

## **DARRICK WOOD SCHOOL VOLUNTEERS POLICY**

<b>Created:</b>	February 2022
<b>Agreed:</b>	March 2022
<b>Next Review Due:</b>	March 2024
<b>Person Responsible:</b>	The Head Teacher

**Mission:** To enhance the quality of education through the use of volunteers

**Customer Goal:** To provide experiences for students in school through the strategic use of volunteers

**Curriculum Goal:** To use volunteers to broaden and deepen our curriculum offer

**School Community Goal:** To build a community that values and promotes working on a voluntary basis

**Quality Goal:** To continually review and develop our range of volunteers to ensure the highest possible quality

### **Introduction**

At Darrick Wood School we welcome volunteers who bring with them a range of skills and experience that can enhance the learning opportunities for our pupils. Volunteers may include members of the Governing Body, parents, former pupils, those on work experience placements, university students, local residents and friends of the School.

Volunteers may be involved in a range of activities such as hearing children read, working with small groups of children, working alongside individual children, accompanying school visits, making resources and supporting class administration.

All adults who work in our school, whether paid members of staff or volunteers, are expected to work and behave in such a way as to actively promote our overall mission of providing the best possible experiences of teaching and learning. This vision is underpinned by five key areas or pillars of learning:

**Progress:** Staff seek to enable all learners to grow, continually striving to develop their confidence, become increasingly adaptable, resilient and reflective. Their teaching enables learners to become well qualified for their chosen careers and are committed to lifelong learning.

**Ownership:** Staff create the conditions so that learners take responsibility for and shape the pathway of their own learning with the teacher acting as a facilitator. Staff empower learners to realise that there are no constraints as to when and where learning can occur.

**Challenge:** Staff set ambitious yet achievable goals which stretch and challenge all learners. Learners are encouraged to deepen their thinking, take risks and develop strategies to increase resilience.

**Relationships:** Staff create a positive and safe environment where all members of the School have mutual respect. The behaviour of learners is exemplary due to the high expectations instilled in them and respond positively to the School's ethos of praise and reward.

**Engagement:** Staff use a range of strategies to create stimulating learning opportunities where learners demonstrate exceptional commitment. Teaching inspires learners to develop a thirst for knowledge beyond the classroom.

All staff and volunteers are expected to be role models in terms of the School's Core Values and to follow the Code of Conduct. Our Core Values are:

**Respect:** Respect includes respect for others, for oneself, for our surroundings and the environment.

**Responsibility:** Responsibility involves becoming more responsible in attitudes, taking on more responsibilities, accepting responsibility for actions and becoming responsible members of our School, local, national and global communities.

**Honesty:** Honesty involves being honest with others and with ourselves.

### **Becoming a Volunteer**

Anyone wishing to become a volunteer should contact the School Office. Volunteers must complete the Volunteer Information Sheet (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help.

Before starting to help in school, volunteers and those on work experience at the School must also complete the Volunteer Agreement (Appendix 2), which sets out the School's expectations and asks them to confirm they have read and agree to the terms therein. ***Failure to comply with the terms and conditions may result in the offer of a placement at the School being withdrawn.***

### **Confidentiality**

Volunteers are bound by a code of confidentiality. Any concerns they have about the children they work with or come into contact with should be voiced with to a Teacher or other appropriate member of staff 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 member of the Senior Leadership Team.

As with staff, volunteers are bound by all of the School's policies including the Data Protection Policy. No data held at the School can be processed or stored by a volunteer when off site. Data must remain at the School and only accessed or processed in line with the School's Data Protection Policy.

### **Supervision**

All volunteers work under the supervision of a teacher or other appropriate member of staff to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. Volunteers should not normally supervise children unless a member of staff is present. Only the Head Teacher can authorise any exceptions to this.

Volunteers should have clear guidance from the teacher or other appropriate member of staff as to how an activity is carried out and 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 or problem regarding children's understanding of a task or their behaviour.

### **Health & Safety**

All volunteers must read the information given to them regarding emergency procedures (e.g. fire alarm evacuation) and about any information about safety aspects associated with a particular task

(e.g. using DT equipment/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the supervising member of staff.

