



Mountbatten Primary School

Volunteer Policy



1	Summary	Volunteer Policy			
2	Responsible person	Gemma Sanders and Charlie Hardwick			
3	Accountable SLT member	Jamie Wegg			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Senior leadership team			
6	Who has been consulted and recommended policy for approval	LGB			
7	Approved by and date	Autumn 2023 – Governing board.			
8	Version number	1			
9	Available on	Every	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)	Behaviour policy Safety, Child Protection Policy Health and safety policy Whistle blowing policy			
11	Disseminated to	<input checked="" type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	September 2023			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			



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1. Purpose

This policy sets out the principles, practices and procedures, which Mountbatten Primary School will follow in the appointment, management and supervision of volunteers.

2. Introduction

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

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
- Ex members of staff
- University students
- Staff family members

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

3. 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.

4. Process for recruiting Volunteers who will be in school regularly

- 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, Child Protection Policy, Behaviour Management Policies and Whistleblowing Policy
- i) Volunteer records to be kept with staff personnel files 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



5. 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.

6. 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 Headteacher outlining the aims of the placement and duration.

If the placement is as part of a teaching course (BA/ Bed. or PGCE) the 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.

7. 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 Headteacher or other member of the Senior Leadership Team. Any information gained at the school about a child or adult should remain confidential.

8. 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.



9. 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 Site Manager.

Volunteers are covered by the school's insurance policy.

10. Child Protection and Safeguarding

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

- All volunteers are given a copy of this Volunteer Policy and asked to sign a Volunteer Agreement
- They will also be made aware of our Child Protection and Safeguarding policies and procedures
- They will be made aware of our designated Safeguarding members of staff – Jamie Wegg, Christine Lawson, Jenny Schofield, Charlie Hardwick or Stephanie Spriggs.

11. Online Safety

Personal devices including mobile phones and smart watches should not be used in school when working with children. Volunteers may not make or receive calls during teaching time. Use of phones or smart 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.

12. Complaints procedure

Any complaints made about a volunteer will be referred to the Head Teacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Head Teacher or designated member of staff reserves the right to take the following action:

- To speak with a volunteer about a breach of this policy 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;
- Report the person to an appropriate authority e.g. police, social services etc.;
- Provide the volunteer with a copy of the school's full Complaints Procedure.

