

**HOO ST WERBURGH PRIMARY  
SCHOOL  
AND MARLBOROUGH CENTRE**



**Volunteers Policy**

**Chair of Governors: Mr I Chappell**

**Date: 17th November 2015**

**Interim Executive Head: Mr F Eagles**

**Date: 17th November 2015**

## **VOLUNTEER POLICY**

### **Introduction**

Volunteers at Hoo St Werburgh Primary School & Marlborough Centre bring with them a range of skills and experience that can enhance the learning opportunities of children at the school. We welcome and encourage volunteers from the local community.

Our Volunteers include:

- \_ Members of the Governing Body
- \_ Parents of pupils
- \_ Ex-pupils
- \_ Students on work experience
- \_ University students referred to us by Student Volunteer Services
- \_ Local residents
- \_ Friends of the school

The types of activities that Volunteers are engaged include:

- \_ Hearing children read
- \_ Working with small groups of children
- \_ Working alongside individual children
- \_ Undertaking art and craft activities with children
- \_ Working with children on the computers
- \_ Accompanying school visits

### **Definition of 'Volunteer'**

A 'volunteer' is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the school. A 'volunteer' must be officially accepted and enrolled by the school prior to performance of the task. Unless specifically stated, volunteers shall not be considered as 'employees' of the school.

### **Mandatory Service**

Our school also accepts as volunteers those participating in teaching placements, work experience, students enrolled in other related courses, and other volunteer referral programs. In each of these cases, however, a written agreement must be in effect with the organization, college, university, school or program from whom these volunteers originate, and this agreement must identify responsibility for the management and care of the volunteers.

### **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 children read, should approach the Head of Schools directly to discuss their availability and their skills.

### **Volunteer Induction**

All volunteers in school will receive induction from the School & community Officer (SCO), who manages volunteers in school and student placements in school. This and other related policies are shared, expectations and procedures are made clear and guidelines are given.

## **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with/come into contact with should be voiced with the Class Teacher and NOT with the parents of the child/persons outside school. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Head Teacher or the School Business Manager.

## **Supervision**

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the Teacher as to how an activity is carried out/what the expected outcome of an activity is. Volunteers are encouraged to seek further advice/guidance from the Teacher in the event of any query/problem regarding children's understanding of a task or behaviour.

## **Health & Safety**

The school has a Health and Safety Policy and this is made available on request to Volunteers working in the school. Induction will ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment/companying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class Teacher/Head Teacher.

## **Child Protection**

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- \_ All Volunteers are given a copy of the Volunteer Policy.
- \_ To ensure the safety of our pupils at all times, all of our volunteers must have a current DBS that the school has requested.
- \_ All Volunteers will apply to the school and the school will carry out the appropriate safeguarding checks including employment history and obtaining 2 relevant references, before a volunteer place is offered.
- \_ All volunteers to attend CP training.
- \_ Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out on these volunteers. The Class Teacher will ensure that these volunteers are kept under constant supervision of school staff. Such Volunteers will be restricted to Parent Volunteers only.

## **Complaints Procedure**

Any complaints made about a volunteer will be referred to the Executive Head Teacher. Any complaints made by a volunteer will be referred to the Executive Head Teacher.

The Executive Head Teacher/Head of Schools reserves the right to take the following action:

- \_ To speak with a volunteer about a breach of the Volunteer Code 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.
- \_ Inform the volunteer that the school no longer wishes to use them.

### **Code of Conduct**

All Volunteers will be asked to read and sign to say that they understand and will abide by the Code of Conduct for Volunteers.

# Hoo St Werburgh Primary School & Marlborough Centre

## CODE OF CONDUCT FOR ALL VOLUNTEERS

### Introduction

This Code of Conduct reflects relevant legislation, expectations and principles for employees, and reflects the requirement that only the highest standards of probity and integrity are expected. The code sets out the minimum standards that should apply, and is not exhaustive. Inevitably, some issues affect some staff groups more than others and a 'common sense approach' should be employed to the application of the Code of Conduct to different staff groups. However, all employees are covered by this code, and as such non-compliance or claimed ignorance of the code will result normally in disciplinary action being considered.

### 1. General Requirements

As a Volunteer of the school, you must:

- Attend your placement;
- Be punctual in time keeping;
- Be honest and trustworthy;
- Follow Health and Safety procedures;
- Take care of yourself, your colleagues and others whilst at the school;
- Display commitment to the aims, vision and mission statements of the school, conducting yourself in a manner consistent with these statements at all times;
- Conduct your work in a co-operative manner;
- Obey reasonable management instructions (from members of the Senior Management Team, Leadership Team, ensuring that at no time do you knowingly undermine the leadership, management, or smooth running of the school);
- Accept and adhere to school policies and procedures, carrying them out as fully as possible;
- Take care of school property, making careful and best use of all resources provided;
- Undertake your duties and responsibilities effectively, efficiently and diligently;
- Show respect for all people within the school at all times – for children, their families, for colleagues, for the wider community, for employees from other agencies – within the course of your duties, by being polite and courteous to and about others;
- Respect the rights of individuals to hold religious or political beliefs, or sexual orientation, different to your own;
- Ensure that other commitments, for example part-time employment elsewhere, do not prejudice the capacity to volunteer;
- Maintain appropriate levels of confidentiality at all times;
- Follow appropriate lines of communication for concerns or complaints;
- Disclose as required on appointment, or at any time, any civil, criminal charges or convictions;
- Not misrepresent professional qualifications;
- Represent the school positively at all times;
- Dress in a manner that is appropriate to your role in the school;

