



Policies & Procedures: Volunteer Policy & Procedure



# Volunteer Policy & Procedure

Reviewed by Admin Manager/SMT:

Date: Oct 2018

Approved by Headteacher:

Review Date: Oct 2021



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## **VOLUNTEER POLICY & PROCEDURE**

This policy is prepared using the DfE September 2018 publication "Keeping Children Safe in Education. Statutory guidance for schools and colleges".

### **Introduction**

Volunteers bring with them a range of skills and experience that can enhance the learning opportunities of children at the school. We welcome and encourage volunteers at our school.

The types of activities that Volunteers might engage include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Supporting creative activities with children
- Supporting sporting activities with children
- Supporting Forest School activities
- Accompanying school visits

### **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 children read, should approach the member of the teaching staff responsible for that activity directly to discuss their availability and their skills.

The school also receives numerous requests for work experience and volunteer placements and acknowledges the benefits that such placements can offer: it is a way in which people can sample the professional values, social interaction, daily routines and demands that typify a job based in school. In addition to the benefits that they derive, people on placements can also offer a positive contribution to the school. Their enthusiasm and practical help can add interest to classrooms and support learning in a practical manner. However, it is important that the number of people who are on work experience in the school does not become intrusive. Neither should work experience be to the detriment of our pupils' care and education.

### **Safeguarding**

Bristol Steiner School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

As part of the application process there are a number of safeguarding checks that the School must complete prior to an individual being offered a volunteer place with the school, these are as follows:

- Obtaining 2 relevant references
- Completion of Enhanced DBS check for Regulated Activity

Volunteers are deemed to be involved in Regulated Activity as there may be instances where they have unsupervised contact with children. The only exception to this may be where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, and no formal checks are normally carried out.

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### Supervision

Volunteers work under the supervision of the Class Teacher of the class to which they are assigned or the teacher running the trip or activity. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the Teacher as to how an activity is carried out/what the expected outcome of an activity is. Volunteers are encouraged to seek further advice/guidance from the Teacher in the event of any query/problem regarding children's understanding of a task or behaviour.

### Offer of a placement

Any agreement to provide work experience will be after consideration of the following criteria:

- The teacher is happy to accept a student or volunteer
  - The additional adult presence would not hinder the smooth running of the class
  - The appropriateness of the request
  - The volunteer's aptitude in an interview
  - Once the school has agreed to offer a placement, we will inform the volunteer/student in writing, this will usually be in email format.
  - The student would be expected to contact the school to arrange an interview, which would include an induction briefing and the filling out of a volunteer details form.
  - If the school/kindergarten, following this interview, feel that the volunteer is not suitable, the offer will be withdrawn.
  - No volunteer may come to the school without following the appropriate steps outlined above.
  - We would also expect, during their induction that the volunteer understands the following and shows a commitment to upholding a good, safe working procedure.
1. Our commitment to safeguarding
  2. Our whistle blowing policy
  3. Our health and safety policy
  4. Our fire procedures

### Code of Conduct

All Volunteers will be asked to read and sign to say that they understand and will abide by the Code of Conduct for Volunteers.

### If you wish to volunteer at Bristol Steiner School, please ensure that you follow the steps below

1. Obtain a volunteer application pack
2. Fully read and understand all the policies within this pack
3. If you still wish to proceed, fill in the application form and return this to the school, ensure you include an email address
4. If we email you to say your application is successful, ensure that you arrange an interview date, or accept the one we offer
5. Bring two forms of photo ID to the interview



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6. If a firm offer of a placement is given, arrange a convenient time with the School Admin Manager to complete your DBS application on line
7. Once you have your DBS certificate, bring this into the school/kindergarten in order for your placement to be fully confirmed and recognised.

If you already have a DBS certificate, and are registered with the governments DBS update service, we can check against this instead of starting a new application. However, we will not accept a DBS from another institution.

#### **Related Policies**

Safer recruitment

DBS policy

Code of Conduct (Appendix 1)



## Appendix 1

### CODE OF CONDUCT FOR ALL VOLUNTEERS

#### **Introduction**

This Code of Conduct reflects relevant legislation, expectations and principles for employees and volunteers, and reflects the requirement that only the highest standards of probity and integrity are expected. The code sets out the minimum standards that should apply, and is not exhaustive. Inevitably, some issues affect some staff groups more than others and a 'common sense approach' should be employed to the application of the Code of Conduct to different staff groups.

#### **1. General Requirements**

As a Volunteer at the school, you should:

- 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;
- Conduct your work in a co-operative manner;
- Follow the instructions and advice of the teacher in charge, ensuring that at no time do you knowingly undermine the smooth running or reputation of the school;
- Accept and adhere to school policies and procedures, carrying them out as fully as possible;
- Take care of school property, making careful and best use of all resources provided;
- Show respect for all people within the school at all times 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 yours;
- Maintain appropriate levels of confidentiality at all times;
- Follow appropriate lines of communication for concerns or complaints;
- Represent the school positively at all times;

#### **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;
- 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 best interests of a particular child;

#### **3. With Parents/Carers**

- To not discuss a child with a parent/carer under any circumstances.

#### **4. 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 position at this school or any activities which may bring the school into disrepute and / or may question your suitability to volunteer with children. Please refer to the School's [E-Safety Policy](#).



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#### **4. Confidentiality**

Volunteers may have access to confidential school information, class, pupil, parent or staff details, staff room conversations regarding school matters, this should not be shared or discussed outside the school staff community.

Any concerns that volunteers have about the children they work with/come into contact with should be voiced with the Class Teacher and NOT with the parents of the child/persons outside school.

Any concerns that volunteers have about anything another adult in the school does or says should be raised with the Designated Safeguarding Lead or the Head Teacher.

I have read and understood the school's Code of Conduct and agree to abide by it.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



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