



A student centred learning community



# Volunteer Policy

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| <b>Signpost 1:</b>  | All learning good or outstanding           |
| <b>Signpost 3:</b>  | Students feel safe, supported and included |
| <b>Signpost 4:</b>  | Preparing everyone for their future        |
| <b>Signpost 10:</b> | A hub of the local community               |

Approved 29<sup>th</sup> March 2018

## 1. Overview

At Royds we recognise that there can be situations in which volunteers can make an appropriate and significant contribution to the work and services of the school. Equally, the school has an absolute commitment to student safety. This policy attempts to recognise the benefits of working with volunteers while balancing the application of Safer Recruitment principles to prevent unsuitable from accessing our students.

The policy defines the term and sets out the principles, practices and procedures which will be followed in the appointment, management and supervision of volunteers. The contribution of volunteers to the work of the school is valued and respected. The school believes that by providing opportunities for volunteers to work alongside students, the volunteer will gain a range of skills and work experience. They will develop confidence and motivation to try different things and benefit the community they serve. Equally students benefit from the expertise and skills that volunteers are able to offer.

All adults 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. These behaviours are set out in the Royds School Staff Code of Conduct.

This policy sets out how Royds intend to support its volunteers.

## 2. Volunteers and Activities

The school defines a volunteer as anyone who works at the school for any period of time on an unpaid basis. Volunteers include:

- Members of the Governing Body.
- Members of the Friends of Royds.
- Parents of students supporting activities.
- Former students.
- Students or adults on work experience.
- University or college students.
- Former members of staff.
- Members of the local community.
- Friends of the school.

The types of activities that volunteers are engaged in might include:

- Working with small groups of students.
- Working with individual students.
- Supporting Royds staff to run after school clubs.
- Accompanying school visits.
- Sharing experiences, skills or expertise with students.

All volunteers will be assigned a supervisor appropriate to the role they are undertaking in school.

### 3. Becoming a Volunteer

Volunteers are seen by students as safe and trustworthy adults and therefore it is necessary to apply similar recruitment principles and checks as for recruiting a paid member of staff. It is recognised that given the nature of volunteering, the process may need to be adapted however it must be understood that the underpinning principles of Safer Recruitment must be applied to all appointments. The school will apply a risk-based approach to the recruitment process. Appointments will only be made subject to satisfactory references and a DBS check. Volunteer DBS checks will not normally include a barred list check.

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should read the information on the school website and complete the volunteer application form (Appendix One). This requests information such as contact details, types of activities they would like to help with, and the times they are available to help to allow an initial assessment to be made on whether they are suitable to work with children.

The needs of the school and role will be assessed whether this is based on the school requiring volunteer support or an approach from an individual requesting a certain type of experience e.g. pre-PGCE application. If the school decides to continue with the volunteer recruitment process the following process is outlined for recruiting volunteers:

- Attract candidates by means of a local advert / school communications system (if applicable)
- Volunteers are asked to complete a Volunteer Application form (Appendix One)
- The volunteer(s) attend the school for an informal discussion to ensure the applicant is suitable for the role. This will normally be with the Business Manager (Safer Recruitment trained) and member of staff who would be the eventual volunteer's supervisor.
- The volunteer will be made aware of the role and responsibilities they will be undertaking including the associated safeguarding responsibilities and behaviours expected.

Should the volunteer wish to proceed and the school be satisfied at this stage that the volunteer has an appropriate attitude to working with children and would benefit the school community, the following checks will be made:

- Identification will be checked.
- The type of activity will be assessed and an appropriate DBS check will be undertaken, if required. It should be noted that this will not normally include a barred list check.
- Two references will be sought where the arrangement will continue on a regular basis.
- The volunteer's information will be recorded on the Single Central Record.
- The volunteer will complete a school based induction covering key policies including Health and Safety, Behaviour Management Policies, Code of Conduct and Whistleblowing Policy.
- The volunteer will sign a Volunteer Agreement (Appendix Three) to confirm their awareness of school expectations

Volunteers are unable to be in school until the DBS check has been completed. Induction packs will be issued to all volunteers and confirmation of a starting date will be confirmed in advance of the placement.

