

Bethany School Volunteer Policy

March 2019

Context

One of the core beliefs of Bethany School is that parents are principally responsible for the education of their children, and therefore school is an extension of family life. We encourage a very close partnership relationship between home and school, being committed to helping parents “train their child in the way he should go” (Proverbs 22v6).

For this reason we see parents and other volunteer helpers as an invaluable resource to our school, providing many benefits to staff, pupils and parents alike. They provide new skills and perspectives which help us to meet the needs of our pupils, and enrich the environment for the whole school community. We are very grateful to those people who give their time to help in school and hope that they feel welcome, valued and part of the Bethany family.

Aims

This document seeks to provide clear expectations and guidelines for everyone involved in volunteering in Bethany School, including the process to follow before you start, and details of how we undertake checks for the safety and security of our pupils. It should be read in conjunction with Bethany Schools Safeguarding Policy and Staff Code of Conduct, and the Good Behaviour and Discipline Policy which can be found in the Induction file along with other relevant information.

Who are our volunteers?

All parents involved in Bethany school give their time to support staff by completing regular practical jobs and family afternoon activities on a voluntary basis. This kind of help is not discussed in this policy. The Volunteer Helpers referred to in this policy are:

- **Parents** of existing Bethany school children or **other adults** regularly working alongside teachers in classrooms.
- People taking responsibility for a curriculum activity on an unpaid basis.
- Students doing work experience on the school premises.

Volunteer helpers support the school in a number of ways such as

- Supporting individual pupils or groups within classrooms.
- Working 1:1 with a child outside the classroom.
- Hearing pupils read.
- Supervising small groups of children completing work that has been set for them by their teacher.
- Supporting individual child education and behaviour plans.
- Teaching specific subjects such as Art, DT, IT, Cookery, and Music.
- Helping on school trips to supervise groups and/or drive vehicles.
- Helping with administration or classroom organisation.
- Running lunch time clubs.

Before you start

You will need to meet with a member of staff to discuss your skills and experience and your suitability to help in Bethany School. (See Appendix 1 for guidelines). You may be asked to complete a short application form at this stage and a self-declaration about whether you are medically fit to work in school, as well as disclosing any criminal allegations made against you. A Prohibition list check will be completed.

Most regular volunteers in school will come into direct contact with pupils and potentially be unsupervised in these roles. This is called “regulated activity” and means we are required to complete a police check called a DBS before you start. To do this you will need to complete an online application and provide proof of identity. If you are helping on a one off basis for example on a school trip or special class activity or a short work experience placement, and are supervised by a teacher at all times you will not need to complete a DBS check.

Once checked, details will be held in the schools Single Central Record. The volunteer’s name, date of birth and address will be recorded, along with the DBS number and date, and a copy of an ID document will be held securely in the school office.

Volunteer helpers should receive guidance about signing in, confidentiality, child protection and emergency procedures as well as instructions for completing their duties, dealing with pupil behaviour and the Code of Conduct for school staff. Volunteers will be asked to read policies and information contained in an Induction File and sign to say that you have done so (See Appendix 2 “Volunteer Agreement and Induction Checklist”). Please do ask a member of staff or the head teacher if you have any questions regarding our policies and procedures.

Practical Considerations for when you start

CONFIDENTIALITY

Volunteer helpers should not share information outside the school about pupils following a session as a volunteer, unless there is a child protection concern in which case the school procedure should be followed. Comments from the volunteer should be directed to the class teacher and questions or comments from parents should be referred to the class teacher also.

SAFEGUARDING

If you observe or hear something which may indicate that a child is being mistreated within school or outside of school it is your duty to report this immediately to the class teacher or the Designated Safeguarding Lead. Please read the Bethany School Safeguarding Policy for further information about this.

SCHOOL TRIPS

The role of the volunteer on school trips is to be responsible for the children in your group for the duration of the trip, as agreed with the group leader, ensuring that their wellbeing and safety is maintained. You should promote polite, respectful and courteous behaviour towards each other and members of the public and ensure your group complete planned activities and keep to the timetable

of the visit. You must contact your group leader if there are any issues with first aid, safety and/or behaviour.

The group leader (usually the class teacher) will inform you of

- Names and relevant medical/safety information for every child on the trip, including individual risk assessments if required
- Medication needs for the school trip i.e. if medicine needs to be administered during the trip (this would be done by the class teacher unless it is your own child who requires medicine) and who carries an inhaler for self-administration.
- The location of the trip including postcode/map for transport arrangements
- Contact telephone numbers for the group leader and other relevant personnel
- A plan for if an emergency situation should arise.

CODE OF CONDUCT

Volunteers should read and abide by the staff Code of Conduct found in the Safeguarding Policy in the Induction file provided. They must remember that they are working under the authority and guidance of the class teacher and must not undermine them. In general volunteers must

- Be willing to treat one another with grace, respect, courtesy, politeness, forgiveness and Christian love
- Be suitably dressed as appropriate for the job
- Be aware of other children and adults at all times, taking care with how you deal with others and using no offensive language.
- Not use mobile phones during lesson time and not take photos of school pupils

PUPIL BEHAVIOUR

Please read the behaviour and discipline policy found in the induction file and familiarise yourself with the Bethany Norms. Each class teacher will advise you about discipline procedures specific to their class and you should follow their guidance. In general volunteers must

- Take a kind, yet firm line with pupils
- Never chastise a pupil physically or use language which belittles or demeans pupils
- Actively promote positive behaviour by using encouraging language when good behaviour is observed
- Show pleasure in a task well done and report back to staff
- Refer a child to the class teacher if they are failing to cooperate

HEALTH AND SAFETY

It is very important for the safety and protection of all pupils and adults in the school that you are familiar with certain health and safety matters.

