



Rosh Pinah Primary School

Volunteer Policy

Date of Ratification: December 2020

Date for Review: September 2022

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers' and visitors to share this commitment

Volunteers during the period of the COVID-19 Pandemic

Rosh Pinah Primary School is committed to promoting the health, safety and well-being of all pupils and staff during the Covid -19 Pandemic. As a general rule volunteers will not be invited into School during this time. However, in some instances it will be up to the discretion of the Headteacher to permit the support of volunteers into School and only when it is deemed safe and of benefit to the children.

Introduction

Volunteers at Rosh Pinah Primary School bring with them a range of skills and experience that can enhance the learning opportunities of the children at our school. We welcome and encourage volunteers from the Local Community.

Our volunteers include:

- Members of the Governing Body
- Parents and grandparents of pupils
- Students
- Ex members of staff
- Local residents.

The types of activities that volunteers are engaged in under supervision include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children in the classroom
- Accompanying school visits
- Escorting children on local walks
- Supporting in the Early Years
- Observing teaching and learning
- Supporting the running of the Library
- Social activities such as running a disco
- Fundraising activities
- Creating art work in and around the School.

Becoming a volunteer

Anyone wishing to become a volunteer, on a regular basis, should speak to the Deputy Head responsible for Inclusion and Safeguarding or the Headteacher.

Those wishing to volunteer on a one-off basis i.e. for a school outing should speak to the relevant class teacher. 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 on these volunteers. However, these volunteers, who are under supervision of school staff, will not be allowed to carry out such duties as escorting children to the toilet and must read and sign our 'Off-site Visit Agreement' (**Appendix 3**).

People who wish to volunteer on a regular basis will be required to complete the 'Volunteer Application Form' (**Appendix 1**) which includes their contact details, type of activities they would like to help with, and the times they are available to help. They will also be required to complete a DBS application form or to supply details of any existing DBS certificate registered with the DBS update service. Non EU Citizens will be asked to show they have permission to volunteer in the UK.

As part of the application process the school will require the names and addresses of 2 Referees. A

Referee may not be a family member and will preferably be a previous employer or representative of an organisation where the applicant has previously volunteered. If this is not possible, a character witness from somebody who has known the applicant in a professional capacity will be acceptable.

The exceptions to this are:

- Work experience students or university placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at Rosh Pinah Primary School. The student will be expected to share their DBS certificate with the School Business Manager and will not be placed in a class with any family connection.
- One-off volunteers i.e. assisting with a school walk, a fund raising event or a school visit will not require a DBS check. Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care.

Prior to placement volunteers and work experience students or university placements will be required to attend a short informal interview with the Deputy Head responsible for Inclusion and Safeguarding.

Before starting to help in School, volunteers should complete the 'Volunteer Confidentiality Agreement' (**Appendix 2**), which sets out the School's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

Induction Training

Regular volunteers and students on placements are required to attend an induction session prior to placement. As part of the induction process a member of our Administrative Team will induct the volunteer/student on School Procedures as set out in the School's 'Induction Checklist' (**Appendix 4**). The volunteer/student will be signposted to the School's Volunteer Policy and all other Key Policies which are listed on the Schools 'Induction Checklist'.

The Deputy Head for Inclusion and Safeguarding will induct volunteers and students on the Schools Safeguarding Procedures and will confirm the School's expectations and the clear guidelines set out in this Policy.

Induction will also be an opportunity for volunteers to raise any questions they have.

Supervision

All volunteers work under the supervision of the Class Teacher. 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 teacher as to how an activity is carried out and what the expected outcome of an activity is. Volunteers and students are encouraged to seek further advice or guidance from the teacher in the event of any query or problem regarding children's understanding of a task or behaviour.

Volunteers' Expectations from School

Volunteers in school should expect to:

- Be recognised for their valuable contribution to the learning experience for the children they support
- Be assigned worthwhile tasks
- Have access to any School Policies or Procedures that are relevant to their role
- Access any training that is necessary for the success of their activities.

