

BARTON PRIMARY SCHOOL AND EARLY YEARS CENTRE.



Volunteers, Students and Agencies In School Policy

DATE: January 2012

TO BE REVIEWED: January 2014

Signed..... Chair of Governors

Date.....



Introduction

Barton Primary School and Early Years Centre recognises that volunteers have an important role to play in the life of the school. Volunteers bring a wealth of experience, knowledge and skills which they offer for no financial gain. They offer the school support which can vary from hearing readers to helping with school events. Each and every action is valued by the staff, pupils and governors.

Students come into our school to learn and gain experience of working with children. They also enrich the school community with their enthusiasm.

Agencies that come into school bring a valued expertise in certain areas of education, health or community awareness. All these subjects enrich the learning and wellbeing of the pupils.

Aims

The aim of this policy is to set out procedures for the safe recruitment and efficient deployment of volunteers and students in the school. The school wants to promote an environment which welcomes the volunteers and benefits the whole school community. Barton Primary promotes equality of opportunity when asking for volunteers.

It also aims to set out a guide for agencies and official visitors on the school's expectations of them.

Recruitment of volunteers

- Potential volunteers should enquire at the school office for a current list of volunteer opportunities.
- Volunteers will be asked to complete an application form to be submitted to the Headteacher.
- An informal interview will be arranged to discuss the volunteering position and the expectations of both sides.
- If the volunteer and the Headteacher wish to proceed then a CRB (Criminal Records Bureau) check will be made. This involves filling in a form and providing proofs of identity. Barton Primary School has a legal obligation to safeguard its pupils and the CRB check is **not** optional. A criminal record will not necessarily preclude a volunteer from the school but it is at the discretion of the Headteacher and Chair of Governors. A cleared CRB check is required before any unsupervised activity can be undertaken. Supervised activity is at the Head teacher's discretion.
- The school has the right to refuse any potential volunteer.
- The Headteacher will make the role of the volunteer clear and provide support and mutual feedback during the period of initial visits.
- The school will not place the volunteer in any position where they feel unable to fulfil their role or believe expectations of them to be unreasonable.

Working in School: Volunteers, Students, Agencies and Official Visitors

- All are expected to conform to the high standards of conduct and behaviour pertaining to the whole school community; which includes appropriate standards of dress.
- All should adhere to the school's policies; in particular Safeguarding and Health & Safety. Copies are available to view via a link on the school website and paper copies are available from the office in the Safeguarding Policies File.
- Mutually acceptable times will be arranged for working in the school.
- All must sign the Visitor Log in reception on entering and leaving the premises.
- A visitor badge must be worn by volunteers and official visitors. Agencies must wear their official name badges.
- No device capable of taking photographs or images must be used in school. These items can be left in the Office safe if required.
- If the volunteer, student, visitor or agency worker is using a computer and/or the Internet as part of an activity or on a regular basis then a Computer and Internet Agreement must be signed. Internet and email activity can be monitored at any time.
- If anyone visiting the school has any concerns or complaints then they should approach the Headteacher or Deputy Headteacher. Health & Safety issues can be raised with the School Office Manager.
- Volunteers, students, agencies and visitors are reminded that information directly relating to individual pupils and staff at the school is confidential and covered under the Data Protection Act.

Students in School

The school has a particular duty of care to the Students who come to gain work experience in school. They will receive instruction on:

- Issues surrounding confidentiality
- What to do if a disclosure is made to them by a pupil and where the relevant forms are
- The Fire drill procedures
- The policy on the use of mobile phones in school (Contained in the Safeguarding policy)
- They will be asked to read the Safeguarding and related policies and given the time to do so
- They will be asked to complete any necessary paperwork on time
- They will be asked to sign to acknowledge all the above items and to sign the Computer and Internet Use Agreement

The students will have a designated member of staff as a contact point for any questions.

Ending Involvement: Volunteers

- Either the school or the volunteer can end the arrangement at any time. However the school will offer 2 weeks' notice to volunteers in the event of the position ceasing and we hope that the volunteer will offer the school the same.
- If, in the school's view, behaviour equivalent to gross misconduct has occurred then the arrangement ceases immediately.
- If asked, either during the volunteer's time with the school or after, the school will be happy to supply a reference concerning the volunteer's time with the school and activities they have undertaken.
- Any materials obtained by the volunteer during their involvement with the school remain the property of the school.
- Volunteers should be aware that information produced by them during their time with the school can be requested by the public under the Freedom of Information Act.

Review

The Governing Body will review this policy every two years and monitor via the Head teacher's report the implementation of the Volunteer arrangements.

Volunteer Application Form

Name.....

Address.....

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Contact Details:

Home Phone.....

Mobile Phone.....

Email address.....

Do you have any previous or current connection with the school? Yes/No

If yes, please give details:

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What would you like to do in school?

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OFFICE USE ONLY

Date Received	
Interview date	
CRB check	Clear/Not Clear
Volunteer Position	