## 4. Confidentiality and Safeguarding

Volunteers may have access to personal information about some individuals, or other information which may be confidential. Royds needs to be able to trust its volunteers with such information. Volunteers who break this confidentiality will be asked to leave. All volunteers will be asked to sign a confidentiality agreement (as part of the Volunteer Agreement, Appendix Three) and follow its principles.

Comments regarding students' behaviour or learning can be highly sensitive. It can cause distress to the families if they hear about such issues through a third party rather than directly from the school. Volunteers are expected to pass comments or concerns on to school staff who will, if appropriate, raise these with families.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with either their supervisor or a member of the Senior Leadership Team.

If something happens which gives rise to a safeguarding concern, this must be immediately reported to either the supervisor or a member of the Designated Safeguarding Team. Volunteers should never attempt to deal with such a situation themselves. Any concerns, no matter how small, must be passed on.

Volunteers must be aware that their behaviour and affiliations outside of school can have an impact on their placement in school. The Safer Working Practices Policy and staff Code of Conduct should be read prior to applying so volunteers understand the expectations of them.

Copies of all Safeguarding policies and contact information for the current safeguarding team are available on the school website and volunteers will be made aware of the contents as part of the induction process.

All adults in our school can expect their personnel and health issues to remain confidential unless:

- it impinges on their terms of contract.
- it endangers students or other members of staff.
- there is a legal obligation to disclose such information.
- it is necessary for legal proceedings.
- despite the duty of confidence the staff member's interest or the wider public interest justifies disclosure..

Volunteers are also expected to follow this and respect the privacy of our staff.

## 5. Supervision

All volunteers work under the supervision of the volunteer supervisor they are assigned.

Although teachers retain responsibility for students 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 or guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out and what the expected outcome of an activity is. In the event of any query or problem regarding the student's understanding of a task, their behaviour or their welfare, volunteers must seek further guidance from their designated supervisor.

## **6. Health and Safety**

The school has a Health and Safety Policy which is available on request. The volunteer's supervisor should 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 their supervisor, the Site Team or a member of the Senior Leadership Team.

## **7. Equal Opportunities**

Royds recognises that the activity of volunteering can provide an individual with experience and opportunities for self and career development. In accordance with school's Equal Opportunity Policy, volunteer placements will therefore be open to individuals irrespective of race, gender, gender reassignment, disability, religious belief, sexuality, age or marital status.

The school promotes equal opportunities and values diversity. Where a prospective volunteer demonstrates hostility to, or a clear lack of support for equal opportunities, they will be deemed automatically unsuitable for a volunteer position. All volunteers are required to make a commitment to this policy which is available upon request.

## **8. Internet Use Code of Conduct and Online Safety**

This code exists to safeguard and promote the proper use of the school's internet and email facilities. Volunteers are responsible for using these facilities in an efficient, effective, ethical and lawful manner. Use of the internet and emails may be monitored at any time for legitimate business reasons.

Volunteers are expected to comply with the school Online Safety Policy and are asked to pay particular attention to the appropriate use of social media.

## **9. Working Hours and Absence**

The hours of volunteer work will be discussed and mutually agreed between the volunteer and the supervisor. Volunteers must understand that they will often be factored into the planning of lessons or activities or counted into the student to adult ratio in planning events or visits and so their absence is likely to lead to inconvenience to the member of staff supporting them but could lead to their cancellation of events or activities.

The volunteer must be committed and adhere to the voluntary placement and allocated working hours and are expected to telephone and inform school, prior to their start time, so appropriate arrangements can be made if any cover is required

Volunteers must remember to sign in and out at the main reception. Upon signing in you will be issued with a lanyard which you should wear at all times whilst on the school site. Fire evacuation procedures can be found in the induction pack and a map indicating the safe route of exit in the event of a fire alarm can be found in each classroom. Please familiarise yourself with these.

