

Mount Pleasant Junior School

Policy Document



Policy for:	Volunteers
Overarching areas:	Safer Recruitment Safe Guarding Child Protection Health and Safety
Date ratified:	22 March 2023
Date of review:	22 March 2024

Our School Vision

Mount Pleasant Junior School aims to be a learning hub for the community. We aim to give our children the very best life chances through ensuring:

- That children develop an understanding of what learning means and how they can learn things for themselves, so that they will be equipped for lifelong learning.
- They have the core skills and knowledge necessary to access secondary education successfully.
- Their families are engaged in the learning process and are involved in community learning opportunities.
- That the children experience a broad curriculum.
- That learning is high quality through regular evaluation and through implementing research led changes into pedagogy.

Our expectations are high and our pupils match these in their excellent attitudes and behaviours for learning. Pupils and parents are rightly proud of the way in which children conduct themselves and enjoy coming to school.

All adults who work in our school, whether as a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our school vision.

Introduction

For the purposes of this policy the term volunteers can also include those on work experience or anyone who would be considered needing to complete an induction to ensure their own and others safety on site.

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

Our volunteers can include:

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

The types of activities that volunteers are engaged in under supervision can include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children in the classroom
- Undertaking art and craft activities with children
- Working with children on the computers
- Accompanying school visits

Becoming a volunteer

Volunteers will be advised that completion of the legal requirements / application process can vary but may take up to 2 months.

Anyone wishing to become a volunteer should go to the school office and request a Volunteer Application form.

Volunteers will be required to complete the Volunteer Application form (Appendix 1) which includes their contact details, type of activities they would like to help with, and the times they are available to help. A DBS application MUST be completed (or evidenced if placement is through a college or university).

Where a volunteer is engaged in a “one-off” (normally a parent) activity e.g. a class trip, no formal checks are carried out on these volunteers. However, these volunteers will be under the constant supervision of school staff and must sign the Off Sites Visits Agreement (Appendix 4) as part of the school’s risk assessment procedures.

Please Note:

STUDENT applicants are expected to provide evidence of a recent DBS check through a college / University.

Prior to placement volunteers / students will be required to attend a short informal interview / induction session with the Head of School or delegated person. This induction will be an opportunity for volunteers to raise any questions they may have and will also provide a further opportunity for the volunteer coordinator to confirm the clear guidelines set out in this policy and the schools expectations.

Before starting to help in school, volunteers should complete the Volunteer Confidentiality Contract (Appendix 2), which sets out the school’s expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

Volunteers should have clear guidance from the teacher as to how an activity is carried out/ what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the teacher in the event of any query / problem regarding children’s understanding of a task or behaviour.

All volunteers will be reviewed at least termly.

Volunteer Procedures

Volunteers are expected to sign in and out each time they are on the school premises, using the school’s electronic signing in system, and wear the printed ID badge at all times whilst on site.

If a volunteer is unable to come to school for some reason then he/she is expected to call the school office by 8.30 am or, if volunteering in the afternoon, by 1.00 pm.

If a pattern of non-attendance emerges then the Head of School or there delegated person will meet with the volunteer to discuss the reasons for absence. Attendance will be monitored and if the pattern continues then the school will terminate the placement.

Volunteer Dress Code

At Mount Pleasant we expect staff and volunteers to present themselves professionally and for parents and visitors to perceive them in this way. Generally, clothes should be smart, casual smart clothes are permissible. Clothes should be suitable for day wear and not overly decorative. Skirts should be knee length. Jeans are not acceptable.

In warmer weather looser, cooler clothing may well be desirable; however, clothing should not be revealing and should promote a positive and professional image. All of the above is equally applicable to both male and female members of staff. Footwear should be smart, safe, in good condition and suitable for the individual's daily activities. Please ensure footwear is robust for safety reasons.

Jewellery is up to the individual’s discretion but should be safe and appropriate for the activity in which the member of staff is engaged.

Confidentiality

Volunteers in school are bound by a confidentiality contract (Appendix 2). Any concerns that volunteers have about the children they work with / come into contact with should be voiced with the class teacher and not with the parents of the child / persons outside school. Comments regarding children’s behaviour or learning can be highly

sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with a Designated Safeguarding Lead.

Health & Safety

The school has a Health & Safety Policy and this is provided to volunteers working in the school. Volunteers will be made aware of emergency procedures (e.g. fire alarm evacuation – displayed in each room). The class teacher will make volunteers aware about any safety aspects associated with a particular task (e.g. using DT equipment / PE lessons / accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Business Manager or Site Manager.

