware of who is my designated supervisor e.g. Class Teacher, school leader.
5. I am aware of the school's safeguarding procedures and who I should go to if I have a concern about the welfare of a child.
6. I have received the fire safety procedures.

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

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

## 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.

### Role of the Volunteer Helper

- To be responsible and look after, in equal measures 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 trip.
- To ensure that your group keep up with the body of the school party, be it walking, entering or exiting transportation or following speakers for the trip 'in the right place at the right time'.
- To contact your group leader if there are issues with first aid behaviour or safety.

### Working alongside school staff:

School staff expects volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of the school staff
- Show a commitment to their group, an interest in the focus of the visit and assist 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 permitted to take photographs of the children
- Volunteer helpers are not allowed to give/buy their groups treats e.g. Ice-creams and sweets - before, during or after the trip.
- Volunteers are not allowed to drink alcohol while assisting on a school trip – this included trips beyond the usual school day.

### 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 the medicine, in which case you will be responsible for carrying the medication.

All other medicines and first aid kits will be carried by 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 the contact list or the school office.

**I have read the volunteer policy**

**I agree to the terms as stated in the policy**

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

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

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



## **Safeguarding Advice for Volunteers and Visitors**

This leaflet is designed to help parents, carers, volunteers and visitors to our school to understand the expected behaviour around our children in order to ensure their safety and wellbeing.

We are committed to promoting the safeguarding and wellbeing of every pupil.

Our aim is to provide a safe and secure environment for our pupils, staff, volunteers and visitors.

We appreciate the help that you are able to give us and hope that you enjoy working in our school.

This leaflet contains information that will be helpful. If you need any more information, or have any questions, please do not hesitate to ask.

### **What are my responsibilities?**

As a visitor or volunteer you will be issued with a badge when you sign in, this should be worn at all times. Please remember to sign out before leaving the premises.

Volunteers will be required to sign the volunteer code of conduct. Supply teachers are required to sign our 'Acceptable use Policy' for the use of technology in school.

All supply teachers, regular visitors and volunteers will require a Disclosure and Barring Service Enhanced Clearance. If you do not have one of these then you will be supervised while working with our children.

### **Safeguarding and Child Protection**

Our Designated Safeguarding Lead is Wendell Gopaul, Head. If you are worried about the welfare or treatment of a child during your visit please inform member of admin team that you wish to speak to the safeguarding lead.

### **If a child tells you something has happened**

If a child tells you something, or you suspect a child is being abused or at risk of being abused tell the class teacher or Mr. Gopaul or Ms Lane immediately.

Stay calm, Listen to the child, and keep any questions to a minimum.

Reassure the child they were right to tell, record in the child's own words what has been said. Tell the child that you have to tell someone, act promptly and immediately.

*For further information Please see our Child Protection and Safeguarding Policy available from the school office.*

### **Mobile Telephones**

While working with children or in areas of the school where children circulate you are asked not to use your mobile phone. Phones should be switched off and stored safely out of the reach of children.

### **In the event of a fire:**

#### **A continuous bell will sound**

All classrooms have clearly displayed fire safety procedures.

If you discover a fire or hear the fire alarm:

- Leave by the nearest route (see fire details in classroom)
- Sound the alarm on route
- DO NOT STOP to collect personal belongings
- Close all doors on route
- DO NOT RE-ENTER the building
- Assemble in the designated area
- If you are working with children, and it is safe to do so, return them to their muster point via the outside of the building.

## In-vacuation:

### **An intermittent bell will sound**

All classrooms have clearly displayed in-vacuation procedures.

- Return to classroom
- Lock all doors

## Preventing Extremism

We have adopted the Government definition of extremism:

“Vocal or active opposition to fundamental British values such as democracy, the rule of law and tolerance of different faiths and beliefs.”

There is no place for extremist views of any kind in school, should you have any concerns please ask to speak to a member of the Leadership Team immediately.

## How do I ensure my behaviour is always appropriate?

If you are asked to work 1-1 with a child, always keep the door open.

Please do not photograph the children.

Any unprofessional contact with children may leave you vulnerable to an allegation of abuse being made against you.

***This leaflet has been given to you to ensure you understand what is expected of you when you visit St. Anne's Primary School. If you are unclear about anything in this leaflet please speak to a member of staff.***

## **Staffing List**

**Leadership Team:**

Head teacher - Mr Wendell Gopaul

Deputy Head – Ms. Fiona Lane

**Non Class Based Teachers:**

Naomi Tighe  
(SENCO)

Assistant  
Headteacher

**Class Teachers:**

Reception	Mrs Ryan R	Mrs Virdee BV	Mrs Rollins BR
Year 1	Mrs. Dhillion 1D	Mrs Malik SM	
Year 2	Mrs. Samra 2S	Mrs. Chin SC	
Year 3	Mrs. Rhodes 3R	Mrs. Molloy KM	
Year 4	Ms. Price 4P	Mrs Nayar YN	Mr. Wheelan DW
Year 5	Mrs. Younger 5Y	Mrs Fernandes IF	
Year 6	Ms. Battick 6B	Ms Rees LR	Mr Healy PH