## **10. Volunteer Code of Conduct**

All volunteers should be aware how their behaviour can affect both colleagues and students. Everyone has the responsibility to avoid becoming involved in situations that could bring the School into disrepute.

As Royds volunteers, everyone is expected to conform to high standards of behaviour and conduct whilst carrying out their duties. That said, the experience must be rewarding and enriching for the volunteer therefore volunteers should never hesitate to ask when unsure or for advice if something is not working well.

Royds School expects that volunteers will:

- respect other volunteers, students, staff and students and make them feel welcomed and valued.
- be sensitive towards others.
- be approachable and pleasant.
- dress and behave in a manner which promotes healthy and safe working practices by conforming to the school dress code.
- maintain the confidentiality of personal information at all times.
- not smoking anywhere on the school site.
- not use your mobile phones whilst in the vicinity of students.
- not under any circumstances take photographs in school unless agreed with the Headteacher.

## **11. Complaints Procedure**

Any complaints made about a volunteer will be referred to the Headteacher or appropriate member of the Senior Leadership Team for investigation. Any complaints made by a volunteer will be handled in the same way.

The Headteacher or designated member of staff reserves the right to take the following action:

- Provide the volunteer with a copy of the school's full Complaints Procedure
- 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 will terminate the arrangement

Appendix 1: Application Form



## Volunteer Application Form

<b>Name:</b>		<b>Address:</b>	
<b>Mobile:</b>			
<b>Email:</b>			

<b>Are you related to any school staff, governors or students? If so, please give names here.</b>	
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<b>Please tell us about the skills you have to offer or what you would like to do in school?</b>

<b>How much time are you able to commit and when are you available?</b>

	<b>Referee 1</b>	<b>Referee 2</b>
<b>Name:</b>		
<b>Address:</b>		
<b>Phone No:</b>		
<b>Email</b>		
<b>Relationship:</b>		

<b>I understand that if successful, I may have to have a DBS check and my referees may be contacted</b>			
<b>Signed:</b>		<b>Date:</b>	

**Appendix 2: Volunteer Risk Assessment**



**Volunteer Risk Assessment**

<b>Volunteer Name:</b>		<b>Proposed Area:</b>	
<b>Dates:</b>		<b>Staff Supervisor:</b>	

	Notes	Actions
<b>Nature of the work with students</b>		
<b>Proposed supervision level</b>		
<b>Previous knowledge of volunteer</b>		
<b>Assessment of intention</b>		
<b>Other</b>		

	Assessment	Arrangements / Controls
Recruitment process		
DBS required?		
Arrangements for placement		
Supervision levels required		
Other		

Headteacher / SBM Signature			
Signed:		Date:	
Print Name:		Role:	

Supervisor Signature			
Signed:		Date:	
Print Name:		Role:	

## Appendix 3: Volunteer Agreement



### Volunteer Agreement

Thank you for offering your services as a volunteer at Royds School. Your offer of help is greatly appreciated and we hope that it will be rewarding and you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it in at school.

By signing this agreement, you confirm the following:

- I have received a copy of the school's Volunteer Policy.
- I am aware of the Volunteer Code of Conduct.
- I agree to support the school's aims and values especially in terms of equality and diversity.
- I understand the importance of child protection and safeguarding of children in everything the school does
- I agree to treat information I learn from being a volunteer in school as confidential
- I am committing to involve myself in school activities and will attend when I have agreed to unless ill or there is an emergency
- I will inform the school at the earliest opportunity if I am unable to attend
- I understand that I will be required to undergo a DBS check to advise the school of my suitability as a volunteer.

<b>Signed:</b>		<b>Date:</b>	
		<b>Print Name:</b>	



**Royds**