# **BOLD FUTURES**



## Bold Future Federation VOLUNTEERS POLICY

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### Volunteers Policy

### POLICY CHANGE HISTORY

Version	Date	Status	Policy Owner	Governor Approval	Comment
1.0	June 20	Approved	MC	SK	New Policy
2.0	April	Approved	CL	RJ	Changed extensively - in-line with updated procedures
2.1	July 2025	Approved	AW	RJ	Updated for federation

### Volunteers Policy

### **Introduction**

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

Our volunteers include:

- · Members of the Governing Body
- · Parents/carers
- Students on work experience
- University students
- · Ex-members of staff
- · Local residents
- · Friends of the school

The types of activities that volunteers are engaged in include:

- Hearing children read
- · Working with small groups of children
- Working alongside individual children
- · Accompanying school visits
- · Photocopying and laminating
- · Preparing resources

### 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. hearing children read, should register their interest with the School Office.

Volunteers should complete the Volunteer Application Form available from the school office, including their contact details, types of activities they would like to help with, and the times they are available to help.

Before starting to help in school, volunteers must attend a brief interview with at least two members of school staff, at least one being from the Senior Leadership Team who has attended Safer Recruitment training.

If successful at interview, volunteers are then required to undertake relevant checks and training, including a safeguarding induction which will include reading specified safeguarding documents and policies. This will support all volunteers in their role in school. Volunteers are then required to complete the Volunteer Agreement (Appendix 1) which also details what training has been delivered/received.

It will be necessary for all volunteers to complete a Disclosure and Barring Service (DBS) Application if they will be working unsupervised and will be undertaking Regulated Activity; it might also be necessary to be subject to a Child's Barred List check.

All adults who work in our schools, whether a paid member of staff or a volunteer are expected to work and behave in such a way to actively promote our school and our educational purpose as identified below:

- To make a positive difference to the lives of the families we serve
- To teach a broad, balanced and rich curriculum which excites the interests all children, meeting their present and future needs
- To develop positives attitudes through the Growth Mindset, focusing on resilience, aspiration and integrity
- To value all children equally whatever their stage of development and to offer experiences which give them the maximum sense of success
- To afford all children equality of opportunity and not allow them to be discriminated against on the grounds of class, gender, colour, religion or disability
- To provide a partnership between school, parent/carers and the wider community, each having contributions to make to the development of others.

### Confidentiality

Volunteers in school are bound by a strict code of confidentiality. Any concerns that a volunteer has about the children they work with or come into contact with should be voiced with the class teacher/Designated Safeguarding Lead (DSL) and using the school's specified safeguarding recording and reporting processes. Volunteers must not discuss issues with the parent/carer of the child, any persons outside of the school or the child themselves.

Comments about a child's behaviour or learning can be highly sensitive, and if taken out of context can cause distress to the parents/carers of the child if they hear about such issues through a third party rather than directly from school. Volunteers who are concerned about anything another adult in school says or does are expected to raise the matter with the headteacher (or a deputy/assistant headteacher only if the headteacher is unavailable).

### Supervision

All volunteers work under the supervision of the class teacher of the class to which they are assigned. Teachers retain the responsibility for all 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 the activity is to be carried out, including the skills being focused on and the expected outcome. Volunteers are encouraged to seek further advice/guidance from the teacher in the event of any query/problem regarding the child's understanding of the task or behaviour.

### Health and Safety

Each school has a Health and Safety Policy and this is made available to volunteers prior to starting their volunteering. Volunteers are required to read this policy, including the emergency procedures (e.g. Fire Evacuation Procedures etc.) and safety aspects associated with a particular task e.g. use of school equipment/accompanying children on school visits etc.). Volunteers need to exercise due care and attention and report any hazards or concerns to the class teacher/school business manager without delay.

### Safeguarding and Child Protection

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

- All volunteers must complete an application form (found in the school office)
- All volunteers must read the safeguarding briefing sheet (Appendix 2)
- Volunteers then attend a brief interview with two members of school staff, at least 1 being from the Senior Leadership Team (SLT) and who has had Safer Recruitment training
- All volunteers that are supporting in school regularly or could be left unsupervised with children must complete a DBS check and, if necessary, a Children's Barred List check if the volunteer will be working unsupervised (in Regulated Activity) at any stage

All regular volunteers are then required to undertake training that includes:

- Child Protection Policy and Procedures (Visitors Version)
- Whistleblowing Procedures
- Keeping Children Safe in Education 2025 part 1, Annex A and section 5
- Staff and Volunteer Behaviour (Code of Conduct) Policy
- Health and Safety/Evacuation Procedures
- Children's Behaviour Policy

Where a volunteer is engaged in a "one-off" activity, it may not be necessary to undertake a DBS check (e.g. for activities such as one-off school trips). These volunteers (who are under constant supervision from school staff) must read and sign our Off-Site agreement, if an off-site activity (Appendix 1) and the safeguarding briefing sheet (Appendix 2).

