



## **White Ash Primary School Volunteer Policy**

At White Ash 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.

At White Ash we 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 White Ash intends to support its volunteers.

### **Our volunteers include:**

- Members of the governing body
- Parents
- Members of the local community
- Those seeking some experience as a route to a change of career

### **Becoming a volunteer**

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should read the information on the school website and complete the online volunteering application form. If successful, applicants will be invited in to school for an interview. At least one person on the interview panel will have completed safer recruitment training.

Before starting in school and to ensure the safety of our pupils at all times, all volunteers will be required to complete a DBS (Disclosure and Barring Service) check. This will be arranged with the School Office. We are unable to have any volunteer in school unless they have been cleared by the Disclosure and Barring Service and shown their certificate and ID in school. A start date and induction will then be confirmed in advance of the placement.

### **Induction**

Volunteers will receive a full induction on their first day in school by the Assistant Headteacher/ Volunteer Co-Ordinator, Michelle Forrest. This will include all aspects of Health and Safety and policies and procedures related to professionalism.

Emergency contact details for the volunteer will be requested. This information is confidential and will be kept in a file in the Assistant Headteacher's office.

## **Confidentiality**

White Ash has a confidentiality policy. All volunteers will be asked to sign a confidentiality agreement and follow its principles.

Volunteers may have access to personal information about some individuals, or other information which may be confidential. White Ash needs to be able to trust its volunteers with such information. Volunteers who break this confidentiality will be asked to leave. Any concerns that volunteers have about the children they work with/ come into contact with should be shared with the Head, Deputy or Assistant Head teacher and not with any persons outside school.

## **Safeguarding**

All volunteers have the responsibility to report any concern that they may have regarding Child Protection to the Designated Senior Lead, currently the Headteacher Sarah Holt, or back up DSL's which include Deputy Headteacher Angela Hill, Assistant Headteacher Michelle Forrest, Home School Liaison Catherine Swindlehurst and Class Teacher Keara Rothwell. It is not the role for the volunteer to investigate concerns.

The Safeguarding and Child Protection procedures at White Ash will be explained as part of the induction process. Each volunteer will be provided with a copy of the school Safeguarding and Child Protection Policy, along with the Keeping Children Safe in Education (Sept 2024) Part 1. They are expected to read this Policy and guidance and sign to confirm this.

## **Supervision**

All volunteers work under the supervision of the teacher and teaching assistants in the class they are assigned. A volunteer is not a member of staff and therefore cannot be considered so in terms of supervision. There must always be another member of staff present when the volunteer is carrying out their duties.

## **Health and Safety**

The Health and Safety procedures at White Ash will be explained as part of the induction process. Each volunteer will be provided with a copy of the school Health and Safety policy to read on their first day in school.

The volunteer coordinator should ensure that individuals are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends an educational visit, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher, Deputy Head teacher or Head Teacher.

## **Equal Opportunities**

White Ash recognises that the activity of volunteering can provide an individual with experience and opportunities for self and career development. In accordance with School's Single Equalities Policy, volunteer placements will therefore be open to

individuals irrespective of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Where a prospective volunteer 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 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 are responsible for using these facilities in an efficient, effective, ethical and lawful manner. Use of the internet and emails may be monitored at any time for legitimate business reasons.

### **Absence**

Volunteers 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 work will be discussed and mutually agreed between the volunteer and the co-ordinator, currently the Assistant Headteacher, Michelle Forrest. The volunteer 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 wear at all times whilst on the school site. Fire evacuation procedures 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 or perimeter
- 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 Head Teacher.

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**

As White Ash volunteers, everyone is expected to conform to high standards of behaviour and conduct whilst carrying out their duties.

We expect that volunteers 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 (see Dress Code Policy)
- Maintain the confidentiality of personal information at all times.

All volunteers 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.

### **Complaints Procedure**

Any complaints made about a volunteer or by a volunteer will be referred to the Head Teacher/ Assistant Head teacher for investigation.

This policy will be reviewed annually or in the light of new guidance from either the DfE or the LA.

### **Evaluation**

To be monitored by the leadership team under careful scrutiny of the Headteacher. The policy will be supported by the Staff Code of Conduct Policy, LCC Statement of Ethical Standards, Guidance for Safer Working Practice, Confidentiality Policy, Safeguarding and Child Protection Policy, Health and Safety Policy and the school Professionalism document.

Autumn 2024