



VOLUNTEERS WORKING IN SCHOOL POLICY

Archibald First School

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. 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 referred to us by Student Volunteer Services
- 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 visits
- Supporting school activities, such as the School Library

Safeguarding

Newcastle LA and this school are committed to safeguarding pupils, young people and vulnerable adults and expect volunteers to share that commitment.

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 pupils read, usually approaches the Class Teacher, Head teacher or a senior member of staff directly.

Volunteers should complete the Volunteer Application Form (Appendix 2) with their contact details, types of activities they would like to help with, and the times they are available to help.

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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.

Senior Management maintains the right to refuse volunteers and also terminate placements.

Process for recruiting Volunteer who will be working frequently or intensively

1. The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role.
2. The volunteer will be made aware of the role and responsibilities they will be undertaking.
3. An Enhanced DBS check will be undertaken.
4. If appropriate, 2 References should be sought where the volunteer arrangement will continue on a regular basis.
5. Induction - school policies and documentation explained and issued.
6. Volunteer records to be kept in a central place within the school.

Before starting to help in a school, a volunteer should read and sign the Code of Conduct for all Volunteers (Appendix 1), and complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of its volunteer and to confirm they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer before they are left unsupervised with any pupils. This is not required where a volunteer is engaged in a 'one-off' activity.

Our School Aims

All adults / young people who work in our school as volunteers 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 volunteers have about the pupils they work with/come into contact with must be reported to the designated supervisor (class teacher) and NOT with the parents of the child/persons.

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 is confidential.

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

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the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Health & 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 D T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Headteacher.

Child Protection

The welfare 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 3)
- All volunteers must have been cleared by the Criminal Records Bureau (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.
- Any concerns a volunteer has about child protection issues must be reported to the designated supervisor or Head Teacher.

Safeguarding

Digital Literacy 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.

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 present. Volunteers should keep devices out of sight when on school property. Volunteers must not use personal devices for capturing, recording and storing data or photos of children, staff or other visitors in school.

Volunteers will be asked to read, sign and follow the Acceptable Use of Social Networking Sites for Volunteers; Appendix 4

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Work Experience/ Placement Students

Archibald has a long standing relationship with various local high schools, colleges and universities. We are happy to take students on placement if we have suitable experiences available. High schools, colleges and universities wanting students to be placed with us need to formally make contact with the Head Teacher or Deputy Head Teachers outlining the aims of the placement and duration.

If the placement is as part of a teaching course (BA/ Bed. or PGCE) the Deputy Head Teachers will deal with further correspondents/ details. If the placement is for work experiences purposes the school/ college is asked to provide the reference for the student and the student is requested to complete the volunteer's paperwork.

Complaints

Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher or designated member of staff reserves the right to take the following action-

- To 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 use them
- Provide the volunteer with a copy of the school's full Complaints Procedure

Monitoring and Review

We are aware of the need to review the Volunteers in School Policy regularly. The Policy will be formally reviewed by the Leadership Support Committee every three years.

Date of Review – Summer 2022

Date of next Review - Summer 2025

APPENDIX 1

Archibald First School 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 apply to all staff and volunteers.

1. General Requirements

As a Volunteer of the school, you must:

- 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.
- Work in a co-operative manner;
- Communicate regarding attendance in a timely manner;
- Attend your placement;
- Follow reasonable management instructions from members of staff; ensuring that at no time do you knowingly undermine the leadership, management, or smooth running of the school;
- 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;
- Maintain appropriate levels of confidentiality at all times;
- Follow appropriate lines of communication for concerns or complaints;
- Accept and adhere to school policies and procedures, carrying them out as fully as possible;
- Agree to the school obtaining a DBS check on your behalf;
- 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 vest interests of a particular child;
- Ensure that reports are based on factual and objective information.

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3. With Parents/Carers

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

4. With Colleagues

- Exercise the duty of care to all colleagues – for their physical and emotional health and well-being;
- 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;

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;

6. 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 involvement with this school or any activities which may bring the school into disrepute and / or may question your suitability to work with children.

7. Technology

- My mobile phone will always be turned off whilst volunteering.
- No personal phone calls will be taken or made whilst volunteering.
- Mobile phones will not be kept in pockets or visible. They will not be used in areas where there may be children such as the hall, corridor or ICT suite during school hours.
- I will not take images of pupils, staff or other visitors on any personal device including but not limited to a mobile phone, camera or tablet.
- Other than the use of time keeping; wearable technology should not be accessed whilst volunteering.

