

Longlands Primary School

Volunteer Policy



Last reviewed on: 01/05/2025

Next review due by: 01/05/2027

The school's volunteer policy is part of the school's safeguarding systems.

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. As a school we therefore welcome and encourage volunteers from the local community.

Our volunteers may include:

- *Members of the Governing Body*
- *Parents of pupils*
- *Ex-pupils*
- *Students on work experience*
- *Ex-members of staff*
- *Local residents*
- *Friends of the school*

The recruitment of new volunteers can take up to half a term and intake of new volunteers will be dependent on the candidate and available spaces within school. The smooth running of Longlands Primary School for our pupils will always be a priority. Senior Leadership maintains the right to refuse volunteers and also terminate placements with immediate effect where necessary.

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 visits*

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, as identified below.

School Vision and Values

At Longlands Primary School, all our children will be given the opportunity and experiences to nurture their talent, realise their potential and achieve success in academic and personal development. We will value each other, our families and the wider community. The three guiding principles that guide the school's vision are:

- *Everybody is valued*
- *Everybody is aspirational*
- *Everybody is proud*

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. becoming a Reading Ambassador and hearing pupils read, usually approaches the Head Teacher, Deputy Head Teacher, SENCO or school office directly. From time to time the school will also write to parents/carers and ask for volunteers/helpers directly. It is the school's decision to take on volunteers and this will depend on the time of year, the number of volunteers we already have in school and the potential impact on the children.

Volunteers should complete the Volunteer Application Form (appendix 1) with a covering letter/email requesting interest.

Child Protection and Safeguarding

Safeguarding is our priority and we follow appropriate safer recruitment guidelines to ensure that we as a school are committed to safeguarding pupils, young people and vulnerable adults and expect our volunteers to share that commitment. The process of recruitment of volunteers mirrors the safer recruitment of paid staff to ensure the most suitable adults for our school. A list of volunteers will be kept in the main admin office - this will be kept up to date and is the responsibility of the Office Manager.

To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers are given access a copy of the Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2)
- All of our frequent volunteers must have been cleared by the Disclosure and Barring Service (DBS). A DBS Certificate will be issued to the individual to present to the school office prior to commencing volunteer activities.
- Volunteers agree to the visitor's code of conduct daily when they sign the electronic visitors book before entering the premises.

Online Safety

Online Safety relates to the teaching and learning of technology, and through technology, in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM), viruses and spam. Volunteers, like staff are expected to follow guidance, which is available from the main office.

Personal devices including mobile phones and wrist watch phones that connect to the internet **should not** be used in school during class time. Volunteers may not make or receive calls during teaching time. Use of phones or phone watches must be limited to non-contact time when no children are present. Volunteers should keep devices out of sight when on school property. Volunteers, who have been given explicit instructions to do so, must only use school owned devices for capturing, recording and storing data or photos of children.

Frequent or Intensive Volunteers

Activity which is described as 'frequent' or 'intensive' covers the meaning given in the Safeguarding Vulnerable Groups Act 2006.

'Frequent'—once a week or more often on an ongoing basis; and 'Intensive'— three or more occasions in a 30 day period, or overnight (between 2am – 6am).

Volunteers who are frequent or intensive need a DBS. If a volunteer does not have a DBS they should not under any circumstances be left with a child alone.

Where a volunteer is engaged in a “one-off” activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff, must read and sign our Off-Site Visit Agreement (Appendix 3).

Volunteers for school visits

School visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. The class teacher or staff member leading the visit will brief the volunteer regarding the risk assessment, daily schedule and any other important pieces of information. The visit lead, who will be a staff member, has ultimate responsibility for the pupils. Pupils should never be left with a volunteer unsupervised.

Process for recruiting Volunteers who will be working frequently or intensively

A) Volunteers will be directed to the school office and will be given the volunteer policy (the policy is also available on the school website). They will be asked to complete Appendix 1 with a supporting covering letter/email and return.

B) A responsible officer will identify the need and role for volunteers.

C) The candidate(s) attend the school for an informal discussion to ensure the applicant is suitable for the role.

D) Enhanced DBS check undertaken.

E) The volunteer will be made aware of the role and responsibilities they will be undertaking.

F) Induction: school and corporate policies and documentation explained and issued. These to include Health and Safety, Behaviour Management Policies and Whistleblowing Policy.

G) Volunteer records to be kept in a central place within the school.

Before starting to help in a school, a volunteer should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of its volunteers and to confirm they have received a copy of this agreement. The school will seek DBS clearance for a volunteer before they come into school, to make an informed decision when accepting volunteers to work with children. This is not required where a volunteer is engaged in a 'one-off' activity.

Work Experience/Placement Students

Longlands Primary School has a long standing relationship with various local secondary schools, colleges and universities. We are happy to take students on placement if we have suitable experiences available based on the smooth running of the school. Secondary schools, colleges and universities wanting students to be placed with us need to formally make contact with the School Office outlining the aims of the placement and duration. They will then be asked to follow up with an email if contact was verbal.

