

Volunteer Policy

Campton Academy



Approved by:	Louise Day
Signed:	
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1. Introduction

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

Our Volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Local residents
- Friends of the school

The types of activities that Volunteers are engaged in include:

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

2. Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit, or on a more regular basis, e.g. hearing children read, should approach the School Office directly and complete the volunteer application stating their availability and their skills.

3. Volunteer Induction

All volunteers in school will receive an induction pack containing relevant policies, procedures and the school prospectus. Each volunteer receives a full induction from the Headteacher, during which, expectations and procedures are made clear and guidelines are given. All volunteers will be required to complete online safeguarding training prior to starting. The Headteacher is responsible for the management of volunteers and student placements in school.

Depending upon the nature of the opportunity, the prospective volunteer may be subject to the following checks:

- References. Two references are mandatory.
- Disclosure and Barring Service (DBS). This is mandatory where the volunteer will have substantial access to children or other vulnerable. It is the responsibility of the Headteacher to ensure that the statutory DBS requirements are met.
- Where DBS clearance is required the individual must not commence any unsupervised voluntary activities prior to receipt of satisfactory clearance.
- The DBS details of volunteers will be recorded on the school's Single Central Record.
- Medical clearance may be required where the volunteer has declared a medical condition which should be taken into consideration by the Headteacher or where the volunteer will be required to undertake a role that involves a significant level of physical activity.
- Volunteers' personal records will contain only relevant information from their recruitment process. Any information given in confidence will only be used for the purpose for which it was intended and will not be disclosed to others within or outside the school without the informed consent of the individual concerned.
- Volunteers' personal information will be stored securely and access restricted to the individual concerned and appropriate staff members.

4. Confidentiality

Volunteers in school are bound by a code of confidentiality. 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 directly with the Headteacher.

5. Supervision

All volunteers work under the supervision of the Class teacher of the class to which they are assigned. Class teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the class teacher 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 class teacher in the event of any query/problem regarding children's understanding of a task or behaviour.

6. Health & Safety

The school has a Health and Safety Policy and this is made available to Volunteers working in the school. Induction will ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any 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 Class teacher/Headteacher.

7. Policies and Procedures

Volunteers are expected to comply with all statutory regulations whilst they are on the premises or undertaking any of their volunteering duties, including health and safety, anti-discrimination and data protection.

The Headteacher will ensure that the induction includes an explanation of these policies and procedures and any other policies that are relevant to the volunteering work e.g. safeguarding policies.

8. Child Protection

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 the Volunteer Policy.
- To ensure the safety of our pupils at all times, all of our volunteers must have a current DBS check arranged by the school.
- All Volunteers are interviewed by the Headteacher and the school must receive two relevant references for each volunteer.
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out. The Class teacher will ensure that these volunteers are kept under the constant supervision of school staff, do not have sole responsibility for a group of children or provide any form of intimate care. A risk assessment will be completed prior to activity.

9. Complaints Procedure

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

The Headteacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Code 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.
- Inform the volunteer that the school no longer wishes to use them.