

# Harvills Hawthorn Primary School



## Volunteer Policy

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

Review: \_\_\_\_\_

# Harvills Hawthorn Primary School

## Volunteer Policy

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### 1. Introduction

Thank you for volunteering your time and enthusiasm to Harvills Hawthorn Primary School and its children and staff. Volunteers have a very important role to play in bringing a range of skills and experience that can enhance and promote the learning opportunities that we offer to our pupils.

Our volunteers may include:

- Members of the Governing Body
- Parents of pupils
- Ex-members of staff
- Students on work experience
- University students
- Local residents
- Friends and supporters of the school

The types of activities that volunteers engage in, include:

- Listening to pupils read
- Resource making and artist skills
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits
- Assisting with extracurricular activities
- Outside learning
- Specialist activities such as DT or Art.

## **2. Safeguarding**

Sandwell Local Authority and Harvills Hawthorn Primary School are committed to the safeguarding of pupils, young people and everyone who works here. We expect volunteers to share this commitment and follow policies and procedures in relation to this. If you have any concerns regarding a child, please inform the class teacher immediately. Do not wait. The school procedure for reporting a concern will then be followed. Please see our Safeguarding Policy on the school website for more information.

## **3. 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. to listen to children read), should initially approach the class teacher or leadership team. If there is potential capacity to offer an volunteering placement, the Deputy Head Teacher will request a meeting to discuss things further.

Volunteers should complete a School Volunteer Application Form (available from School) and read the Volunteer Agreement (Appendix 1) which sets out the school's expectations of its volunteers and confirms that they have received a copy of this Agreement.

## **4. Process for Recruiting Frequent Volunteers**

- a) Identify the need and role
- b) Attract candidates by means of a local advert / other methods of communication used by the school
- c) Applications considered following usual recruitment procedures – job description, skills, abilities, experience, motivation, shortlist, references
- d) The candidate(s) attend a meeting at school for an informal discussion to ensure that they are suitable for the role
- e) A DBS enhanced Disclosure is undertaken before the volunteer starts working
- f) The volunteer will be made aware of their role and responsibilities within the school (this is not required where a volunteer is participating in a one-off activity)
- g) Two references will be sought
- h) Induction – relevant school policies and documentation should be explained and issued
- i) Volunteer records should be kept centrally within the school

## **5. Upholding the School Ethos**

All adults and young people who work within our school, whether as a paid member of staff or as a volunteer, are expected to work and behave in such a way as to promote Harvills Hawthorn Primary School's Vision, Mission and Aims. Visitors should consider and be aware of the following expectations:

- It is critically important for pupils to see all adults in school as role models.
- You are not expected to make judgments about pupils' abilities or behaviour. Any personal views you may have about a pupil's abilities should not be disclosed to anybody except a member of the school's teaching staff.
- Your help will bring you into close contact with staff and pupils. Much of what you see in school is confidential, so please do not talk about things outside of school.
- All personal belongings (bags, valuables and medications) **must** be kept with you at all times or put away securely (a member of staff will help you with this).
- Mobile phones, personal cameras and recording devices **must** be locked away, out of the reach of children during school hours and **must never** be used to take photographs of pupils, whether in school or out on a school trip or other event.
- Dress appropriately for the professional workplace.
- Follow Harvills' non-negotiables, a copy will be shared at induction.
- If you are in doubt about anything, always ask the advice of a member of staff or a member of the Senior Leadership Team.

Many of the above standards are there not only for the protection of our children, but also for your own. A serious breach of any of the standards set out above might lead to a volunteer being removed and considered an unsuitable candidate for further voluntary / student placement involvement.

## 6. Supervision

All volunteers in school will receive induction from the Deputy Head Teacher, who manages volunteers and student placements in school. This and other related policies are shared, expectations and procedures are made clear and guidelines are given.

All volunteers work under the supervision of a teacher. Teachers retain ultimate responsibility for pupils at all times, including pupils' behaviour and the activity that they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out and the expected outcome of the activity. In the event of any query or problem regarding the pupil's understanding of the task, their behaviour or welfare, volunteers must seek advice / guidance from their designated supervisor.

## **7. Health and Safety**

The school has a Health and Safety Policy, which will be made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedure (e.g. fire alarm evacuation) and about any safety aspects associated with particular tasks (e.g. using equipment or accompanying pupils on visits).

Volunteers need to exercise due care and attention and relay any obvious hazards or concerns to their designated supervisor or other senior member of staff. Volunteers are covered by the school's Indemnity and Public Liability Insurance.