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

Name: _____

Signed: _____

Date: _____

APPENDIX 2

VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER

Name of Volunteer:

First Name _____ Surname _____

(Any other previously known name/s) _____

Date of Birth _____

Address: _____

_____ Postcode _____

Phone: Home _____ Mobile _____

Are there any reasons why you should not or cannot work with children? YES / NO

What activities/ areas of the school's work would you like to help with? (If you are a student please include details of your course/placement requirements).

Are there any particular age groups/classes you would like to work with? (If you have relatives in school please give details of their year groups/classes).

Do you have any disabilities/other needs we need to consider or adjustments we need to make to allow you to work as a Volunteer in School (please give details – continue overleaf if necessary)?

Thank you for taking time to complete this Volunteer Application Form

Please hand it to the School Office, marked for the attention of the Headteacher or Deputy Headteacher. Your offer of help is greatly appreciated and we will be in touch as soon as possible.

APPENDIX 3

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Archibald First 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 have received a copy of the School's Volunteer Policy
- I have read and signed a copy of the Code of Conduct for Volunteers
- I agree to support the School's Aims
- I agree to treat information obtained from being a volunteer in school as strictly confidential
- I understand that an enhanced Criminal Record Bureau (DBS) check will be undertaken
- I have been made aware of who is my designated supervisor e.g. Class Teacher, Key Stage leader, Head teacher or Deputy Head teacher
- There are no reasons why I should not or cannot work with children.

Name: _____

Signed: _____ Date: _____

APPENDIX 4

ACCEPTABLE USE OF SOCIAL NETWORKING SITES - VOLUNTEERS

Introduction

Facebook and other social networking sites such as Twitter, Instagram, Snapchat etc. are a great way of keeping in touch with family and friends, as well as making new contacts who may share the same interests as you, or be of help in your professional development. The 'networking' aspect of social networking is one of the great benefits of these sites. However, volunteers who work with young people and their families need to take extra care to ensure that we use such sites with professionalism.

Volunteers need to be aware of accidentally or purposefully bringing their workplace or their professional role into disrepute through inadvertently posting inappropriate comments about work on their profile, for instance criticising policy or fellow colleagues. Unlike a quiet face-to-face chat with friends in the evening to let off steam, comments made in the heat-of-the-moment on social networking sites could be seen by other colleagues, young people or parents. It is vital that volunteers remember it is very difficult to control exactly who will end up seeing comments posted on social networking sites.

Volunteers must be acutely aware of the fine line and the boundaries between professional and private lives. Crossing this line could leave members of staff open to false allegations, misinterpretations, cyberbullying or disciplinary action. This also applies to any volunteer.

Below is a brief summary of the main points which will support volunteers at Archibald safeguarding their use of social media platforms.

Privacy Settings

- Volunteers are advised to check their privacy settings on a regular basis. Social networking sites change these and often do so without informing you.
- Consider what information you have on your info page and your profile picture. Be careful what photographs you include on your profile. Once these are uploaded, they are very difficult to remove and, using image editing software, they can be altered and merged with other more distasteful images.

Friendships

- School volunteers are advised not accept pupils or any young person that they come into contact with professionally (even those that have recently left the school).
- Whilst we recognise that volunteers may have parents who are friends on social media platforms outside the school environment volunteers must be aware that they are parents and that they need to see you acting professionally at all times. **Inappropriate comments and 'letting off steam' regarding the school and its staff team are not acceptable at any time and may lead to disciplinary action being taken against you.**

Posts and Status Updates

- Ensure that you do not bring the school or its staff into disrepute.
- Make sure that you consider what you post about colleagues, young children, pupils or parents. This is irrespective of whether individuals are named; people read between the lines.
- Taking charge of your digital reputation is important, as unprofessional posts or images may lead to action being taken against you.
- Any negative remarks on these sites can be seen as defamation of character, harassment or slander. This means that you could be prosecuted by the police.
- Volunteers are urged to report comments that make them feel uncomfortable, bring the school's name into disrepute or are about a member of the school staff – regardless of whether they are named or not.
- Equally, if you are alerted to any negative or unscrupulous information about yourself, colleagues or your school on social networking sites then volunteers are advised to inform the head or deputy head teacher.

I have read, understood and agree with the Social Networking Policy.

Signed: Capitals: Date:

APPENDIX 5



Archibald First School Guidelines For Visitors and Volunteers

Welcome to Archibald First School



Visitors and volunteers in school can make a great difference. In whatever capacity it can, and will, have a positive impact on the children, as well as giving you the chance to be involved in the life of the school.

Please take the time to read through our leaflet for visitors and volunteers. This provides information to make your time in school as successful as possible, as well as providing key information to safeguarding you and the children.

