



Volunteer Policy

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Introduction

"A Volunteer is a person who voluntarily offers himself or herself for a service or undertaking willingly and without pay".

The value of well-deployed volunteers in schools is widely recognised. At Greenside School, we welcome and encourage volunteers with their range of skills and experience they provide and recognise they can enhance the learning opportunities of pupils, helping to raise their full potential. Greenside has no doubt that the school benefits greatly from volunteer support and appreciate their time and commitment they bring to our school. It is important to remember that when a person is acting as a 'Volunteer' they are not a paid member of staff, therefore must be treated accordingly and respectfully. All employees must make all Volunteers feel very welcome and treat them with the utmost respect at all times. A "Thanks" goes a long way.

This policy will provide a clear statement on the correct engagement and deployment of volunteer support throughout the school. It will also indicate and highlight correct protocols of how Greenside will maintain procedure through a high standard of training, communication and a safe working relationship.

Greenside's Volunteers past and present can include:

- Parents
- People across the community
- Current midday supervisors and cover staff
- Former employees
- Students
- Work experience students
- School Governors

Types of activities the volunteers engage in, on behalf of the school, may include:

- Swimming
- Assisting in or outside the classroom
- Accompanying school outings
- Assisting school events

A named member of staff will act as a Volunteer Co-ordinator. Their role is to implement this Policy and to ensure all aspects of Application, Induction, Training and Placement are overseen. This will be in collaboration with the Senior Leadership Team, School Secretary and the allocated Mentor. The Volunteer Co-ordinator will also maintain communication with the Volunteer throughout their duration at Greenside to ensure their general welfare and role as a 'Volunteer' is being maintained.

Becoming a Volunteer

When a potential Volunteer approaches Greenside School with regards to offering their assistance they will undertake a procedure to ensure correct and safe protocols are implemented:

Prior to Starting

- Meeting the Head Teacher/a member of the SLT & Volunteer Co-ordinator
- School tour
- Meeting the School Secretary who will issue the Application Form (APPENDIX 1), DBS Forms and the Medical Questionnaire.
- The Volunteer co-ordinator will ascertain where the help is required and arrange a 'One-off/observation' session to allow the volunteer to ensure it is suitable for them.
- The Secretary will contact the reference and record this information.
- Once the e-mail clarifies that the DBS has been approved, the Volunteer Co-ordinator will arrange their Induction.
- An Induction meeting will take place which will entail providing, and going through the Volunteer Induction, this will indicate any training that may be appropriate
- The Volunteer Agreement (APPENDIX 3) form will be provided, signed and returned during the Induction Meeting
- The Volunteer will be introduced to the class/staff they will be assisting
- The School Secretary will be informed of the start date, to ensure this is recorded
- A Mentor will be provided for the Volunteer (Class Teacher/Tutor - for the classroom, Swimming Teacher - for the pool)

Swimming Pool

Most volunteers are based at the swimming pool. They will undertake a separate Pool Induction, provided with Pool Policies and information regarding the pupils/class they will be assisting. They will also be permitted to 'Watch' a session prior to participating. The Swimming Pool Manager/Instructor or an experienced adult will work with the Volunteer in the water during their first pool session to ascertain competency, safety and confidence. More training/assistance will be provided for a few weeks specifically to the individual.

Classroom

Volunteers will be taught and guided by the Class Teacher/Tutor how to interact and assist the pupils and how to assist with particular activities to help enhance their learning objectives. The Class Teacher/Tutor will ensure the Volunteer is fully aware of pupil needs and the 'Class Health & Safety File'. All class staff must ensure they remember the Volunteer is a 'Volunteer', therefore treated as one and not taken for granted and given the same responsibility as an employee.

Safeguarding & Supervision

A Volunteer must complete and await approval for their DBS check, prior to starting at Greenside. Any differentiations i.e. DBS from similar environment, students, work experience, training etc will be required Head Teacher approval. No adult without a DBS is permitted to change pupils.

