**BEWSEY LODGE PRIMARY SCHOOL**



**Volunteer Policy**

|  |  |
| --- | --- |
| Date of Review | May 2023 |
| Date of next Review | May 2026 |

**Our Safeguarding Mission Statement**

Our mission is to ensure that all children and adults are safe from harm at all times and can thrive in an environment which is secure and free from abuse or bullying of any kind.

We work hard in creating a welcoming atmosphere which develops the social and emotional needs of everyone; supporting, questioning, loving. At our school people are nurtured, valued and treated equally. Worries, concerns and thoughts are listened to and addressed in an environment of mutual respect.

At our school we are proud to feel:

**SAFE SECURE LOVED**

# Our School Vision

At Bewsey Lodge Primary School, development of the whole child is at the heart of all we do.   
Our aim is to develop children who are confident, healthy and happy. Children who persevere and take risks;   
who have a voice and respect themselves and the lives and cultures of others.

Our children are loved and treasured; they are encouraged to have dreams and realise the possibilities the future holds.   
Only when all aspects of a child's life are being nurtured and developed can we realise   
our vision of every child reaching their full potential.

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 safeguarding mission statement and school vision.

**Introduction**

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils.

Our volunteers may include:

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

The recruitment of new volunteers will be dependent on the candidate and available spaces within school. The smooth running of Bewsey Lodge Primary School for its pupils will always be a priority. The Senior Leadership Team maintains the right to refuse volunteers and also terminate placements.

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 additional support
* Accompanying school visits

# 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.

Volunteers who are frequent or intensive need a DBS.

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, will be under the constant supervision of school staff.

# Safeguarding

Safeguarding is our priority and we follow the safer recruitment guidelines to ensure that as a school we are committed to safeguarding pupils and we 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 by the School Business Manager. All of our frequent volunteers must have been cleared by the Disclosure and Barring Service (DBS). As part of the volunteer’s commitment to the school we ask that they fund their own DBS.

# Process for Recruiting Volunteers (frequently or intensively)

* All volunteers will be asked to read our Volunteer Policy and complete the application form in Appendix 1. The policy can be found on the school website or available from the school office.
* The volunteer will be contacted by the Deputy Designated Senior Lead to discuss the application.
* The Business Manager will contact the volunteer to start the DBS process.
* The volunteer will a have a face to face meeting with the Business Manger to share their DBS and photo identification where Appendix 3 will be completed.
* An induction will be held with the Deputy Headteacher/Designated Safeguarding Lead or the Deputy DSL, where they will sign the Volunteers agreement (Appendix 2 of the Volunteer Policy), be made aware of their roles/responsibilities and relevant policies/procedures.
* Volunteering starts.

**Work Experience/ Placement Students**

Bewsey Lodge 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 school. Secondary schools, colleges and universities wanting students to be placed with us need to formally make contact with the Head Teacher or Deputy Head Teacher outlining the aims of the placement and duration.

If the placement is for work experience purposes the school/college is asked to provide the reference for the student and the student is requested to complete the volunteer’s paperwork. Bewsey Lodge Primary School retains the authority to refuse or terminate a placement to ensure the smooth running of School.

**Staff Code of Conduct**

All adults/young people who work in our school, whether a paid member of staff, or a volunteer are also expected to maintain high standards of ethics and behaviour, within and outside the school by:

* Maintaining high standards in their attendance and punctuality
* Treating pupils and others with dignity and respect, building relationships in mutual respect, and at all times observing proper boundaries appropriate to the adult’s professional position
* Showing tolerance and respect for the rights of others
* Having regard for the need to safeguard pupils’ well-being in accordance with statutory provisions
* Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
* Respecting other’s age, disability, gender, gender identity, marriage or civil partnership, pregnancy, race, nationality, sexual orientation, religion and beliefs
* Expressing personal beliefs in a way that will not overly influence pupils, and will not exploit pupils’ vulnerability or might lead them to break the law
* Ensuring that comments on social networking sites do not reflect school life in any way, e.g. photographs personal feelings or grievances
* Understanding, and always acting within the statutory frameworks which set out their professional duties and responsibilities
* Having proper and professional regard for the ethos, policies and practices of the school

**Dress Code for Volunteers**

A person’s dress and experience are matters of personal choice and self-expression and some individuals will wish to exercise their own cultural customs. However, volunteers, like staff, should select a manner of dress and appearance appropriate to their professional role and which may be different to that adopted in their personal life. Volunteers should ensure that they are dressed safely and appropriately for the tasks they undertake with no jeans, low cut tops, flip-flops/crocs and an appropriate hem line on clothes. Tracksuits, t-shirts and trainers are encouraged for PE days but no football kits. Sometimes we have dress down days and you will be notified of these.

**Personal devices (including mobile phones)**

Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in school during class time. Volunteers are not permitted to make or receive calls during teaching time. Use of phones or phone watches must be limited to non-contact time when no child is present. Volunteers should keep devices out of sight in lockers, desks or cupboards when on school property. Volunteers must only use school owned devices for capturing, recording and storing data or photos of children.

# 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 class teacher or Designated Senior Lead (DSL) for safeguarding and NOT with the parents of the child.

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

# Supervision

All volunteers work under the supervision of a teacher. 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 their 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.

# 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.

# Health and Safety

The school has a Health & Safety Policy which is available from the school office. Emergency procedures (e.g. Fire Alarm Evacuation) are shared during the induction process. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated School Business Manager. Volunteers are covered by School’s Health & Safety Statement and Indemnity and Public Liability Insurance.

# Complaints Procedure

In the event of a complaint the school’s Complaints Policy will be followed which can be found on the school website or a paper copy requested from the school office.

# APPENDIX 1

**VOLUNTEER APPLICATION FORM FOR A NEW VOLUNTEER**

Name of Volunteer:

Address:

Home phone: Mobile:

Emergency contact Details:

Name: Relationship to you:

Phone number:

Are there any particular age groups/classes you would like to work with?

What activities/areas of the school’s work would you like to help 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)

Why would you like to be a volunteer at our school?

**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**

By signing this Volunteer Agreement, you are:

* Agreeing to follow Bewsey Lodge Primary School’s Child Protection procedures (detailed in the Volunteer’s Policy and discussed at induction)
* Stating you have read, understood and will follow the School’s Volunteer Policy
* Understanding that failure to comply with any of the statements above, could lead to the termination of your placement.

Signed:

Name: \_

Date: \_

# APPENDIX 3



**DBS Status for New Volunteers and Student Placements**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
|  | | **Approved By** |
| Name of education setting, if applicable |  |  |
| Confirmation from education, setting, if applicable |  |  |
| Existing DBS Number |  |  |
| Date of Clearance |  |  |
| Date of Birth on Certificate |  |  |
| Registered Body |  |  |
| Is Portability Criteria Met *(within 3 years)* |  |  |
| Photo ID |  |  |
| Does ID match the name on the existing DBS |  |  |

If the Volunteer/Student doesn’t meet the above criteria, a new DBS check will be required. The applicant will be supplied with a start date once clearance is received.

|  |  |  |
| --- | --- | --- |
|  | | **Approved by** |
| £20 fee received |  |  |
| DBS request made |  |  |
| Three types of ID received – one must show name and address and be dated in the last three months | 1 – |  |
| 2 – |  |
| 3 – |  |
| New DBS Number |  |  |
| Date of Clearance |  |  |

**To be completed when the placement has been confirmed:**

|  |  |
| --- | --- |
| Start Date |  |
| End Date |  |
| Location in School |  |