If the placement is as part of a teaching course (BA or PGCE) appropriate members of the school's leadership team will deal with further correspondents/details. If the placement is just for work experiences purposes the student is required to complete the volunteer's paperwork. Longlands Primary School retains the authority to refuse or terminate a placement to ensure the smooth running of the school and to protect the interests of both pupils and staff.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child. Nor should information obtained in school be discussed with other persons not directly employed by the school in any format, including (but not limited to) discussions on social media or as part of electronic correspondence involving text messages, emails, WhatsApp, etc.

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

The school reserves the right to terminate with immediate effect the role of any volunteer we feel may be in breach of such confidentiality without prior warning or notification.

Supervision

All volunteers work under the supervision of a teacher or full time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

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

Health and Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff 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 DT equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Office Manager. The London Borough of Bexley's public liability insurance in place covers activities and practises within school.

Complaints Procedure

Any complaints made about a volunteer the person concerned must follow the schools complaints policy which is found on the school website.



Visitors Code of Conduct

All visitors and school volunteers must:

- 1. Everyone who is part of the school community must adhere to the Equalities Policy which is available on the web site or from the main office.*
- 2. Use appropriate language and behaviour with children.*
- 3. Sign in and out of the premises and wear a visitors badge at all times.*
- 4. Report any breakages or accidents to the main office.*
- 5. If you feel any way uncomfortable about the behaviour of a child please discuss this with the DSL or member of the safeguarding team.*
- 6. Never give a pupil a lift in your vehicle unless you have appropriate insurance, parental consent and a member of staff present.*
- 7. Mobile phones should be turned off or not accessed when on site. In an emergency please use the phone in the main office.*
- 8. All photography and filming within school is prohibited unless permission is granted from the Head Teacher or Designated Safeguarding Lead (Mr Baines) or Deputy Designated Safeguarding Lead (Mrs Allen & Mrs Francis).*
- 9. If a child attempts to make contact with you through a social networking site, screen print the page, inform the school immediately and do not respond.*
- 10. All visitors should be aware that Longlands has a Whistleblowing, Child Protection and Safeguarding, Online Policies- these are available on the school web site or at the main office.*
- 11. Clothing should be respectful of pupils, staff and the working environment and community.*
- 12. Professionals should bring photographic ID and proof of DBS, we request that all professionals make appointments so that their visit is organised and purposeful and does not interfere with the classroom learning*
- 13. Confidentiality is key and school matters should not be discussed in any manner outside of school.*

In electronically signing the visitors' book you are agreeing to the above code of conduct.



APPENDIX 1

VOLUNTEER APPLICATION FORM –FOR NEW VOLUNTEER

Name of Volunteer:

.....

Date of Birth:

Email address:.....

Address:

.....

.....

Contact Number:.....

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)

Who would we contact in an emergency:

Name:

Relationship to you:

Contact Number:

Thank you for taking time to complete this Volunteer Application Form. Once completed, please hand it to the School Office.

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



APPENDIX 2

VOLUNTEER AGREEMENT

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

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

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

You will receive a copy of it for your records.

- *I will follow the Longlands Child Protection and Safeguarding Policy.*
- *I have received or have accessed a copy of the School's Volunteer Policy.*
- *I agree to support the School's Aims.*
- *I will follow the Visitors Code of Conduct.*
- *I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential**.*
- *I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken.*
- *If you already have a DBS Certificate, please hand it to the school, the number will be recorded and checks made with the issuing body. A new enhanced DBS check must be undertaken.*
- *I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Teacher, Head of Department.*
- *I agree to follow the Online Safety Policy.*

Signed: _____

Name: _____

Date: _____



Off-Site Visits Volunteer Agreement

School visits 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 visit.

Please read and return this appendix, and sign and return the helpers slip. This is part of our school's risk assessment planning and safeguarding.

Role of the volunteer helper:

- To be responsible and look after, in equal measure, 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 school trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip.
- To contact your child's class teacher/member of staff if there are issues with safeguarding, first aid, safety and/or behaviour.

Working alongside school staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff.
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking 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 allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties
- Volunteer helpers are not permitted to take photographs of pupils

- Volunteer helpers are not permitted to be in contact with parents/carers of children on the trip without prior consent from the member of staff leading the trip. This includes all electronic forms of communication including text messages, emails, Facebook, WhatsApp, etc.
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets – before, during or after the school trip

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 medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid boxes 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 your contact list or telephone the school.

Please sign below to state you acknowledge the following:

- I have read the Volunteer Policy
- I agree to the terms and conditions as stated in the policy
- I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.
- I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Signed: _____

Name: _____

Date: _____

Contact number in case of emergencies: _____