## **8. Complaints**

Any complaints made about a volunteer will be referred to the Headteacher or delegated to a senior member of staff for investigation. Any complaints made by a volunteer will be dealt with in the same way. The Headteacher, or designated member of staff, reserves the right to take the following action:

- To speak with the volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again
- Offer an alternative placement for the volunteer (e.g. helping with a different activity or in another class)
- Based upon the facts identified in the investigation, it may be necessary for the school to inform the volunteer that they are unable to continue using them
- The volunteer will be provided with a copy of Harvills Hawthorn Primary School's Complaints Policy and Procedures.

## **9. Equality, Diversity and Inclusion**

At Harvills Hawthorn Primary School we aim to ensure that no member of the school community experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; any disability they may have; their ethnicity, colour or national origin; their gender; their religion or beliefs.

We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences when devising and implementing school policies and procedures. Please see our Equality Policy on the school website for more information.

#### **10. General Data Protection Regulations (GDPR)**

Our school takes our data protection obligations very seriously. All members of our staff, visitors and volunteers have a key part to play in the safeguarding of personal data and the prevention of data breaches. Please see our GDPR Policy on the school website for more information.

#### **11. Monitoring and Evaluation**

This policy and guidance will be regularly reviewed by the Governing Body and updated in line with Harvills Hawthorn Primary School's Policy Schedule.

## 12. Appendix 1 – Volunteer Agreement

### **HARVILLS HAWTHORN PRIMARY SCHOOL CODE OF CONDUCT FOR ALL VOLUNTEERS – In addition to staff code of conduct**

#### **Introduction**

This Code of Conduct reflects relevant legislation, expectations and principles for employees, 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. However, all employees are covered by this code, and as such non-compliance or claimed ignorance of the code will result normally in disciplinary action being considered.

As a Volunteer of the school, you must:

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

- Attend your placement;
- Be punctual in time keeping;
- Be honest and trustworthy;
- Follow Health and Safety procedures;
- Take care of yourself, your colleagues and others whilst in school;
- Display commitment to the vision, mission and aims statements of the school, conducting yourself in a manner consistent with these statements at all times;
- Conduct your work in a co-operative manner;
- Obey reasonable management instructions (from members of the Senior Leadership Team, Middle Leadership Team and Class teacher), ensuring that at no time do you knowingly undermine the leadership, management, or smooth running 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;
- Undertake your duties and responsibilities effectively, efficiently and diligently;
- Show respect for all people within the school at all times – for children, their families, for colleagues, for the wider community, for employees from other agencies – 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 your own;



- Ensure that other commitments, for example part-time employment elsewhere, do not prejudice the capacity to volunteer;
- Maintain appropriate levels of confidentiality at all times;
- Follow appropriate lines of communication for concerns or complaints;
- Disclose as required on appointment, or at any time, any civil, criminal charges or convictions;
- Not misrepresent professional qualifications;
- Represent the school positively at all times;
- Dress in a manner that is appropriate to your role in the school (no jeans or trainers within school).

## **2. With Children**

- Remember that the social, emotional, physical, intellectual and moral welfare of the children is the prime purpose and first concern of our school;
- Behave with compassion and impartiality;
- Be sensitive in expressing criticism of children and avoid hurtful comments of a personal nature;
- 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;
- Ensure that reports are based on factual and objective information.

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

- Only discuss a child with a parent/carer with the express permission of the Headteacher or deputy Head Teacher.

## **4. With Colleagues**

- Exercise the duty of care to all colleagues – for their physical and emotional health and well-being;
- Acknowledge the various roles and responsibilities that colleagues have within school;
- Respect colleagues, particularly when making any assessments or observations of their work, making objective judgments, comments, observations or assessments at all times;
- Not denigrate a colleague in the presence of others;

## **5. With the Wider Community**

- Promote a good working relationship with the parents/carer, governors, and other representatives of the local community, in order to create a clear understanding by them of the vision, mission statement and aims of the school;

- Be aware of the involvement of the community in the life of the school and understand its unique social, economic and cultural position;
- Recognise the need of the community to use the school facilities, subject to the requirements of the school.

### **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 employment at this school or any activities which may bring the school into disrepute and/or may question your suitability to work with children.

I have read and understood the school's Code of Conduct for volunteers and staff and am aware of the possible consequences of breaching it.

Name \_\_\_\_\_

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

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