

# Cottenham Primary School



## VOLUNTEER POLICY

Last reviewed:	Autumn 1 2022
Reviewed by:	Personnel
Next Review:	Autumn 1 2023
Equality Review Checklist	<p>In reviewing this policy due consideration must be given to the impact that changes may have on issues of equality for the protected groups:</p> <p>Age                      Disability                      Religion or belief Race                      Pregnancy and Maternity      Sex Sexual orientation      Gender reassignment      Marriage/civil partnerships</p> <p>If the equality of a protected group is likely to be compromised by changes to the policy then please complete an equality risk assessment and tick here:</p> <input type="checkbox"/>

# Volunteers Policy

## Introduction

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

The school benefits greatly from developing well planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis. Cottenham Primary School believes that volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all pupils.

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children at Cottenham Primary School without encroaching on the professional teaching responsibilities of the class teacher.

## Aim

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

## Categories of Volunteers

Volunteers could include any of the following (this list is not exhaustive):

- Members of the Governing Body
- Parents, carers, guardians, elder siblings or grandparents of pupils
- Students on work experience or placement
- University students
- Ex-members of staff
- Residents
- Members of the PTCA
- Volunteer drivers for trips or sporting fixtures
- Staff family members

## Types of Activities

Activities in which volunteers may be engaged in could include any of the following:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks
- Running or assisting with an after-school club
- Fundraising activities such as running a cake stall, Summer Fayre, hot chocolate or ice pops
- Interviewing children on a governor visit

## Becoming a Volunteer

Anyone wishing to be in school as a volunteer on a regular basis should request a **CPS Registration Form for Voluntary Helpers** (see Appendix A) from the School Office. On receipt of your completed form, the school will then process your application that will include seeking two references and an enhanced DBS (Disclosure and Barring Scheme) clearance check.

Unless volunteering to be part of the CPS Governing Body, we would kindly ask that the volunteer meets the cost of the DBS, unless a portable certificate is already available.

Once completed, all volunteers are required to link their DBS to the DBS Update Service. This will enable the volunteer to keep the DBS 'live' and will enable the school to check the DBS periodically (with the volunteer's consent) should their volunteering lapse for more than 3 months. This will also help the volunteer if they are involved with any other organisations that will accept a DBS linked to this service. The DBS Update Service is free of charge for volunteers.

When the volunteer has attended a Parent Helper Induction (see below) and two satisfactory references and a clear enhanced DBS check have been received by the school, an appropriate placement will be agreed. This will usually be in a class that has no family connection to the applicant. A regular day and time may be agreed, and the applicant will be expected to adhere to the school's confidentiality guidance detailed in the **CPS Code of Conduct for all Adults** as well as other documents detailed under **School's Expectations from Volunteers** below.

An entry will be made on the school's Single Central Record and a file maintained with the confidential details of the volunteer. This file will be retained by the school for 6 years after the date the volunteer resigns from their volunteering responsibilities or after their volunteering has lapsed for more than 3 months, whichever occurs the earlier.

### The exceptions to this are:

- Work experience students or university placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at Cottenham Primary School. The student will be expected to adhere to the school's **CPS Code of Conduct for all Adults** and will not be placed in a class with any family connection.

In exceptional circumstances the Headteacher can agree a placement or volunteer activity without a reference or full DBS check but a risk assessment must be undertaken.

## Safeguarding Induction

All volunteers working regularly in school must undertake a short safeguarding induction with the Headteacher which will include a Health and Safety overview, Safeguarding and Child Protection Training, Prevent Training, and a confidentiality briefing.

## Information on the Role of a Volunteer

All volunteers should have access to this policy and the **CPS Code of Conduct for all Adults** which sets out the standards for staff and volunteers in school, as well as important information about the day-to-day-structure of the school day.

Volunteers should also have access to the following documents and policies and will be asked to confirm that they have read and understood all of them:

- Keeping Children Safe in Education (KCSiE)
- Health and Safety Policy
- Data Protection Policy
- Safeguarding & Child Protection Policy
- Behaviour Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)
- Whistle Blowing Policy
- Mobile Phone Policy
- Policy relating to the Use of Photographs, Videos and Images
- Guidance for safer working practice for those working with children and young people in education settings (GSWP)

## School Values

Volunteers are expected to adhere to the Cottenham Primary School Values.

## Volunteers' Expectations from School

Volunteers in school should expect to:

- be recognised for their valuable contribution to the learning experience for the children they support
- be assigned worthwhile tasks
- access any school policies or procedures that are relevant to their role
- access any training that is necessary for the success of their activities
- be supported in understanding and discharging their safeguarding obligations

## School's Expectations from Volunteers

Cottenham Primary School expects all volunteers to:

- Read and work within the **Guidance for safer working practice for those working with children and young people in education settings** (February 2022) & **Keeping Children Safe in Education** (latest version)
- Adhere to all of the other policies listed in **Information on the Role of a Volunteer** above
- Adhere to the name protocol for staff in the presence of children e.g. Miss Smith, Mr Brown
- Adhere to the **CPS Code of Conduct for all Adults**
- Be role models for the children they work with i.e. consider the language they use, only walk in school, no smoking or swearing and dress appropriately
- Refer any behavioural or safeguarding concerns to the class teacher in the first instance
- Do not use their mobile phone or personal camera in school (for details refer to the **Mobile Phone Policy** and the **Policy relating to the Use of Photographs, Videos and Images**)
- Where possible, commit to a regular window of time to allow teachers to plan activities to include the volunteer
- Advise school as soon as possible when it is not possible to attend
- Immediately disclose any information of a criminal nature

## Security

All volunteers must sign in and out of the visitors' book and wear a Parent Helper badge for the duration of their volunteering session.

## Complaints Procedure

Any complaints made by a volunteer will be referred to the Headteacher, who will be guided by the procedures laid out in the Whistle Blowing Policy.

Any complaints made by a volunteer about the Headteacher will be referred to the Chair of Governors.

Any complaints about a volunteer will be referred to a member of the Senior Leadership Team (SLT) for investigation.

The SLT reserves the right to take one of the following actions:

- to speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated
- offer an alternative placement or activity for a volunteer
- inform the volunteer that the placement has been withdrawn.

## APPENDIX A



CPS Registration  
Form for Voluntary I