

**Volunteer**

**Policy**

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**Version: 1**

**Policy Reviewed and Adopted by**

**Governing Body:**

**Date of Next Review: 31st August 2018**

**Responsible Officer:**

# Introduction

Hawes Side Academy is committed to ensuring that every child should have access to a broad, balanced, relevant and differentiated curriculum. This should take account of their individual strengths and needs and should allow each child to fulfil their potential.

We recognise that our community have a range of skills and experience that can significantly enhance the learning experience and opportunities of our pupils and we welcome and encourage volunteers who are willing to support this.

This policy outlines how the process will be managed within the academy whilst maintaining our responsibility to safeguard our pupils.

**Documentation**

## The Volunteer policy is part of the academy safeguarding systems and must be read in conjunction with our Child Protection, Health and Safety and Equalities policies. Other policies (such as our E safety policy) may apply depending on the nature of the volunteering).

**Responsibilities**

It is the responsibility of all users of the academy to comply with the academy Volunteer policy and related procedures.

**Principal**

The Principal has overall responsibility for safeguarding in the academy and ensuring this policy is maintained and followed.

**Employees with specific delegated responsibilities i.e. Designated Officers for Safeguarding Children; Volunteer coordinator**

**Designated Officers for Safeguarding Children**

Designated Officers for Safeguarding Children (DOS) are Mrs Julie Fleckney, Mrs Caroline Boothroyd and Mrs Angie Scott (Breakfast and After School Club only)

Other staff who play a significant role in safeguarding children and supporting families: Mrs Jayne Davidson (Inclusion/Medical Officer)

The Volunteer Coordinator will:

* Maintain an appropriate register of volunteers in liaison with the school office
* Ensure all appropriate paperwork is in place
* Coordinate the volunteer timetable with academy staff
* Provide an induction to the academy including Emergency routines.
* Act as the main point of communication for all of our volunteers.

**Other Academy Staff**

All volunteers in class work under the supervision of the academy staff to which they are assigned. Academy staff retain responsibility for academy pupils at all times.

Volunteers should be provided with clear guidance from academy staff as to how activities are carried out and the expected outcome. Volunteers should seek further advice/guidance from academy staff in the event of any query/problem regarding children’s understanding of a task or their behaviour.

Academy staff have a responsibility to support volunteers with health and safety related routines, and particularly emergency routines.

**Related Procedures**

As an academy we welcome and encourage volunteers from all of our community e.g.:

* Members of the Governing body
* Parents of pupils
* Ex-pupils
* Students on work experience
* University students
* Local residents
* Friends of the school.

The types of activities that volunteers are ordinarily engaged in include:

* Hearing children read
* Working with small groups of children
* Working alongside individual children
* Accompanying trips and visits
* Sharing their skills/knowledge by talking to the class

## Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis, e.g. hearing children read, should contact the school office in the first instance.

Upon receipt of interest the Volunteer coordinator will contact the potential volunteer for a discussion.

All academy volunteers are required to complete a *Volunteer Information Sheet* (Appendix 1*)* which includes

1. Contact details
2. Type of activities offered
3. Availability i.e. Dates and times

The academy may not accept volunteer placements where there is a conflict of interest. The academy may however, be able to support in obtaining an alternative placement if this is the case.

Before beginning the placement, volunteers are required to complete the *Volunteer Agreement* (Appendix 2), which sets out the expectations of volunteers and asks volunteers to confirm they have received a copy of this policy. Depending upon the placement the volunteer may also be required to sign the academy Acceptable use policy.

All regular volunteers will be subject to DBS clearance. Ad hoc volunteers without a DBS clearance will be chaperoned at all times whilst in the academy.

## 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 this Volunteer Policy and asked to sign a

*Volunteer Agreement* (Appendix 2)

* Volunteers will be made aware of our Child Protection policy
* Volunteers will be made aware of our Designated Officers for Safeguarding Children (DOS) i.e. Mrs Julie Fleckney, Mrs Caroline Boothroyd and Mrs Angie Scott (Breakfast and After School Club only)
* To ensure the safety of our pupils at all times, volunteers are subject to DBS Clearance. Where a volunteer is engaged in a ‘one off’ activity e.g. sharing their skills/knowledge by talking to the class, no formal checks are carried out. These volunteers will however, be chaperoned at all times.

## Confidentiality

Volunteers in school are bound by a code of confidentiality. Under this code, it is essential that volunteers never discuss or share with any unauthorised person (inside or outside of school) any personal or confidential information about any child(ren) or any school matters of which they become aware of during their volunteer activities. If volunteers are ever unsure about what information they may share and with whom, they should ask the Volunteer Coordinator.

Any concerns regarding a breach of confidentiality may result in termination of the placement.

## Health and Safety

The academy has a Health and Safety Policy and this is made available on request to volunteers working in the academy. It is the responsibility of the Volunteer Coordinator and academy staff to 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 equipment/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class teacher/Head teacher.

## Equality

The academy has an Equalities Policy and this is made available on request to volunteers working in the academy.

## Complaints

Any complaint will be dealt with in line with the academy complaints policy.

In cases where a complaint is made about a volunteer the Principal 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;
* Inform the volunteer that the academy no longer wishes to use them
* The full Complaints Procedure is available from the Head teacher.

**Monitoring and Review**

This policy will be quality assured by the governing body and reviewed by the principal every two years, or

earlier if considered necessary.

**Appendicies**

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## Appendix 1

**VOLUNTEER INFORMATION SHEET** - FOR NEW VOLUNTEERS

|  |  |
| --- | --- |
| Name (please include other names known by, including maiden names) |  |
| Date of Birth |  |
| Address |  |
| Contact number |  |
| Email address |  |
| Dates/Times available |  |
| What skills/areas would you like to help with in school? |  |
| 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 when working as a volunteer in school? (please give details) |  |
| Please provide any other relevant information |  |

## Thank you for taking time to complete this Volunteer Information Sheet. Your offer of help is appreciated and we will be in touch shortly.

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**Volunteer Agreement**

Thank you for offering your services as a volunteer at Hawes Side Academy. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement and hand it in at school. You will receive a copy of it for your records.

* I have received a copy of the Volunteer policy
* I am aware of the academy Child Protection policy
* I have received and signed the academy Acceptable use policy (where applicable)
* I know who the designated safeguarding member of staff is in school
* I agree to treat information I learn from being a volunteer in academy as confidential
* I understand that I am required to undergo a DBS check to advise the academy of my suitability as a volunteer.

Signed ……………………………………………… Name……………………………………………….. Date……………………………………………………