



HIGHGATE
PRIMARY ACADEMY
Astrea Academy Trust

INSPIRING BEYOND MEASURE

Policy and Agreement for Volunteers Working in School 2023-24

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Volunteer Policy

At Highgate Primary Academy we recognise that there can be situations in which volunteers can make an appropriate and significant contribution to the work and services of the school. The policy defines the term and sets out the principles, practices and procedures which will be followed in the appointment, management, and supervision of volunteers. The contribution of volunteers to the work of the school is especially valued and respected. Highgate Primary Academy believe that by providing opportunities for volunteers to work alongside complex needs children, the volunteer will gain a range of skills and work experience. They will develop confidence and motivation to try different things and benefit the community they serve. This policy sets out how Highgate Primary Academy intend to support its volunteers. **The school's volunteer policy is part of the school's safeguarding systems.**

Introduction

As a school, it is our aim to involve parents in their children's education and to develop and maintain links with the local community. To enrich the lives of the children in school, and to enable us to deliver the curriculum more effectively, we actively encourage the involvement of parents and volunteers from the community in the work of the school. Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The school, therefore, welcomes and encourages volunteers from the local community.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students
- Residents
- Friends of the school

The types of activities that volunteers engage in, on behalf of the school, include:

- Hearing pupils read.
- Working with small groups of pupils to assist them in their learning.
- Accompanying school visits.
- Working with small groups of children on projects.
- Working with individual children.
- Undertaking arts and craft activities with children.
- Supporting Highgate staff to run after school clubs.
- Working with children on the computer.
- School Clubs e.g., cooking club/ DT/ Cooking

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Becoming a Volunteer

- Anyone wishing to become a volunteer should contact the school office and speak to the School Office Team or a Senior Leader.
- The volunteer will/may need to fill in an application form.
- Volunteer's applications will be acknowledged by email.
- The number of volunteers/students will not impinge on the teaching and welfare of the children therefore, places maybe limited.
- If successful, applicants will be invited into school for an interview, pre interview checks will be conducted including an online presence check.
- Before starting in school and to always ensure the safety of our pupils, all volunteers/students will be required to complete a DBS check, (application form and provide two references in line with the most current KCSIE documents).
- The check takes approximately between one and two weeks to process.
- We are unable to have any volunteer or student in school unless they have been cleared by the DBS check and shown their certificate in school plus another form of photographic ID.
- Volunteers will be expected to attend an induction morning where they will be shown around the school and be given training in Safeguarding.
- A Risk Assessment may also be completed by the school if required.
- Induction by Leaders to school policies and documentation will be explained and direction to them given. These will include Safeguarding, Health and Safety, Behaviour Management, Equal Opportunities as well as any relevant curriculum policies.
- Volunteer records to be kept in a central place within the school by the SBM.

Selection of Volunteers

- The experience, qualities, skills and needs of any volunteer will be considered when deciding about the recruitment of a volunteer in school. N.B. There is no guarantee that a volunteer will be found an immediate placement or any placement at all within the school or elsewhere.
- The placement should be mutually beneficial to the school and volunteer.
- A meeting with a Senior Leader will take place with a view to agreeing a placement in order that the school and volunteer will have the opportunity to find out about each other and to agree a role, timetable, support, dress code etc. The Leader will outline relevant school policies at the meeting, in particular Safeguarding, Health and Safety, Equal Opportunities and Behaviour Policies as well as any relevant curriculum policies.
- Any placement may be terminated by the school at any time without notice if the principal deems this to be in the best interest of the school, pupils, or staff. Such termination need not involve any fault, shortcoming or wrongdoing attributed to the volunteer.

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Management of Volunteers

The school will ensure that:

- Volunteers are given suitable induction training at the beginning of their placement by the school Leaders.
- Regular supervision of the volunteer will be provided as appropriate to the task undertaken and the needs of the volunteer.
- The volunteer's role, including status with pupils, will be made clear.
- Volunteers will be given guidelines/training regarding Safeguarding issues/procedures, especially pupils disclosing possible abuse.
- Volunteers will be provided with a space for breaks and lunch if required, due to new safeguarding regulations, the staff room is for use by Highgate employees only.

