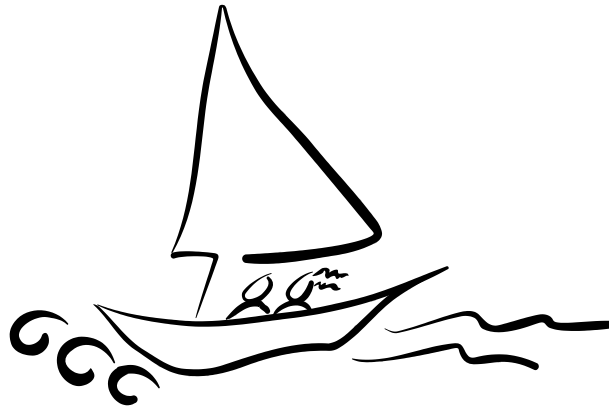


Sheringham Community Primary School and
Nursery

Whole School Policy
For Volunteers



Be all that you can be

Policy written by: Rebecca Robinson

Date: September 2018

Due for review: September 2021

Agreed by Governors on:.....

Signed:.....Governor

Signed:.....Head Teacher

At Sheringham Community Primary School we really appreciate the valuable contribution volunteers can make to the school and we recognise the links that they make between the school and the local community. In return the school hopes to give its volunteers an opportunity to exercise their skills in a different environment and to undertake new experiences.

Volunteering can take many forms, some tasks can require particular skills whereas others require no specific skills. This policy also covers those who are undertaking work experience in the school/academy.

Equal Opportunities Statement

The school is committed to ensuring that our equal opportunities policy is fully effective and our volunteering opportunities are accessible to all through open and flexible recruitment, selection, support and monitoring procedures.

Legal Background

Volunteers are not employees of the school and therefore do not have a contract of employment or benefit from the terms of the Employment Rights Act 1996.

According to the Immigration, Asylum and Nationality Act 2006 it is a criminal offence to employ someone who has no right to work in the United Kingdom, or no right to undertake the work being offered. This also applies to voluntary work.

Spent convictions will be disclosed and taken into account when considering suitability to work as a volunteer with children, vulnerable adults or in certain other positions of trust (The Rehabilitation of Offenders Act 1974).

All individuals seeking to volunteer in regulated activities must undergo an enhanced DBS disclosure check prior to commencement of duties. The school/academy has a duty of care to all individuals, including volunteers, who visit its premises.

Recruitment

The recruitment process for volunteers should be carried out by the nominated member of staff. Unless the volunteering opportunity is a one-off short-term nature a person wishing to become a volunteer should complete an application form. The prospective volunteer will 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 groups and must be carried out in accordance with the Safer Recruitment Policy. It is the responsibility of the nominated teacher to ensure that the statutory DBS requirements are met and reference has been made to the Recruitment Policy. Where DBS clearance is required the individual must not commence any unsupervised voluntary activities prior to receipt of satisfactory clearance. Volunteers' personal information will be stored securely and access will be restricted to the individual concerned and appropriate staff members.

After recruitment volunteers will be given a volunteers pack which contains information on:

- expectations of conduct
- safeguarding requirements
- confidentiality
- health and safety requirements
- roles and responsibilities of staff

One-off volunteering opportunities.

Some activities may involve volunteers on a one-off, short-term basis. If the volunteering opportunity is of one day's duration or less and not likely to recur the recruitment process above will not apply. In such cases the Head Teacher or supervisor must ensure that all volunteers involved in the event complete the Volunteers Registration form to record their attendance.

Health and Safety

The school has a responsibility for the health and safety of volunteers. Basic health and safety information will be shared through the induction booklet which details fire safety procedures. In turn volunteers have a duty to take care of themselves and others who might be affected by their actions.

Confidentiality

Volunteers may become aware of confidential information about the school, its employees, and pupils. Volunteers must not disclose this information or use it for their own or another's benefit without the consent of the party concerned. Volunteers should not speak to the press or communicate with any other media on matters which directly relate to the affairs of the school. Volunteers must not discuss individual pupils with any person outside of school including their parents/carers.

Supervision

A supervisor (usually the class teacher) will be designated to support and manage the volunteer. If the volunteer has any queries or would like to change their role this should be discussed with the supervisor and they will review the arrangements on a regular basis. If a volunteer has any concerns or complaints regarding a pupil they must raise it immediately with their supervisor. All volunteers should be aware of safeguarding procedures for dealing with disclosure by a pupil. The supervisor will deal with any concerns or complaints raised in a timely manner in accordance with school policies. If the volunteer wishes to make a formal complaint this should be put in writing to their supervisor. If it is not possible to reach a solution the volunteer may raise the matter with the Head Teacher or designated senior leader who will meet with them to discuss the issue raised and seek a solution. If a complaint is made about a volunteer, this will be notified to them in writing and the Head Teacher will decide whether any action should be taken