



**NEWPORT  
COMMUNITY  
SCHOOL  
PRIMARY  
ACADEMY**

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**Author/owner: LGB**  
**Anticipated Review: Summer 2021**

# **VOLUNTEER AND STUDENT POLICY**

## **Introduction**

Office Drive / Academy Policies / Volunteer and Student Policy

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

**Our Volunteers include:**

- Parents of pupils
- Students on work experience
- Members of our community
- University students or those exploring the possibility of working with children
- Research students from UK and abroad
- ITT trainees – pre course

**The types of activities that Volunteers are engaged with, include:**

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art & craft activities with children
- Designing and creating production props
- Helping in after-school clubs
- Accompanying school visits
- Providing positive role models and one to one support
- Educational / pedagogical research
- Curriculum activities

Register your interest at the school office



The school office will e-mail the 'Request to Become a Volunteer Form'  
(Appendix 1 of Volunteer and Student Policy)



Return your completed form to the person in charge of volunteers and students through the school office



On receipt of the completed form, the Head/person in charge of volunteers and students, will make the decision to accept or decline your request as a result of the school's capacity to accommodate volunteers and their requests/needs



If accepted, the person in charge of volunteers and students will liaise with you to complete a DBS check.  
Volunteers on school trips do not need a DBS (KCSiE)  
Following the receipt of the DBS check and suitability declaration, a place may be offered or declined



If a place is offered, before starting to help in school, all volunteers will be asked to meet with the person in charge of volunteers and students to go through the following policies:

1. **Volunteer and Student Policy**
2. **Child Protection and Safeguarding Policy, including allegations against staff**
3. **Guidance for safe working practice for the protection of children and staff in educational settings.**
4. **Online Safety Policy, Appendix 6 Acceptable User Agreement**
5. **Keeping children safe in education – statutory guidance for schools and colleges**

You will then be asked to complete the **Volunteer Agreement**, Appendix 2, which sets out the school's expectations and asks you to confirm you have read and will abide by the above policies.

## Confidentiality

Volunteers in school are bound by a code of confidentiality. 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. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from school staff.

Volunteers and students who are concerned about another adult in the school should raise the matter with the Head teacher or person in charge of school.

## Supervision

All volunteers and students work under the supervision of the Class Teacher of the class to which they are assigned. 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/ activity or behaviour. Teachers should ensure volunteers are adequately supervised during deployment preferably in the classroom. Parents who are supporting reading may use the school library or Early Years break out spaces.

## Health & Safety

The school has a Health & Safety Policy and this is made available on request to Volunteers working in the school. Class Teachers ensure that Volunteers are clear about emergency procedures (e.g. fire alarm and about any safety aspects associated with a particular task (e.g. using DT 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 where most appropriate.

## Child Protection and Safeguarding

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- All of our Volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2)
- Most of our Volunteers must have been checked by the Disclosure and Barring Service (DBS). A certificate is issued to the individual to produce in school.
- Volunteers have a DBS if they are undertaking regulated activity (see Keeping Children Safe in Education)
- "One off" visitors must be under the supervision of a member of staff at all times and the member of staff will provide a safeguarding briefing (Appendix 3).
- All our Volunteers must sign their induction form to state they have read and will abide by all safeguarding policies given to them.

## Complaints Procedure

- Any complaints made about a Volunteer will be referred to the Head for investigation.
- Any complaints made by a Volunteer will be referred to the Head.

The Head 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 school no longer wishes to use them.

<b>Newport Community School Primary Academy</b> <b><u>Request To Become a Volunteer</u></b>	
<b>Name of Volunteer:</b>	
<b>Students, please give details of your course including the accrediting body and name of senior tutor.</b>	
<b>Date of Birth:</b>	
<b>Other names known by (including maiden names):</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Email address:</b>	
<b>What skills / areas would you like to help with in school?</b>	
<b>Are there any particular age groups / classes you would like to work with?</b>  <b>Please provide the names of your children in they attend NCSPA.</b>	
<b>What days/times are you available to help in school?</b>	
<b>Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? (please give details, e.g. family members who attend or work in school)</b>	
<b>Emergency contact person and telephone number</b>	

Please return to NCSPA via the school office  
You will be notified of acceptance or decline within two working weeks

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

**Head Signature:** \_\_\_\_\_

**Accept / Decline (Circle)**

Dear Volunteer

Thank you for offering your services as a Volunteer at Newport Community School Primary Academy. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here. Please complete and return the **Volunteer Agreement Sheet** below to the school office to confirm that you have received, read and understood the guidance.

The Safeguarding of children is of paramount importance and as a volunteer in school I would like to draw your attention to the 'Guidance for Safe Working Practice for the Protection of Children & Staff in Education Settings' Policy and the 'Keeping Children Safe in Education – Statutory Guidance for Schools and Colleges'.

If you have any questions regarding the content of any of these documents, please do not hesitate to ask.

### Volunteer Agreement Sheet

#### **'Guidance for Safe Working Practice for the Protection of Children & Staff in Education Settings' and 'Keeping Children Safe in Education – Statutory Guidance for Schools and Colleges.'**

- I have read and will abide by the **'Guidance for Safe Working Practice for Protection of Children and Staff in Education Settings'** and **'Keeping Children Safe in Education – statutory guidance for Schools and Colleges** and acknowledge that breaches in this guidance may result in disciplinary action being taken against me.
- I have read and will abide by **NCSPA's Child Protection Policy including allegations made against staff and the Whistle Blowing Policy.**
- I have read and will abide by the **NCSPA Volunteer and Student Policy**
- I have read and will abide by the **school's Code of Conduct Policy**
- **I agree to treat information**, including pupil 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 and **I will notify the school of any changes to my circumstances which affect my suitability to work with children** (Disqualification Under the Childcare Act 2006 self-declaration form).

Signed.....Date.....

PRINT NAME.....

### Key Information for Trip Volunteers

**TRIP NAME:**

- Please ensure that you remain with the group at all times.
- No use of mobile phone.
- Volunteer to share their emergency contact details with lead teacher-copy taken and copy left with Julia in office.
- Photographs only to be taken on school digital equipment
- Keep children in your group all together.
- Any concerns please report to school staff.
- A school member of staff is needed to accompany children to the toilets.