Support to Volunteers

As a school, we value the work of volunteers in school and to demonstrate this we aim to:

- Show appreciation for the volunteer's work.
- Ensure volunteers have appropriate and up to date information that they need to do their work.
- Ensure they are introduced to staff and other volunteers and have access to a support network.

Confidentiality

- Volunteers will be told that information relating to pupils, parents and staff is confidential and volunteers will always maintain confidentiality. Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers may have about the pupils they work with/come into contact with should be voiced with the designated member of staff and NOT with the parents of the child/persons.
- Volunteers who are concerned about anything in the school which may affect their work, should raise the matter with the Head Teacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.
- Information about volunteers is also a matter of confidentiality and application forms and personal details must be kept securely and not divulged to others except on a need-to-know basis.

Health and Safety Policies

The school's policies including the Health and Safety Policy and Equal Rights Policy will be explained to the volunteers at the outset.

The school has a Health and Safety Policy, and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g., Fire Alarm Evacuation) and about any safety aspects associated with tasks (e.g., using D T equipment/accompanying pupils on visit).

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Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated member of staff/Head Teacher.

Volunteers are covered by Astrea Health and Safety Statement and Indemnity and Public Liability Insurance.

The Volunteer

The volunteer agrees to carry out all reasonable tasks assigned to him/her to the best of their ability and to generally promote the interests of the school and to abide by the terms and conditions set out in this policy and agreement.

Safeguarding

Astrea Academy Trust and this Academy are committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment. The Safeguarding Policy is expected to be followed always.

All volunteers/students have the responsibility to report any concern that they may have regarding Child Protection to the senior designated lead, Mrs Annette Rogers, The principal, or vice principal. It is not the role for the volunteer/student to investigate concerns.

Highgate Primary Academy Safeguarding Policy explains the guidelines and procedures to follow regarding any suspicions. A copy of this policy is available on request and on the website. All volunteers are required to complete the safeguarding training provided online. No-one is permitted to carry phones in school/ unless they have been given permission.

Child Protection

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

- All volunteers are given appropriate induction including all the necessary information about Safeguarding and Named Persons.
- All our regular volunteers must have been cleared by the Disclosure and Barring Service.
- Any concerns a volunteer has about safeguarding issues, should be referred to the designated member of staff or Principal.

Issues affecting adults in school.

All adults in our school can expect their personal and health issues to remain confidential unless:

- It impinges on their terms of contract.
- It endangers pupils or other members of staff.
- There is a legal obligation to disclose such information.
- It is necessary for legal proceedings.

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- Despite the duty of confidence, the staff member's interest or the wider public interest justifies disclosure.

Volunteers/students who are concerned about anything another adult in the school does or says should raise the matter with the Vice Principal or Principal.

Supervision

All volunteers work under the supervision of a teacher or full-time member of staff. Teachers always retain ultimate responsibility for pupils, including the pupil's behaviour and the activity they are undertaking.

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

Complaints Procedure

Any complaints made about a volunteer will be referred to the Head Teacher or appropriate senior member of staff for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Head Teacher or designated member of staff 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. Based upon the facts identified in the investigation, it may be necessary for the school to inform the volunteer that the school no longer wishes to use them.
- Provide the volunteer with a copy of the school's full Complaints Procedure

Equal Opportunities

Highgate Primary Academy recognises that the activity of volunteering can provide an individual with experience and opportunities for self and career development. In accordance with School's Equal opportunity Policy, volunteer/student placements will therefore be open to individuals irrespective of race, gender, disability, sexuality, age, or marital status. Where a prospective volunteer/student demonstrates hostility to, or a clear lack of support for equal opportunities, she/he will be deemed automatically unsuitable for a volunteer position. All volunteers/students are required to make a commitment to this policy. A copy can be given on request.