Insurance

Volunteers are covered under the insurance from Herts County Council - details regarding this can be found on the grid:

http://www.thegrid.org.uk/info/healthandsafety/visits/documents/herts_cc_policy_summary_2015.pdf

Herts County Council state that Volunteers working with children in the school setting must receive safeguarding training. The Head Teacher will implement this.

Volunteers should not be left unsupervised with a pupil. This is for safety reasons and allows the Volunteer to always feel they have support and someone to assist upon a potentially difficult situation which may result in staff taking over using their training. At the Swimming Pool, there are occasions where a pupil requires a toilet or something similar where it is difficult to swap members of staff around. The Swimming Pool Manager has permission from the Head Teacher to make this judgement as required, taking into account the Volunteers experience and competency. A new Volunteer is certainly not allowed. Volunteers should not be left alone supervising pupils in the pool lobby.

People who provide a 'One-off' assistance (this may include a student) will be fully supervised at all times, wearing a Red Visitor Badge. They will not be permitted to 'Change' a pupil or be in a changing area whilst changing is in place.

Where Volunteers are recruited by an external organisation or come from another school or college, it is important that the school obtain assurance from that establishment to ensure they are who they say and are properly vetted.

Volunteers (non-employees) are not permitted to be aware of the door code to access the school.

Any Volunteers under the age of 18 will require a Risk Assessment.

Volunteers should have clear guidance from the Mentor as to how an activity is carried out and what the expected outcome is to help achieve the pupil's full potential.

Volunteers should **not** be asked to carry out duties which:

- Put their own personal safety at risk
- Involves assisting pupils who have a high risk of danger
- Involves assisting who have a high risk of medical needs
- Normally fall within a Class Teacher or Classroom Assistant responsibility

Where a volunteer is also a member of staff in another role, at the point of volunteering, it is important to provide adaption's to avoid incorrectly taking advantage of their role.

Informal Meeting

Upon receiving the Application form, the Volunteer Co-ordinator will arrange an informal meeting. This is to ascertain whether the applicant is committed and feels comfortable with the placement. It will also allow the Co-ordinator to judge their character, experience and personal qualities to suitably provide a suitable placement that will help both the applicant and Greenside. The interview will also allow time for the applicant to ask any questions. APPENDIX 2.

The Informal Meeting may not necessary for current/former staff or former volunteers.

Role of the Volunteer

All Volunteers must be respectful of pupils and staff. Ensure that they do not affect the smooth running of a class or lesson. They will also be required to be reliable within their agreed commitment day/time. Be flexible and be prepared to move to different classes when asked. The Volunteer will be required to follow the school's Safeguarding Policies and practices. The Volunteer may be asked to attend supervisory meetings with a member of the Senior Leadership Team.

Confidentiality

All volunteers are bound by a code of confidentiality. All information learnt or mentioned in school must be maintained within the school. No confidential conversations are permitted outside the school premises. It is not within the Volunteers role to discuss pupils with parents.

Volunteers, who are concerned about anything in school, should raise the matter with the Volunteer Co-ordinator or Head Teacher.

The Volunteer will be required to fill out a Volunteer Agreement Form (APPENDIX 3). This is to ensure they understand it is vital to maintain confidentiality regarding school pupils, staff and operations. This will be filled in the Volunteers Folder (in the school office).

Health & Safety

The Volunteer Co-ordinator will ensure that Volunteers are clear about emergency procedures and evacuation points.

Volunteers are advised to be familiar with Greenside's Health & Safety Policy together with other current school policies, these can be found on the school website: <http://www.greenside.herts.sch.uk/information/School%20Policies.html>

Breaks

It is important to remember that Volunteers are 'Volunteers', they are entitled to breaks and must be encouraged to take one during a morning session. Consideration must be made if the Volunteer also works at lunchtime as a MSA. The Volunteer Co-ordinator will ensure a break is provided where appropriate consulting the Volunteer's needs and assessing the duration of time assisting.