### **Safeguarding and Child Protection**

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

- All volunteers are given a copy of this Volunteers Policy to read and must sign a Volunteer Agreement (Appendix 2)
- All volunteers must have been cleared by the Disclosure and Barring Service (DBS). A certificate is issued to the individual and must be seen by the School before the volunteer concerned is allowed to work in school.
- All volunteers will be informed of the School's Safeguarding and Child Protection procedures, including what to do if a child makes a disclosure to them.
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a visit, a DBS Enhanced check is carried out. These volunteers, who are under constant supervision of school staff and must read and sign our off-site visit agreement (Appendix 3).

### **Complaints**

Any complaints made by a Volunteer will be referred to the Head Teacher/Deputy Head Teacher for investigation. Any complaints made about a volunteer will be referred to the Head Teacher/Deputy Head Teacher (refer to the Complaints Policy).

### **Mobile phones and other personal devices**

Mobile phones should be switched off (or at least put on silent in an emergency) whilst you are at school. Other personal devices such as laptops may only be used to facilitate the work being undertaken for the School and with prior arrangement with the Head Teacher.

### **Photographs**

The taking of photographs or filming around the School site by volunteers is prohibited unless by prior arrangement with the Head Teacher.

### **Dress Code**

The School operates a dress code for staff. We ask that volunteers respect and adhere to this dress code too. Suitable, smart, sensible clothing should be worn. Jeans, shorts, tracksuit bottoms and training shoes are not suitable. Children are expected to come suitably dressed for school so staff including volunteers should set an example.

In general, the same dress code should be adhered to for school visits, unless on a visit where weather/activity appropriate clothing is stipulated.

### **Attendance and Punctuality**

Regular attendance and good punctuality are expected. Poor attendance and/or punctuality may result in the withdrawal of the opportunity to volunteer at Darrick Wood School.

Name of Volunteer: ..... Date of Birth: .....

Other names known by (including maiden names): .....

Address: .....  
.....  
.....

Phone: .....

What skills/areas would you like to help with in school?

.....  
.....  
.....

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

.....  
.....  
.....

Do you have any disabilities/other needs we need to take into account when working as a Volunteer in school? (Please give details)

.....  
.....  
.....

*Thank you for taking time to complete this Volunteer Information Sheet.  
Please hand it to the School Office. Your offer of help is appreciated and we will be in touch shortly.*

## APPENDIX 2 VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at Darrick Wood School. Your offer of help is greatly appreciated. We hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement and hand it in at school. You will receive a copy of it for your records.

Please sign below to confirm that you:

- Have received a copy of the School's Volunteer Policy
- Agree to support the School's Aims and Core Values
- Agree to treat information you learn from being a Volunteer in School as confidential
- Understand that you are required to undergo a DBS check\* to advise the school of your suitability as a volunteer.
- Understand that poor attendance and punctuality may result in your offer being withdrawn.

### **\*DBS Check Requirements**

To process a DBS Check please bring to the School Office three forms of identification from:

- Passport/ Photo-Driving Licence
- Birth Certificate
- Utility bill with current address dated within the last three months
- If married, a copy of your marriage certificate.

You will not be able to start at the School until we have received and reviewed your DBS certificate.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### **APPENDIX 3 OFF-SITE VISITS VOLUNTEER AGREEMENT**

School trips are an integral part of learning at our school and afford many children opportunities that 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 this school trip.

Please read and return this Appendix, and sign and return the helper's slip. This is part of our school's risk assessment planning.

#### **Role of the Volunteer Helper**

- to be responsible for and look after, in equal measure, all of the children in your assigned group
- to stay with your allocated 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 general public. We are all ambassadors for Darrick Wood 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 group's teacher/member of staff if there are issues with first aid, safety and/or behaviour

#### **Working alongside school staff**

School staff expects 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, 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 about the task and help to explain areas of interest
- follow guidance from the school staff

#### **What is not permitted**

- Volunteer helpers are not allowed to bring additional children or adults 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, and sweets – before, during or after the school trip.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's attention, we always use their name and under no circumstances are we to come into physical contact with a child.
- We ask that your mobile phone be put on silent whilst you are on the school trip.

#### **First Aid**

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, a member of staff will do this or a child may do this under supervision.

Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by staff.

**Emergencies**

You are expected to inform a member of staff as soon as possible should an emergency arise with the group/individual you are attached to.

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.

***I have read the Volunteers Policy***

***I agree to the terms and conditions as stated in the Volunteers Policy***

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

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_