Entering School

- Please only enter and exit the site from the main entrance, observing the “signing in” and “signing out” procedures.
- On arrival at the school, photo identification should be provided and DBS information shared by anyone visiting school in a professional role.
- Please ensure that your visitor badge or lanyard is visible at all times. If you are issued with a Visitor Badge these are coloured to indicate the following:
 - Green – the children can speak freely with you.
 - Amber – the children can speak to you when a member of staff is present.
 - Red – the children are not allowed to speak to you.
- Please stay within the areas that are necessary for your visit. Do not move around the site unescorted unless authorized to do so.



Fire

- In the event of the fire alarm sounding, please leave the building by the nearest exit.
- Report to the fire assembly point in the school yard, so that you can be accounted for.
- If you are working with children, lead them to safety, inform a member of the school staff so registers can be taken.

Mobile Phones/Cameras

- Mobile phones and electrical devices may **not be** used in school.
- Ensure that your mobile phones ‘Bluetooth’ capacity is disabled.
- All equipment must be off or switched to silent.
- Do not take/use images of pupils unless approved to do so.



Interaction with Pupils

- Interact with pupils as required within your professional capacity and report any instances/concerns/observations you may have immediately to a senior member of school staff
- All information regarding any child or member of staff is confidential and must not be disclosed elsewhere.

CONFIDENTIALITY

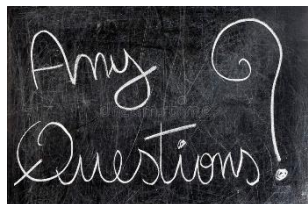
Manners and Behaviour

Children are expected to behave in a courteous and orderly manner at all times. They are expected to address all adults politely and to respond appropriately to one another. We ask that all visitors and volunteers do so as well.



The behaviour of children is important while working in small group, or individually. Problems with the behavior of any child, or group of children should be either brought to the teacher's attention as soon as possible.

Please Ask...



Whilst in school if you are not clear about a task, routine, child or event, please ask a member of staff. All staff are approachable.

Safeguarding Statement

Archibald First School is committed to safeguarding and promoting the welfare of children, families, visitors and staff. We require all staff, families, volunteers and visitors to share this commitment.

If you become concerned about:

- Something a pupil says
- Marks or bruising on a pupil
- Changes in a child's behaviour or demeanor
- The safety of any child in our school



You must report this to the Designated Safeguarding Lead (DSL),

Mrs. R. Turner, immediately who will then offer advice and take appropriate action. If you are concerned about the conduct of a member of staff or volunteer in our school, you must contact the Head Teacher.

If a child discloses anything:

- Respond calmly
- Listen carefully to the child
- Do not promise confidentiality. Explain that you may need to pass on the information if you are worried about their safety
- You may clarify your concern using tell, explain or describe, but as soon as your concern is confirmed ask no further questions.

Remember, child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without a disability.

Everyone must regard that statement 'It can happen here...!'

A copy of the school's safeguarding policy is located in the staffroom.

Keeping yourself safe

- Remain in an open and visible space; always ensure that a door is open and that you are visible to others.
- Always encourage a child do whatever they can do for themselves.
- Be professional. Be mindful of how you interact with or speak to a child, the child may interpret it differently.
- Avoid physical contact with children, unless you are preventing them from immediately harming themselves or others.
- Always tell someone if a child is inappropriate and complete a Cause for Concern Form

Designated Person for Child Protection

Issues/Concerns:



Archibald First School fully recognises the responsibility it has to have arrangements about safeguarding and promoting the welfare of children. We have a safeguarding and child protection policy which is updated annually and is available on request.

Our policy applies to all staff and volunteers working in the school including governors. All staff have recently undertaken Child Protection training.

The main designated safeguarding leader in school is



Rebecca Turner

In an EMERGENCY, if the above people are not available contact:



Kelly Nelson
Early Years



Kym Mullick
Key Stage 1



Sarah Graham
Key Stage 2



Angela Ward
SEND

BEFORE YOU VOLUNTEER IN SCHOOL

A short meeting will be held to explain to all helpers the following:

- Purpose of the task including proposed learning outcomes
- Role and responsibility of supporting adults
- Any particular needs of individual children or group of children
- Difficulties or possible problems that may arise as highlighted from the risk assessment
- Expectations with regard to confidentiality
- Access to information related to specific needs of individual children and/or staff
- Expected level of behaviour and an awareness of Professional Codes of Conduct

Name of helper _____

Activity _____

Date _____

I have received information regarding my role and responsibility and understand the procedures I need to take if there is an accident.

Signed _____

Name (printed) _____