



Mountbatten Volunteer Policy

September 2018

The school's volunteer policy is part of the schools safeguarding system and policy.

Aims

Volunteers at Mountbatten Primary School bring with them a range of skills and experience that can enhance the learning opportunities of pupils.

Our volunteers may include:

- Members of the Governing Body
- Parents of pupils
- Students on work experience
- Local 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
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits

Becoming a Volunteer

Anyone wishing to become a volunteer, should in the first instance contact the school office. They will then pass on the information to a member of the Senior Leadership Team to follow up. The Senior Leadership Team maintains the right to refuse volunteers and also terminate placements.

Volunteers will be asked to complete a Volunteer Application Form with their contact details, types of activities they would like to help with, and the times they are available to help.

Frequent or Intensive Volunteers

Activity which is described as 'frequent' or 'intensive' covers the meaning given in the Safeguarding Vulnerable Groups Act 2006.

'Frequent'—once a week or more often on an ongoing basis; and 'Intensive'— three or more occasions in a 30 day period, or overnight (between 2am – 6am).

Volunteers who are frequent or intensive need a DBS. If a volunteer does not have a DBS they should not under any circumstances be left with a child alone.

Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers will be under the constant supervision of school staff.

Process for recruiting Volunteer who will be working frequently or intensively

- a) Volunteers will be directed to the school office and will be given the volunteer policy. They will be asked to complete a Volunteer application form, which should then be returned to school
- b) References will be requested
- c) A responsible officer will identify the need and role for volunteers
- d) The candidate/s attend the school for an informal discussion with a member of the SLT to ensure the applicant is suitable for the role
- e) Enhanced DBS check undertaken
- f) Risk assessment carried out
- g) The volunteer will be made aware of the role and responsibilities they will be undertaking
- h) Induction to school policies and documentation explained and issued. These to include Health and Safety, Behaviour Management Policies and Whistleblowing Policy
- i) Volunteer records to be kept in a central place within the school

Before starting to help in a school, a volunteer should complete the Volunteer Agreement, which sets out the school's expectations of its volunteers and to confirm they have received a copy of this Agreement.

The school will seek DBS clearance for a volunteer before they come into school, to make an informed decision when accepting volunteers to work with children. This is not required where a volunteer is engaged in a 'one-off' activity

Volunteers for school visits

School visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. The staff member leading the visit will brief the volunteer regarding the risk assessment, daily schedule and any other important pieces of information. The visit lead, who will be a staff member, has ultimate responsibility for the pupils. Pupils should never be left with a volunteer unsupervised.

Work Experience/ Placement Students

Mountbatten Primary School has a long standing relationship with various local secondary schools, colleges and universities. We are happy to take students on

placement if we have suitable experiences available. Secondary schools, colleges and universities wanting students to be placed with us need to formally make contact with the Head Teacher or Deputy Head Teacher outlining the aims of the placement and duration.

If the placement is as part of a teaching course (BA/ Bed. or PGCE) the Deputy Head Teacher will deal with further correspondents/ details. If the placement is just for work experiences purposes the school/ college is asked to provide all necessary paperwork for the student. Mountbatten Primary School retains the authority to refuse or terminate a placement.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor 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 of School or other member of the Senior Leadership Team. Any information gained at the school about a child or adult should remain confidential.

Supervision

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

Volunteers should have clear guidance from the designated member of staff 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 pupils understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Health and Safety

The school has a Health & 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 particular tasks (e.g. using D T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to their designated Supervisor or the School Business Manager.

Volunteers are covered by the school's insurance policy.

On-line Safety

Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in school during class time. Volunteers may not make or receive calls during teaching time. Use of phones or phone watches must be limited to non-contact time when no children present. Volunteers should keep devices out of sight in cupboards when on school property.

This policy will be reviewed every two years.

Date Reviewed: September 2018

Policy reviewed by: Louise Pitts

Date approved by the Governing Body: 13/11/18

Review Date: September 2020

