

# NINE ACRES COMMUNITY PRIMARY SCHOOL

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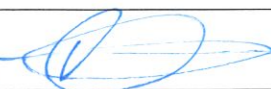
Headteacher: Mrs E. Dyer BA Hons QTS, NPQH

We are *Articulate* We are *Passionate* We are *Persuasive* We are *Positively Influencing The World Around Us*

*'Striving for Excellence'*

## Volunteer Policy 2022-23

### Nine Acres Primary School

Approved By:	A. Hinkley 
Approval Date:	13/3/23
Review Frequency:	Every 3 years
Next Review Due:	March 2026





## **Introduction**

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
- Ex-pupils
- Students on work experience
- University students on placement
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that volunteers engage in on behalf of the school 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 trips

## **Safeguarding**

Nine Acres primary School is committed to safeguarding pupils, young people and vulnerable adults and expects all staff and volunteers to share that commitment.

## **Becoming a Volunteer**

Anyone wishing to become a volunteer, either for a one-off event such as a school trip or on a regular basis, e.g. hearing pupils read, should approach a class teacher, Head teacher or office staff directly.

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

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

- The candidate expresses an interest through the school's office and attends a meeting with the Child and Family Worker to ensure that the candidate is suitable for the role and to answer any questions
- Photocopies are taken of three relevant identification documents (Passport, driving license, birth certificate, utility bill or bank/credit statement) and an enhanced DBS check is undertaken. Nine Acres asks that volunteers contribute a small fee for their DBS check. This will be discussed during induction.
- The volunteer will be made aware of the roles and responsibilities they will be undertaking



- Induction – school policies and documentation explained and issued to volunteer. Safeguarding processes are explained
- Volunteer records are kept in a central file that can be accessed by members of senior leadership and the Child and Family Worker

Before starting to help in the school, a volunteer should complete the Volunteer Agreement (Appendix 2) which sets out the school's expectations of its volunteers and confirms that they have read and received a copy of the agreement. The school will seek DBS clearance of a volunteer **before** they are left unsupervised with any pupils. This is not required when a volunteer is engaged in a 'one-off' activity such as a school trip.

### **Our School 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.

### **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that a volunteer may have about the pupils they work or come into contact with should be voiced to the member of staff who is in charge of the class they are working in or the DSL or DDSLs. It should not be discussed with the parents/carers of the child.

Volunteers who are concerned about anything in the school which may affect their work should raise the matter with the Head Teacher or another senior member of staff. Any information gained at the school regarding a child or adult should remain confidential.

### **Supervision**

All volunteers work under the supervision of a teacher or member of staff. Teachers retain ultimate responsibility for pupils at all times, including their behaviour and the activity they are undertaking. Volunteers should have clear guidance from their designated supervisor as to how an activity is carried out and what the expected outcome of an activity is. In the event of any queries/problems regarding the pupils' understanding of a task, their behaviour or their welfare, volunteers must seek advice from their designated supervisor.

### **Health and Safety**

The school has a Health and Safety policy and this is made available to volunteers during their induction. The designated supervisor 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 school trips). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated supervisor or Head Teacher.



### **Safeguarding and Child Protection**

The welfare and safety 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) before they can start volunteering at the school.
- All volunteers are given a copy of the Child Protection and Safeguarding Policy during their induction
- Any concerns that a volunteer may have about child protection issues should be referred to the class teacher and then the DSL or a DDSL
- Where a volunteer is engaged in a 'one-off' activity such as helping on a school trip, no formal checks are required however such volunteers will be under constant supervision by school staff.

### **Complaints**

Any complaints made by a volunteer will be referred to the Head Teacher or another appropriate senior member of staff (Deputy Head or Assistant Head) for investigation. Any complaints made about a volunteer will be dealt with in the same way.

The Head Teacher or designated member of staff reserves the right to take the following action;

- 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 engage their services
- Provide the volunteer with a copy of the school's complaints procedure

### **Appendix 1 – Volunteer Application Form**





Full name	
Address	
Date of birth	
Telephone number	
Email address	
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? Please provide details of any relatives you have within the school.	
Do you have any disabilities, medical conditions or other needs that need to be taken into account whilst you are volunteering?	

Thank you for taking the time to complete this form.

## Appendix 2 – Volunteer Agreement



Thank you for offering your services as a volunteer at Nine Acres Community Primary School. Your offer of help is greatly appreciated and we hope that you will gain a great deal from your experience.

Please read and sign this Volunteer agreement. You will receive a copy of it for your records.

- I have received a copy of the school's volunteer policy
- I agree to support the school's aims
- I agree to treat information obtained from being in school as strictly confidential
- I agree that the use of social media sites should be used with due care and attention and accept that my use of such sites should not involve any activities or observations which may bring the school, pupils or staff into disrepute
- I understand that an enhanced DBS check will be undertaken and I will be charged a small fee for this as discussed in my induction
- I have been made aware of who my designated supervisor is (e.g. class teacher)

Name	
Signature	
Date	