What Greenside can Offer

Greenside School would like to feel it can return and offer as much as possible to any Volunteer through training or knowledge. As a Volunteer, we feel they will gain:

- Safeguarding / Hoist / Moving & Handling Training
- Pool Training (where appropriate)
- Experience and knowledge from all Greenside staff
- Safety Awareness
- Communication (including Sign Language)
- How to enhance pupil's full potential
- Enjoyment of working in a rewarding and positive environment
- Friendly working environment
- Inset Day seminars
- Knowledge of Risk Assessments
- Supporting pupils health and wellbeing
- How to encourage independence and progression



(APPENDIX 1) Volunteer Application Form - New Volunteer

This Application Form is to be completed by a person who is applying for volunteer work at Greenside School

First Name:..... Surname:.....

Address:.....

Post Code:..... Contact Number:.....

What activities/areas of the school's work would you like to help with?

Are there any particular age groups/classes you would like to help with?

What qualities/experience do you feel you can bring to Greenside as a Volunteer?

What is your availability? (What days/times can you help on a regular basis/non regular basis?)

What would you like to gain from volunteering at Greenside?

Reference 1: First Name:..... Relationship:.....

Address:.....

Post Code:..... Contact Number:.....

Reference 2: First Name:..... Relationship:.....

Address:.....

Post Code:..... Contact Number:.....

Thank you for taking the time to complete this form, please hand it to Reception/School Office. Your offer for help is greatly appreciated and we will be in touch as soon as possible



(APPENDIX 2) Informal Meeting - New Volunteer

Name of Applicant:.....

Date of Meeting:.....

Employee:..... Position:.....

NOTES

Reason for interest:

Area of interest: Swimming Pool*/ Classroom *Can you swim? Yes / No

Age group of interest: Primary / Secondary / Post 16 / Any

Availability:	Mon	Tues	Wed	Thurs	Fri
	am/pm	am/pm	am/pm	am/pm	am/pm

Reliability: One-off / Short Term / Long Term

QUESTIONS

- Can you tell us about you?
- Can you tell us about any previous jobs/experience that may help you with a Volunteer role?
- Do you know any pupils or staff at Greenside already?

Have you got any questions?

What happens now: The Volunteer Co-ordinator will arrange an Induction and introduction to the class you will be helping.

Meeting Notes:.....

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Recommendation:.....

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(APPENDIX 3) Volunteer Agreement Form



Your offer for help at Greenside School is very much appreciated and we hope you will gain a great deal from your experience. Please read and sign this Volunteer Agreement Form.

When helping in a school environment you may learn personal and confidential information regarding pupils, staff and general operational duties. It is vital you refrain from taking any of this information outside the school to maintain confidentiality.

You will not be permitted to use any photographic devices. Any requests for this due to assignments will require permission from the Head Teacher due to Data Protection Laws.

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- I have read and understood the above and will adhere to the confidentiality conditions.
 - I understand it is advisable for me to read Greenside Policies and Procedures, for which I have been given the location to finding this information via the School Website.
 - I have been made aware of my designated Mentor

Signed:.....

Full Name:.....

Date:.....

(Original copy for the School and a copy for the Volunteer)

Tick Sheet for Volunteer Co-ordinator:

Applicant Name:.....

- Volunteer to meet Head Teacher/ SMT, Volunteer Co-ordinator, Secretary
- School tour
- Secretary to issue: Application Form, DBS, Medical Questionnaire
- Informal meeting (ideally after Application Form complete)
- Arrange where the assistance is required
- Mentor named
- Reference contacted & recorded on Volunteer Record Sheet
- Contact Volunteer to arrange Induction (once CRB approved)
- Induction meeting
- Volunteer Induction Booklet given
- Volunteer Agreement signed & copy given
- Secretary informed of start date & recorded
- Volunteer introduced to the class/staff they will be assisting
- 'One-off/observing' session arranged
- Check with Mentor & Volunteer placement is correct
- Regular placement confirmed
- 2-3 weeks review, to ensure everything is going well
- Safeguarding Training arranged
- Moving & Handling Training (if required)