



Anchorsholme Academy Volunteer Policy



Adopted by Governors/HT: HT
Review period: 3 Years
Last review date: December 2020
Person responsible for policy: Miss E Jowett &
Mrs A Hylton

Statement of Intent

At Anchorsholme Academy, we recognise and value the effort taken by parents and other volunteers who contribute towards our academy. We appreciate the positive impact that they have on pupils' learning. We encourage their assistance and acknowledge that many academy activities and processes would be at risk if it were not for their help. As a result, we want to make sure that their time spent in our academy is productive and enjoyable.

The development of any volunteer, whether for one day or for a number of sessions over a longer period, must take into account the needs of pupils and the staff to whom they are assigned. We have a duty to ensure that the welfare of pupils is promoted and that they are safeguarded from harm.

Whilst being of benefit and a positive addition to the academy community, there are also times when volunteers may not be required. These include, but are not limited to, the following:

- Period of significant change;
- Not meeting the needs of the academy;
- At the discretion of the Headteacher.

The Headteacher also has the right to inform any volunteer that their services are no longer needed, either on a temporary basis or permanently. Again, this is at the discretion of the Headteacher.

This policy sets out the practices and procedures which will be followed when appointing, managing and supervising volunteers, as well as a Code of Conduct which all volunteers are required to comply with.

Aims

- To provide parents/staff and volunteers with clear expectations, induction and guidelines for working in school.
- To encourage the wider community to engage with pupils' learning, to offer new opportunities and to promote community cohesion.

Who are volunteers?

- Parents or other adults working alongside teaching and non-teaching staff to support pupils.
- For the purpose of this policy, a volunteer will be engaging in 'regulated activity' if they work unsupervised when teaching or looking after children regularly, or provide pastoral care on a one-off basis.

How do volunteers support the academy?

- Supporting individuals or groups of children within classrooms;
- Hearing pupils read;
- Helping with resource preparation and management;
- Helping with supervision of children on school trips; and
- Helping with art and other practical activities.

Safeguarding Checks (DBS)

For the safety of our pupils, volunteers who may be required to carry out activities unsupervised are required to submit a Disclosure & Barring Service form (DBS) and provide relevant references and ID to the academy; the information and supporting documents is also sent to the Local Authority for clearance. It is worth noting that the academy may decide to conduct a repeat DBS check on any volunteer of whom they hold concerns about.

Anchorsholme Academy Volunteer Policy

Volunteers who will carry out activities with consistent supervision may not be required to submit a Disclosure & Barring Service form (DBS) and provide relevant references and ID to the academy. In this circumstance, the academy will ensure that:

- There is supervision by an individual who is in regulated activity;
- The supervision is regular and day-to-day; and
- The supervision is reasonable enough within the circumstances to ensure the protection of the pupils.

When determining what supervision is reasonable so that the volunteer would not be in regulated activity, the academy will take the following factors into consideration:

- The ages of the pupils, including whether there is a large gap in their ages;
- The number of pupils that the individual is working with;
- Whether or not there are other staff members present during the activity;
- The nature of the volunteer's work and the opportunity for contact with pupils;
- How vulnerable the pupils are; and
- How many staff members would be supervised by each member of supervising staff.

Volunteers will be made aware of the academy's Designated Safeguarding Lead (DSL), Mrs Tina Foster and will report any disclosure made by a child to the DSL. In the absence of the DSL, reports must be made to Mrs Jane Carter or Mr Graeme Dow.

Volunteers will be provided with safeguarding information using a proportional, risk-based approach.

The academy wants to ensure that activities are planned properly and safely, and that volunteers are informed of these plans. We strive to ensure that volunteers have access to a member of academy staff – typically Mrs Amy Hylton, Volunteer Coordinator – should they wish to discuss difficulties or report on issues that may arise.

School Regulations

All volunteers will be required to complete an induction process, either with the Office Manager or the Volunteer Coordinator. As part of the induction process, volunteers will be required to make themselves familiar with academy policies which include, but are not limited to, the following:

- Induction
- Staff Behaviour
- Pupil Behaviour
- Code of Conduct
- Child Protection
- E-Safety
- Fire Safety
- Fob Signing In/Out Agreement
- Health and Safety
- Keeping Children Safe in Education
- Safeguarding

In order for staff, parents and children to be confident about the role of the volunteer, volunteers must sign a Volunteer Protocol regarding confidentiality and conduct; a copy of the signed document will be kept in the school office. In the protocol is not adhered to at any time or in any way, it may be deemed necessary to cease any future involvement and the academy reserves the right to terminate volunteer placements. (Please see Appendix 1 – Volunteer Protocol).

Volunteers will ensure they are familiar with emergency procedures and of any health and safety aspects relating to the activity they will be undertaking. In addition, any volunteer that notices a potential hazard which may put another individual at a risk of harm, will report this immediately to the Office Manager or Site Supervisor.