Internet Use Code of Conduct

This code exists to safeguard and promote the proper use of the school's internet and email facilities. Volunteers/students are responsible for using these facilities in an efficient,

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effective, ethical, and lawful manner. Use of the internet and emails may be monitored at any time for legitimate business reasons.

Absence

Volunteers/students are expected to telephone and inform school, prior to their start time, so appropriate arrangements can be made if any cover is required.

Working Hours

The hours of volunteer/student work will be discussed and mutually agreed between the volunteer and the school. The volunteer/student must be committed and adhere to the voluntary placement and allocated working hours. Please remember to sign in and out. Upon signing in you will be issued with a volunteer's lanyard which you should always wear whilst on the school site. Fire evacuation procedures can be found in the induction pack and a map indicating the safe route of exit in the event of a fire alarm can be found in each classroom; please make yourself familiar with these.

- There is no smoking allowed anywhere on the school site.
- Do not use your mobile phones whilst in the vicinity of children.
- Do not under any circumstances take photographs in school unless agreed with the principal.

We value having volunteers helping in our school and we want you to feel successful and valued. Please never hesitate to ask if you are not sure about something – or for advice if you feel something you are doing is not working well. We'll do whatever we can to ensure your time with us is rewarding.

Volunteer Code of Conduct

At Highgate volunteers, everyone is expected to conform to high standards of behaviour and conduct whilst carrying out their duties.

Highgate Primary Academy expects that volunteers/students will:

- Respect other volunteers, students, staff, and children and make them feel welcomed and valued.
- Be sensitive towards others.
- Be approachable and pleasant.
- Dress and behave in a manner which promotes healthy and safe working practices.
- Maintain the confidentiality of personal information at all times.
- All volunteers/students should be aware how their behaviour can affect both colleagues and children.
- Everyone has the responsibility to avoid becoming involved in situations that could bring the school into disrepute.

Monitoring and Review

This policy will be regularly reviewed by the TMB and updated when necessary.



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Appendices:

Appendix 1. Application Form.

Appendix 2. Risk Assessment for Volunteers.

Appendix 3. DBS information.

Appendix 1: HPA Volunteer Application Form

Full Name:	Home Tel no:
	Mobile:
Email address: (Please print)	
Your connection with the school: (parent/grandparent/relative/neighbour/none)	
Name of child(ren)	Class(es)

Weekly volunteering											
Please note that all volunteers working in the school on a regular basis will need a DBS certificate*. This is organised and paid for by the school and will require you to complete an online form and bring in proof of ID.											
Your availability: (Please circle all the times which you are available)	Preferred hours: (Eg, full day, half day, 3 – 3.30)										
<table border="0"> <tr> <td>Mon</td> <td>Tues</td> <td>Weds</td> <td>Thurs</td> <td>Fri</td> </tr> <tr> <td>AM/PM</td> <td>AM/PM</td> <td>AM/PM</td> <td>AM/PM</td> <td>AM/PM</td> </tr> </table>	Mon	Tues	Weds	Thurs	Fri	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	
Mon	Tues	Weds	Thurs	Fri							
AM/PM	AM/PM	AM/PM	AM/PM	AM/PM							
What kind of support would you be willing to give? (Eg an afternoon hearing 1:1 readers/ admin time to support a class teacher/ maths games with a small group of children/Early Years support/In class support)											
Do you have a preferred age range you would like to volunteer with? (Please note that regular volunteers will not be placed in a year group where they have a child)											
<table border="0"> <tr> <td>Early Years</td> <td>Key Stage One</td> <td>Key Stage Two</td> <td>Don't mind</td> </tr> </table>		Early Years	Key Stage One	Key Stage Two	Don't mind						
Early Years	Key Stage One	Key Stage Two	Don't mind								

Please tell us about any relevant skills, training, qualifications, previous volunteering experience or relevant employment:

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Volunteer Reserves				
Please note that all volunteers working with children/in school occasionally will need to be List 99 checked** – you may have already completed this as part of your child's initial enrolment paperwork.				
Your availability: (Please circle all the times which you are available)				
Mon AM/PM	Tues AM/PM	Weds AM/PM	Thurs AM/PM	Fri AM/PM
What kind of support would you be willing to give? (Please tick all that apply)				
<input type="checkbox"/> Accompanying different classes on trips when they are struggling to find enough parent helpers.				
<input type="checkbox"/> Taking down a display and putting up new backing paper/mounting work.				
<input type="checkbox"/> Helping with one off admin tasks (such as sorting new reading books)				

Please provide Names and details of two referees:

1. Referee Name: Position: Contact details: Email: Telephone	2. Referee Name: Position: Contact details: Email: Telephone
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Please return this form to the school office:

* DBS clearance (Disclosure and Barring Service), allows organisations to gain access to criminal records in order to safeguard children and vulnerable adults from individuals who may be unsuitable. Schools are designated 'regulated activity providers' and it is a legal requirement that adults in regular contact with the children are subject to an enhanced DBS check. This will disclose to the school any offences on your record, even if they have been spent. Depending on the nature and timing of the offence, this may not necessarily prevent you from working in school.

** List 99 is a list of people who are barred from working with children by the Department of Education. The List is maintained by the Children's Safeguards Unit (part of the Department of Education) and contains the names, aliases, dates of birth and national insurance numbers of all those forbidden to work with children in schools, social work and voluntary settings. Some offences are automatically included – most obviously offences against children, but the List can also include other offences such as convictions for violence, theft of school property, abuse of trust in a professional setting and helping students to cheat in exams. Inclusion on the List would prevent you from working in schools in any capacity.

Appendix 2. Risk Assessment for Volunteers.

Risk Assessment for Volunteers

This risk assessment should be completed when considering whether a person working as a volunteer at the school should be asked to apply for an enhanced DBS certificate.

Name of Person

Is the volunteer in 'Regulated' Activity? Yes No

If 'yes', an enhanced DBS with Barred list check is required.

Is the volunteer not in 'Regulated' Activity? Yes No

If 'no', an enhanced DBS without a Barred list check *may* be obtained

Areas to consider

What is the age group of the pupils that the volunteer will work with?	
Are these pupils regarded as particularly vulnerable?	
How frequently will the volunteer be in school?	
What is the connection of the volunteer to the school?	
What motivates the volunteer to want to work in the school?	
Is the volunteer in paid employment or do they work in a voluntary capacity elsewhere with children?	
Can the volunteer provide at least one reference from someone other than a family member, including a senior person at the employment or voluntary service named above?	

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What information does the school already know about the person?	
Has the person's identity been verified?	
Is the person signed up to the DBS Update Service?	
Has a check been completed on the DBS Update Service?	
Is the person aware of any reason why they should not volunteer to work with children?	
Is the school aware of any reason that the person should not work with children?	

Decision

- High Risk** – the person has no previous connection with the school AND can not provide references from elsewhere.
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school should consider whether the person's uncorroborated background would raise an unacceptable risk.
- Medium Risk** – The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable.
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so, as no enhanced DBS has been seen.
- Low Risk** – The person is signed up to the DBS Update Service and the checks reveal no negative information OR The person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references OR the school knows the person well (eg. may be a former employee)
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, unless the person uses the DBS Update service, the school may decide to obtain a new enhanced DBS.

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Decision

- Application for enhanced DBS check is not needed. State reason(s) below:

- Application for an enhanced DBS check is needed. State reason(s) below:

- Application for an enhanced DBS check and a Barred List check is needed because the person is in Regulated Activity

Headteacher (Print Name)

Headteacher (Signature).....

Date

Chair of Governors (Print Name)

Chair of Governors (Signature).....

Date

Appendix 3. DBS information.

<https://www.gov.uk/government/publications/disclosure-application-process-for-volunteers/disclosure-application-process-for-volunteers>