Child Protection / Safeguarding

The Children's Act 2004 (Section 11) places a duty on key people and bodies to make arrangements to ensure that when carrying out their functions they take account of the need to safeguard and promote the welfare of children. "Mount Pleasant Junior School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment."

The welfare of our children is paramount. We have embraced Safer Recruitment practice guidelines. To ensure the safety of our children, we adopt the following procedures:

- At all times, all of our volunteers must have been cleared by the Disclosure and Barring Service (DBS). All applicants must bring the original certificate upon receipt into school for evidencing. If the DBS has been applied for through a College / University, the school will need to receive / evidence of recent clearance.
- All volunteers are given a copy of the Volunteers Policy and asked to sign the Confidentiality Contract.
- Where a volunteer is engaged in a "one-off" activity e.g. a class trip, formal checks may be requested. Volunteers will be requested to sign the Off Site Visits Agreement before going on the trip.

Complaints Procedure

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

Monitoring and Review

This policy has been approved by the Governing Body and will be reviewed every two years or as and when required.

**Appendix 1
Volunteer Application Form**



Name:	Address:
Date of Birth:	
Contact details:	
Email:	

Have you any experience of working as a volunteer and / or with children?
Yes / No

If yes, where and when did you gain this experience?

How long do you want to volunteer for?

Why would you like to volunteer at Mount Pleasant Junior?

	Monday	Tuesday	Wednesday	Thursday	Friday
am					
pm					

Are there any particular activities you enjoy and would you like to share with the children? (For example: sports, arts and crafts, languages spoken)

Do you have any disability or special need of which you would like us to take account?
If yes, please specify.

Mount Pleasant Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that our recruitment and selection practices reflect this commitment. All volunteers will be subject to Disclosure and Barring Service checks along with other relevant checks.

Consent

Please note that your consent will be required for a DBS check (your signature below confirms this consent).

I confirm that the information I have given above is correct.

I understand that Mount Pleasant Junior School reserves the right to reject a volunteer application at any stage of the process and remove a volunteer from the programme.

Signed: Date:

Thank you for filling out this application form.

Please return this form to:

Mount Pleasant Junior School

Marked for the attention of Naomi Hanspal, Pupil Engagement Officer.

Appendix 2
CONFIDENTIALITY CONTRACT

As a Volunteer at Mount Pleasant Junior School I understand that class, pupil and parent details, staff room conversations or school matters are confidential and not to be shared or discussed with parents or members of the general public.

If I have any concerns I will initially raise them with the Class teacher or the Headteacher if necessary.

I understand that the class teacher is in charge of all activities and the behaviour management in the class. If I am asked to work with an individual or group of children within the classroom, I should follow the school Behaviour Policy.

I will not under any circumstances use physical force.

I understand that before I start working in school, the school will initiate an enhanced DBS check on me in the interest of the safety of the children in the school in accordance of the Children’s Act 2004 (section 11).

Should a situation arise that indicates that I have divulged any confidential information to a parent or members of the public the matter will be investigated and my placement may be withdrawn.

I understand that my personal details and details of the DBS check will be held on the school’s single central record for inspection by authorised personnel only. This information will only be kept whilst relevant following the schools Data Protection Policy and the Data Protection Act 2018.

Volunteer	
Name:	
Date:	
Signed:	

Appendix 3

OFF –SITE VISITS VOLUNTEER / PARENT AGREEMENT

School trips are an integral part of learning at Mount Pleasant and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: You will have an important role to play in the success and safety of the school trip.

Please read and return this appendix. This is part of our school’s risk assessment planning.

Role of the volunteer helper

- To be responsible and look after, in equal measure in conjunction with school staff, all of the children in your group.
- To stay with your allocated staff member / group of children, ensuring that their well-being 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 public. We all go as ambassadors of our school!
- To ensure that the group you are with 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 / school member of staff if there are issues with first aid, safety and / or behaviour.

Working alongside School Staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct line management of school staff.
- Show commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs / labels/ information, asking questions that encourage children to think.
- Follow guidance from the school staff.

What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give / buy their group treats e.g. ice-creams, biscuits,

sweets – before, during or after the school trip.

First Aid

All first aid bags will be carried by staff, who will also have a list of children with any medical needs. You will be informed if any child in your group has medication / medical needs. If medication needs to be administered, this will be done by a trained member of staff. Asthma inhalers will be brought for children who has asthma along with the emergency asthma inhaler in case of emergency.

Emergencies

You are expected to inform a member of staff as soon as possible if you become separated from the rest of the school party, please telephone the school directly on 02380 223 634 and they will contact the staff member.

Parent Volunteer:

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

Name:	
Date:	
Signed:	