In common with paid members of staff, volunteers are required not to use their mobile phone in school for any reason. However, we also recognise that a call may need to be taken in an emergency. Volunteers are asked to inform potential callers that they are working in school and can be contacted in an emergency via the school's landline. In this case, we ask that volunteers return children to the classroom and let the class teacher know that you have an incoming call that you must take. Volunteers will then be asked to move to a designated office space away from children to take their call.

We ask that all volunteers lock their personal belongings, including their mobile phones, in a secure locker in the staffroom.

### Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher for investigation.

Any complaints made by a volunteer will be dealt with in the same way. The Headteacher 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

### <u>Appendix 1</u> <u>Example Agreement</u>



### Talavera Junior Schools Off-Site Visits Agreement

School trips are an integral part of learning at our school, and afford many children opportunities which are outside their usual experiences. Thank you for coming forward as a volunteer helper; you will have an important role to play in the success and safety of this school trip. Please read and return this appendix, and sign and return the Volunteer Agreement (Appendix 2). This is part of our school's risk assessment planning and safeguarding arrangements.

### Role of the Volunteer Helper:

- To be responsible and look after, in equal measure, all of the children in your group;
- To stay with your allocated group of children, ensuring that their wellbeing and safety is maintained for the total duration of the school trip;
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip;
- To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour.

### School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct line management of school staff:
- · Show a commitment to their group and an interest in the focus of the visit;
- · Assist children in their learning by helping them to read signs/labels/information;

- · Ask questions that encourage children to think about the task;
- · Help to explain areas of interest;
- · Follow guidance from school staff.

### What is not permitted whilst volunteering:

- · Bringing additional siblings on the school trip;
- · Re-organising school visit groups;
- Undertaking volunteer duties under the influence of alcohol, illegal substances or prescribed/over the counter medication if the latter is likely to impair the volunteer's capacity to supervise and respond to children safely and appropriately
- · Smoking, drinking alcohol, chewing gum or engaging in any illegal practices;
- · Taking photographs of children;
- · Using personally owned mobile phones, except in the case of an emergency;
- Giving/buying their groups treats e.g. ice-creams, biscuits, sweets, gifts, either before, during or after the school trip;
- Not adhering to the direction given by the trip leader/class teacher;
- Discussing incidents involving behaviour etc with parents of the children involved.

#### First Aid

You will be informed if any child in your group has medical needs. If medicine needs to be administered, this will be done by a member of staff unless it is your child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid boxes will be carried by staff.

### **Emergencies**

You are expected to inform a member of staff as soon as possible in the case of an emergency. If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

### **REMEMBER:**

- In an emergency your first concern must be the safety and security of all the children in your charge.
- NEVER leave your group unattended to see to an individual child.
- $\cdot$  GET HELP immediately and do all you can to inform the Trip Leader /Class Teacher or Headteacher.
- If you have any concerns regarding a child in your care or any elements of the visit you must always address these to the person leading the visit or the Headteacher. It is never appropriate for parent helpers to speak to a parent of a child directly; this must always be dealt with by the school.

For the visit to	on	I have
read the volunteer policy.		

I agree to the terms and conditions as stated in the policy.

I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

I will treat any information I may hear about children as confidential and will not discuss it inside or outside of school.

Name:	 	 
Signed:		
Date:		
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### <u>Appendix 2</u> <u>Example</u>



### Briefing sheet for volunteers, temporary and supply staff

While working in Talavera Junior School, you have a duty of care towards the children/pupils/students here. This means that at all times you should act in a way that is consistent with their safety and welfare.

In addition, if at any time you have a concern about a child or young person, particularly if you think they may be at risk of abuse or neglect. It is your responsibility to share any concerns with the school Designated Safeguarding Lead team.

This is not an exhaustive list but you may have become concerned as a result of:

- Observing a physical injury, which you think may have been non-accidental.
- Observing something in the appearance of a child or young person which suggests they are not being sufficiently well cared for.
- Observing behaviour that leads you to be concerned about a child or young person.
- A child or young person telling you that they have been subjected to some form of abuse.

In any of the circumstances listed here, you must write down what you saw or heard, date and sign your account, and give it to a DSL as soon as possible and no longer than 24 hours later. This may be the beginning of a legal process – it is important to understand that legal action against a perpetrator can be seriously damaged by any suggestion that the child has been led in any way.

If a child talks to you about abuse, you should follow these guidelines:

- Rather than directly questioning the child, just listen and be supportive.
- Never stop a child who is freely recalling significant events, but don't push the child to tell you more than they wish.
- Make it clear that you may need to pass on information to staff in other
  agencies who may be able to help do not promise confidentiality. You are
  obliged to share any information relating to abuse or neglect.
- Write an account of the conversation immediately, as close to verbatim as
  possible. Put the date and timings on it, and mention anyone else who was
  present. Then sign it and give your record to the DSL who will contact Children's
  Social Care if appropriate.

The school has a policy on safeguarding children and young people which you can find, together with the local procedures to be followed by all staff, in the front office.

Remember: if you have a concern, report it to the DSL.