School's Expectations from Volunteers

School expects all volunteers to:

- Adhere to the name protocol for staff e.g Mr/Mrs/Miss Smith
- Adhere to the School's Policies and Procedures
- Adhere to ICT Acceptable Use (where appropriate)
- Read and work in accordance with 'Keeping Pupils Safe in Education Part 1' (Included in the Induction Training)
- Work under the supervision and direction of staff
- Be role models for the children they work with e.g. please think about the language and gestures used
- Respect the School ethos by adhering to the Schools Dress Code. Men must wear a kippah and ladies a skirt or dress of modest length.
- Refer any behavioural or safeguarding concerns to the Class Teacher or Designated Safeguarding Leads and not to attempt to deal with any such issues themselves
- Advise school as soon as possible when it is not possible to attend
- Be familiar with school evacuation procedure and follow staff instruction (Included in the Induction Training)
- Annually disclose any information of a criminal nature.

Confidentiality

Volunteers in school are bound by a confidentiality Agreement (**See Appendix 2**). Any concerns that volunteers have about the children they work with/come into contact with should be raised with the class teacher, the Headteacher or the Designated Safeguarding Leads. They should NEVER be raised with the parents of the child, or of any other child, or any other person outside school. Volunteers who are concerned about anything another adult in the School does or says should raise the matter with the Headteacher or the Designated Safeguarding Leads.

Health & Safety

The School has a Health & Safety Policy which can be found on the Schools Website or can be made available on request to volunteers working in the school. Volunteer's Induction ensure that they are clear about emergency procedures e.g. Fire Alarm Evacuation but in the event of a School Evacuation Procedure they should follow staff instructions. Class Teachers should also ensure that volunteers are clear about any safety aspects associated with a particular task e.g. using DT equipment/PE lessons/accompanying children on visits. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class teacher/Deputy Heads or Headteacher.

Public Liability Insurance

Volunteers are covered under the School's Public Liability Insurance Scheme when on site and when accompanying classes on visits.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher or Deputy Head responsible for Inclusion and Safeguarding for investigation. Any complaints made by a volunteer will be referred to the Headteacher or Deputy Head responsible for Inclusion and Safeguarding.

The Headteacher reserves the right to take the following action:

- To speak with the Volunteer about a breach of the 'Confidentiality Agreement' 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 support the placement.

Associated School Policies

This Policy operates in conjunction with the following School Policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- A School Visitor Policy
- Educational Visits Policy
- Medicines in School Policy

APPENDIX 1

Volunteers

VOLUNTEER APPLICATION FORM

Name:	Gender M <input type="checkbox"/> F <input type="checkbox"/>
Date of Birth:	Home Address:
Tel:	
Email	

Have you any experience of working as a volunteer and/or with children Yes / No
If yes, where and when did you gain this experience?

Are you available to commit yourself to this voluntary work for at least one term (average, 13 weeks)?
Yes / No

Why would you like to be a volunteer at Rosh Pinah Primary School?

How much time each week do you feel able to volunteer for?

When can you volunteer?

	Monday	Tuesday	Wednesday	Thursday	Friday
am					
pm					

What age-group would you prefer to work with? Please tick your preference/s.

(3-4 years) (5-7 years) (7-11 years)

Would you feel able to help with any of the following in a classroom setting? Please tick your preference/s

<input type="checkbox"/> Reading	<input type="checkbox"/> Computing	<input type="checkbox"/> General support
<input type="checkbox"/> Maths	<input type="checkbox"/> Music	
<input type="checkbox"/> Science	<input type="checkbox"/> P.E	

Would you prefer to work with one child or a small group? Please tick your preference.

One child Small group No preference

Are there any particular activities you enjoy and would you like to share with the children?
(For example: sports, arts and crafts, languages spoken)

REFERENCES

Your placement as a volunteer in the School is subject to satisfactory references. Please give the name, address, phone number and email address of two referees who have known you for a **minimum of two years** in a **professional capacity if possible** (e.g. employer, tutor, colleague, etc.) who can vouch for your integrity and reliability.

Name:	Name:
Address:	Address:
Tel:	Tel:
Email	Email:

In what capacity do you know these referees?

.....

.....

CONSENT

Please note that your consent will be required for a DBS police check (your signature below confirms this consent). I confirm that the information I have given above is correct. I give permission for my referees to be contacted and understand that Rosh Pinah Primary School reserves the right to reject a volunteers application at any stage of the recruitment process and remove a volunteer from the programme without providing a reason if necessary.