### 2. With Children

- Remember that the emotional, physical, intellectual and moral welfare of the children is the prime purpose and first concern of our school;

- Behave with compassion and impartiality;
- Be sensitive in expressing criticism of children and avoid hurtful comments of a personal nature;
- Do nothing to abuse, exploit or undermine the staff/pupil relationship, which is based on trust;
- Respect the confidentiality of information relating to children unless its disclosure is either required by law or is in the best interests of a particular child;
- Ensure that reports are based on factual and objective information.

### **3. With Parents/Carers**

- To only discuss a child with a parent/carer with the express permission of the Executive Head Teacher.

### **4. With Colleagues**

- Exercise the duty of care to all colleagues – for their physical and emotional health and wellbeing;
- Acknowledge the various roles and responsibilities that colleagues have within school;
- Respect colleagues, particularly when making any assessments or observations of their work, making objective judgements, comments, observations or assessments at all times;
- Not denigrate a colleague in the presence of others;
- Exercise maximum frankness and good faith in all matters relating to appointments to posts;
- Give accurate references that are fair, truthful and objective, if requested.

### **5. With the Wider Community**

- Promote a good working relationship with parents/carer, governors and other representatives of the local community, in order to create a clear understanding by them of the vision, mission statement and aims of the school;
- Be aware of the involvement of the community in the life of the school and understand its unique social, economic and cultural position;
- Recognise the need of the community to use the school facilities, subject to the requirements of the school.

### **7. Social Networking Sites**

Use of social networking sites should be undertaken with due care and attention. In particular, use of such sites should not involve communication regarding your employment at this school or any activities which may bring the school into disrepute and / or may question your suitability to work with children.

I have read and understood the school's Code of Conduct and am aware of the possible consequences of breaching it.

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

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



## Volunteer Agreement

### The Organisation

We, Hoo St Werburgh Primary School and Marlborough Centre, agree to accept the services of \_\_\_\_\_

beginning on \_\_\_\_\_ and commit to the following

1. To provide adequate information, training and assistance for the volunteer to be able to meet the responsibilities of their job.
2. To ensure the satisfactory support to the volunteer and to provide feedback on performance.
3. To respect the skills, dignity, and individual needs of the volunteer and to do our best to adjust to their individual requirements
4. To be receptive to any comment from the volunteer regarding ways in which we might naturally better accomplish our respective tasks
5. To treat the volunteer as an equal partner with the organisations staff, jointly responsible for completion of the organisations goals and the fulfilment of its mission

### The Volunteer

I agree to serve as a volunteer and commit to the following

1. To perform my volunteer duties to the best of my ability
2. To adhere to the school's policies, rules and procedures, including any record keeping requirements and the confidentiality of school, staff and student information
3. To meet time and duty commitments\* except in exceptional circumstances, or to provide adequate notice so that alternative arrangements can be made

\*Agreed Volunteer hours are;

Agreed and signed by: \_\_\_\_\_

Volunteer

*This agreement is binding in honour only and is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party.*



## **Volunteer Application**

This agreement is intended to indicate the seriousness with which we treat our volunteers. The intent of this agreement is to assure you of our deep appreciation of your services and to indicate to you our commitment to make your experience rewarding and productive.

### **Personal Details**

Volunteer's Full Name:

Date of birth:

Address:

Contact Phone Number:

E-Mail Address:

### **Other details**

\* I am able to commit to ..... hrs per week during the school year to work in a classroom under the direction of the class teacher

\* I am a trainee teacher or other student and am required to complete a mandatory placement of ..... days, beginning on .....

**Qualifications** (if any)

**Previous Experience/Placements** (if any)

**Reasons for volunteering in a school**

**Please provide 2 references including contact details**

**In case of an emergency, whom should we call?**

Name:

Relationship:

Contact Number:

**Disclosure and Barring Service (DBS) checks**

Hoo St Werburgh Primary School and Marlborough Centre are bound by law to conduct a DBS check on all volunteers who have supervised contact with children, as per our Safeguarding Policy.

**Please tick one of the statements below:**

**Statement One**

- I am volunteering in school as part of a requirement for a course of study. I understand that the school will pay for the cost of a volunteer DBS and that I will be liable to pay the difference for a full DBS.

**Statement Two**

- I am volunteering in school for no gain and not as part of any course of study. I understand that the school will be applying for a DBS at the volunteer rate only on this basis.

Your signature on this form gives the school permission to hand in your name, date of birth, address and email address to carry out a DBS check.

Signature:

Date:



## Log of work undertaken in school

If at any point in the future you ask for a reference we ask that you return this completed form. It should be filled in by you and signed by the teacher you worked with.

Name .....

Date of Birth .....

Date work began .....

Duration of placement/time spent in school.....

Hours per week .....

Class .....

Year Group .....

Supervising Teachers name .....

Details of work undertaken

Signed

Signed by the supervising teacher

Date