Anchorsholme Academy Volunteer Policy

All volunteers will be required to behave in an ethical and respectful manner with regards to email and internet use, and will be expected to follow the processes outlined in the E-Safety policy. Volunteers will have restricted access to the academy network and will be instructed on ensuring appropriate use. No volunteers are permitted to make contact with pupils via social media or email, or arrange to meet pupils outside of the academy.

It is academy policy to ensure that parent volunteers do not support in their own child's classroom, as this can be upsetting for the child and others in the class. Volunteers will be asked to state a preference for age range and the academy will try to accommodate that preference. However, it is worth noting that volunteers will usually be asked to support in classes where there is the greatest need.

Security

All staff, visitors and volunteers are required to be identified and located at all times whilst in school. For this reason, the following process for volunteers will be adhered to:

- Report to the office on arrival at school and sign in on the electronic signing in/out screen, Inventry. A badge will be printed and must be worn inside the plastic wallet on a black (for volunteers with DBS clearance) or red (for volunteers without DBS clearance) VISITOR lanyard at all times whilst on school premises.
- Volunteers must sign in and out each time they exit and enter the building; there are no exceptions to this process.
- A designated member of staff – typically the Office Manager or Volunteer Coordinator – will be aware of where volunteers are working. Any change of location/class must be communicated to the designated member of staff immediately.

Volunteers are required to inform the office by 08:30am if they are unable to attend at the agreed time; they should do this by calling 01253 855215. Failure to inform the office on more than one instance may result in the volunteer being unable to attend the academy on any further occasions. If a volunteer is unwell whilst in school or is called away in the event of an emergency, they must inform the class teacher and the Office Manager before signing out of the building.

Confidentiality

As a school, we are in a position of trust. Parents trust that their children are safe in school and that their welfare and progress is treated with complete confidentiality. It is essential that volunteers respect confidentiality and follow the academy's protocol. There are many things which must be kept completely confidential which include, but are not limited to, pupil progress and attainment, medical needs and personal issues which may impact on progress or behaviour in school.

Volunteers are not permitted to discuss any confidential information regarding a pupil or a member of staff, with any other individual at the academy. There may be instances where a volunteer is required to pass information to a member of staff, such as if they notice a pupil being bullied or subjected to harm.

Volunteers should refer any parent who asks about a child in school to the class teacher in all instances and should not try to inform them themselves.

Any volunteer who breaches confidentiality will be asked to leave the premises and will not be able to return to undertake any further activity.

Allegations of Abuse

Anchorsholme Academy Volunteer Policy

Any allegations of abuse, whereby a member of staff/placement student/volunteer etc. is accused of abusing a pupil or another member of staff, will be reported to the Headteacher.

Any allegations of abuse, whereby the Headteacher is accused of abusing a pupil or another member of staff, will be reported to the Chair of Governors.

Clear comprehensive records of allegations are kept by the academy, even if disciplinary action is not taken or proven.

Confidentiality is maintained whenever an allegation is made, however, there may be a need to share information with relevant agencies on a need-to-know basis.

Covid-19 Protocols

All volunteers working in school during the Covid-19 pandemic, must adhere to the strict measures outlined in the risk assessment (a copy of which can be requested from the office). These will be outlined and shared with you during your induction and the class teacher will provide reminders.

Anchorsholme Academy
Volunteer Policy

Appendix 1
Anchorsholme Academy
Volunteer Protocol

Please read and sign the document below to confirm your agreement with the school's expectations as a volunteer:

ANCHORSHOLME ACADEMY

We promise to:

- Share relevant policies with volunteers as part of the induction process;
- Train volunteers in any skill needed to carry out tasks required of them;
- Explain tasks carefully and ensure understanding;
- Ensure that children you work with behave well;
- Share relevant information about the children with volunteers, as appropriate, when said information is required to carry out a task; and
- Where appropriate, treat anything a volunteers tells us with confidentiality.

We promise never to:

- Expect volunteers to deal with difficult or challenging pupil behaviour; and
- Ask volunteers to carry out a task that is beyond their duty, or without explaining and ensuring understanding beforehand.

Signed _____ **Print Name:** _____ **Date:** _____

THE VOLUNTEER

I promise to:

- If required, complete the DBS form and provide any additional information/identification prior to clearance;
- Follow the academy's security procedures;
- Read and sign to confirm I have read the relevant policies provided to me during induction;
- Adhere to said policies;
- Respect the guidance of the teaching and classroom support at all times;
- Respect confidentiality; and
- Inform the office of my absence by 08:30am and inform the Office Manager/Class Teacher if I need to leave whilst in school.

I promise never to:

- Look at to/or compare any child's work, books, records or staff notes;
- Share any information about a child or member of staff with anyone other than relevant school staff or governors; and
- Speak ill of any child, parent, member of staff or the Academy, privately or publicly.

Signed _____ **Print Name:** _____ **Date:** _____