- **First Aid**
The school has 3 qualified paediatric first aiders (see signs located in classrooms). In case of injury you will need to find help from the class teacher. In the event of a child having a serious accident, stay with the child, send for help and keep calm.
- **Fire safety procedures**
Full evacuation procedures are included in the induction pack. Please familiarise yourself with these and with the fire exits and fire safety notice located by the exit in the room you are working in. On discovering a fire please raise the alarm at the nearest alarm point (located at all fire exits). On hearing the alarm, leave by the safest exit and go to the designated assembly point. The relevant escape routes are marked on the escape route plans located in corridors and classrooms around the school and a copy can be found in the induction pack.
- **Moving and Handling/working at heights**
If you are asked to lift something that you feel is too heavy for you please ask for assistance or decline the task. Please do not carry out any work at height unless it is safe and reasonably practicable to do so, it is properly planned, appropriately supervised, and carried out in a safe way.
- **Preventing slips trips and falls**
Try to keep the school environment tidy so that trips, slips and falls are minimised. If you have a concern in this regard please tell the class teacher you are working with if you are not able to easily deal with it yourself.
- **Use equipment safely**
Please take care with scissors, sharp implements, and tools such as laminator or guillotines. Help us to train the pupils to use items safely and do not leave potentially unsafe equipment unattended.

PRACTICAL ARRANGEMENTS

- Please refer to the organisation of the school day document for details about school times.
- You will not need to sign in as a visitor to school if you help on a regular basis
- Adults have use of separate washroom facilities located in both buildings (your class teacher can ensure you know where these are)
- Please remember that your class teacher is expecting you to attend school according to your agreement and always advise them as early as possible if you are no longer able to help. You could take a direct contact telephone number for this purpose or inform the school office of any changes.
- Parking is available on the streets surrounding the school and is subject to various permit procedures.

Policy adopted by Governors on: 15/04/2019

Review Date: 2022

Appendix 1

Guidelines for Staff members meeting with volunteers

Initial meeting

- Have an “interview mind set” with regard to safe recruitment.
- Discuss previous experience and qualifications (having no experience does not exclude someone from being a volunteer).
- Discuss your classroom requirements and what you would like help with from a volunteer. Take into account the skills and feelings of the volunteer. They should not be asked to do something they feel unqualified to manage.
- Advise that criminal checks will be required – i.e. a DBS check and a self –declaration about any criminal history.
- Advise that references may be required – The Safeguarding team will decide when this is suitable and organise this, along with ensuring an application form is completed if necessary.
- Advise the volunteer that they will need to familiarise themselves with Safeguarding procedures and other relevant policies (available in the induction file).
- Once the above items have been discussed please advise a member of the Safeguarding team.

Safeguarding Requirements

The Safeguarding Team/SMT should

- Check the Disqualification list.
- Organise an application form and reference requests for volunteers who will be responsible for a curriculum area. (Follow up references as per usual safer recruitment procedures and only offer the position to suitable candidates).
- Complete a DBS check, including holding the identity document and criminal self-declaration securely on file.
- Provide the Induction file and be available to answer questions.
- Ensure the volunteer agreement has been completed and signed and held securely on file.

When a volunteer starts working with you

- Discuss general classroom management strategies such as expected behaviour and what discipline and reward measures are used.
- Advise the volunteer about relevant pupils with allergies, SEND and medical conditions. Include strategies used with specific pupils and what to do if there is a problem.
- Ensure the volunteer has clear instructions about what they are expected to do.
- Exchange contact details so they are able to inform you if they cannot attend.
- Check that the volunteer has seen the induction file and signed the volunteer agreement (you could reiterate the school policy about use of mobile phones in class, and keeping information confidential).

Appendix 2
BETHANY SCHOOL
VOLUNTEER AGREEMENT AND INDUCTION CHECKLIST

Full Name:

Contact Telephone Number:

Email address:

To be completed by member of staff/safeguarding team

DBS Request form completed:

Self-Declaration Form completed:

Prohibition List checked:

Identity document supplied and held in school office:

Reference requested and reviewed:

Declaration:

- I have received a copy of Bethany Schools Volunteer Policy and Induction file and take notice of the requirements
- I have read the relevant policies and documents
 - Volunteer Policy
 - Safeguarding Policy including KCSIE appendix 1
 - Code of Conduct
 - Organisation of the school day document
 - Fire safety procedures/First Aid Policy
 - Good Behaviour and Discipline Policy
- I agree to support the aims and ethos of Bethany School
- I agree to treat information I learn from being a volunteer in school as confidential
- I agree not to use my mobile telephone during school activities

Signed by volunteer:

Date:

Countersigned by staff member:

Date: