Standlake CE Primary School Volunteer Policy

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Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children. We welcome and encourage volunteers from the local community. A volunteer is an unpaid adult who provides support to our school.

Our volunteers include:

- Members of the governing body
- Parents/grandparents of pupils
- Students on work experience
- Local residents
- Church members

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

- Hearing children read
- Working with small groups of children
- Undertaking arts and craft activities with children
- Supporting teachers to run before-school and after-school clubs
- Running lunchtime clubs
- Taking part in Friends of Standlake School fundraising activities
- Accompanying school visits (see Appendix 3)
- Working with children on the computer (see Appendix 4 for the Volunteer Acceptable Users Policy)

School Vision

We are a community where every member is a light in the world-full of unique gifts, potential and purpose. We are committed to nurturing an environment where everyone is encouraged to shine brightly in who they are and what they do.

Light of the World Matthew 5: 14-16

You are the light of the world. A town built on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on a stand, and it gives light to everyone's house. In the same way, let your light shine before others, that they may see your good deeds and glorify your father in heaven.

Through our Shine curriculum, we aim high for all, offering both challenge and support so that every child can grow in confidence, character and capability.
We believe that by recognising and nurturing each child's individual strengths, they can achieve their full potential-academically, socially and spiritually.
We enable children to understand their place in the world, who they are and how they can serve others. We actively create opportunities for service to others, helping children understand the value of compassion, kindness, support and friendship - just as Jesus taught.
Our wider curriculum is designed to develop responsible and inclusive global citizens. We help children understand the wider world and their place in it, encouraging them to embrace difference, celebrate diversity, and act justly and wisely.
Together, we seek to be a school family where every light is seen, every voice is heard and every individual matters.

Becoming a volunteer
Volunteers classed as 'frequent'-once a week or more on an ongoing basis or ' intensive'-three or more occasions in a 30 day period or overnight, should have a DBS completed by the school before beginning their volunteering. Volunteer roles at Standlake CE Primary School will be advertised via My New Term. Anyone interested in taking up the volunteer role should complete an application form via My New Term, adding the names of references which will be taken up, along with other safer recruitment checks, before an applicant starts volunteering.

Where a volunteer is engaged in a 'one-off' activity eg a school trip, no formal checks are required. However, such volunteers must be supervised by school staff holding a DBS at all times and volunteers must read and sign our School Trip Volunteer Agreement.(Appendix 3)

Volunteers will be invited into school to meet with the Headteacher for an informal discussion to ensure the volunteer is suitable for the role.

Before starting to help in school, volunteers should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

Before starting in school and to ensure the safety of our pupils at all times, all regular (frequent or intensive) volunteers will be required to compete a DBS check which will be initiated via the school administrator. We are unable to have any regular volunteer in school unless they have had a DBS check and have shown their certificate in school. The number of this certificate will be recorded.

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.

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.

Work Experience/ Placement Students
We are happy to take students on placement if we have a suitable need available based on the smooth running of the school. Secondary schools, colleges and universities wanting students to be placed with us need to formally contact the Head Teacher outlining the aims of the placement and duration. If the placement is as part of a teaching course (BA/ Bed. or PGCE) the Head Teacher will deal with further correspondents/ details. If the placement is just 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. Standlake CE School retains the authority to refuse or terminate a placement.

Confidentiality
Volunteers in school are bound by our Confidentiality Policy (see the Policies page on the school website). All staff members, voluntary helpers and visitors should be aware that information relating to individual children or members of staff is totally confidential. Whilst

in school volunteers may hear conversations which are of a confidential nature. These cover aspects such as children's academic progress, behaviour, or home circumstances. All information relating to individual children and staff is totally confidential and volunteers must respect this.

Safeguarding and Child Protection
All volunteers must read and adhere to the school's Safeguarding and Child Protection Policy (see the Policies section on the school website or request a copy from the office). Any concerns that volunteers have about the children they work with/ come into contact with should be shared with the class teacher and NOT with the parents of the child or any persons outside school. These comments, particularly if taken out of context can cause distress to the parents of the child if not heard directly from the school. A situation may arise in school, where the duty to the child is greater than that to the parent. If a child discloses something, this information should be shared promptly with the child's teacher or Headteacher.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher.

Supervision
All volunteers work under the supervision of the class teacher to which they are assigned. Although teachers retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

Health and Safety
The school has a Health and Safety Policy (see the Policies page on the school website). Class teachers should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or Headteacher.

Complaints Procedure
Any complaints made about a volunteer or by a volunteer will be referred to the Headteacher for investigation.

The school has the right to take the following actions:

- Speak with the volunteer about a breach in the Volunteer Agreement
- Offer an alternative placement for a volunteer
- Inform the volunteer that they are no longer required to help in school

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APPENDIX 1

VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS

Name of Volunteer:	
Other names know by (including maiden names):	
Address:	
Phone Number:	
Email address:	

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)*

Thank you for taking time to complete this Volunteer Information Sheet.

Please hand it to the Headteacher.

Your offer of help is appreciated and we will be in touch shortly.

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APPENDIX 2

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Standlake CE Primary School. 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 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 agree to treat information I learn from being a volunteer in school as confidential.
- I understand that I am required to undergo a DBS check to advise the school of my suitability as a volunteer. If you already have a DBS Certificate, please show it to the Headteacher.
- I have supplied two referee details for school to contact.
- I have read and understand the Safeguarding and Child Protection and Policy.
- I have read and signed the attached Volunteer Acceptable Users Policy.

Signed: _____

Name: _____

Date: _____

For safeguarding purposes, we are required to obtain two references for any volunteer applying to work in our school. Please complete below:

Referees:	**Referee 1 '*'**	**Referee 2 '*'**
Title		
Name		
Address		
Postcode		
Telephone (inc. area code)		
Email address		

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APPENDIX 3

SCHOOL TRIP VOLUNTEER AGREEMENT

School trips are an integral part of learning at our school and afford many children 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 trip. Please read and return this appendix, and sign and return the helper's slip.
This is part of our school's risk assessment planning.

Role of the volunteer helper

- To be responsible and look after, in equal measure, all of the children in your group
- To stay with your allocated group of children, ensuring that their well-being 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 immediately if there are issues with 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 line management of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- Follow guidance from the school staff

What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to reorganise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's attention we always use their name and under no circumstances are we to come into physical contact with a child.

First Aid
For each class on the school visit, there will be at least one qualified first aider. 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. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) 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.

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 visit/trip

Signed: _____

Name: _____

Date: _____

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APPENDIX 4

VOLUNTEER ACCEPTABLE USE POLICY AGREEMENT

School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and encourage awareness of context to promote effective learning. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This Acceptable Use Policy is intended to ensure:

- That volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That volunteers are protected from potential risk in their use of technology in their school activities.

Standlake CE Primary School will try to ensure that volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

For my personal safety:

- I understand that the school will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of school
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident; I become aware of, to the appropriate person.

I will be professional in my communications and actions when using school *I*CT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in school in accordance with the school's policies. I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my responsibilities as a volunteer.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my mobile devices (laptops / tablets / mobile phones / USB devices etc.) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up-to-date anti-virus software and are free from viruses.
- I will not use personal email addresses on the school ICT systems.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper-based protected and restricted data must be held in lockable storage.
- I understand that data protection policy requires that any staff or student / pupil data, to which I have access, will be kept private and confidential, except when it is

deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.

- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- When using the internet in my capacity as a volunteer or for school-sanctioned personal use:
- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my activities at the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Signed: _____

Name: _____

Date: _____