Signed:

Date:

The Children's Act 2004 (Section 11) places a duty on key people and bodies to make arrangements to ensure that when carrying out their functions they take account of the need to safeguard and promote the welfare of children.

Rosh Pinah Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment."

Thank you for filling out this application form.

Please return this form to:

Sheila McCabe – School Business Manager

Rosh Pinah Primary School

Glengall Road

Edgware

HA8 8TE

APPENDIX 2

CONFIDENTIALITY AGREEMENT

As a Volunteer at Rosh Pinah School, I understand that class, pupil and parent details, staff room conversations or school matters are confidential and not to be shared or discussed with parents or members of the general public.

If I have any concerns I will initially raise them with the Class teacher or Deputy Head responsible for Inclusion and Safeguarding then the Headteacher if necessary.

I understand that the Class Teacher is in charge of all activities and the discipline in the class. If I am asked to work with a group of children outside the classroom, or with a discrete group in class, I can gently verbally discipline a child. I will not under any circumstances use a raised voice or any physical contact.

I understand that before I start working in the School, the School will initiate an enhanced DBS check on me in the interest of the safety of the children in the School.

Should a situation arise that indicates that I have divulged any confidential information to a parent or members of the public, the matter will be investigated and my placement may be withdrawn.

I understand that my personal details and details of the DBS check will be held on the School's Single Central Record for inspection by authorised personnel only.

Name:

Date:

Signed:

Headteacher:

APPENDIX 3

OFF –SITE VISIT AGREEMENT

School trips are an integral part of learning at Rosh Pinah Primary School and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper as you will have an important role to play in the success and safety of the school trip.

Please read this appendix, and sign and return the helper's return slip to the School Office. This is part of our School's risk assessment planning.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure in conjunction with school staff, all of the children in your group
- To stay with your allocated staff member/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 all go as ambassadors of our school
- To ensure that the group you are with 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/child's class teacher/school member of staff if there are issues with first aid, safety and/or behaviour.

Working alongside School Staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct line management of School Staff. Show 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.
- Follow guidance from the School Staff.

What is not permitted?

Volunteer helpers are **not permitted to:**

- Bring additional siblings on the school trip
- Re-organise school visit groups
- Take children to the toilet independent of school staff (unless longer term volunteer with DBS clearance)
- Smoke, drink alcohol or engage in any illegal practices
- Use their personal mobile phone except in the case of an emergency
- Take photographs of children
- Give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip
- Bring food that is not strictly kosher.

First Aid

For each class on the School Visit the Class Teacher will take a First Aid Kit. If possible a qualified first aider will attend the trip but this is not a statutory requirement. You will be informed if any child in your group has medication/needs. If medication needs to be administered, this will be done by a trained member of staff.

All First Aid kits will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible if you 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 directly on 020 8958 8599

Agreement

- I have read the Volunteer Policy
- I agree to the terms and conditions as stated in the policy
- I will support the young people in enjoying the trip and will actively contribute to the smooth running of the occasion.

Please delete as appropriate

Parent/Carer Volunteer:

Trip Venue:

Signed: _____ Date: _____

APPENDIX 4

Induction Checklist

Prior to employee's first day:	Please tick to confirm
Set up employee's ICT account, phone and internet access (Staff)	
Send out staff handbook (Staff)	
Employee's first day:	
Introduce colleagues, pupils, mentor and/or 'buddy' (Staff)	
Take employee on a tour of the school (Staff, Students & Volunteers)	
Outline health and safety procedures, e.g. fire drill procedures and meeting points, the process for signing in and out of school, and recording incidents:	
Health and Safety Policy (Staff, Students & Volunteers)	
First Aid in school (Staff, Students & Volunteers)	
Epi – Pen training (Staff)	
Incident Book (Staff)	
Raising the alarms (Staff, Students & Volunteers)	
Fire exits and evacuation (Staff, Students & Volunteers)	
Safeguarding Leads (DSL) (Staff, Students & Volunteers)	
Child Protection & Safeguarding Training (Staff, Students & Volunteers)	
Dress Code (Staff, Students & Volunteers)	
Lunches and Kushrut (Staff, Students & Volunteers)	

Policies & Procedures:	
Child Protection and Safeguarding Policy (Staff, Students & Volunteers)	
Part 1 and Annex A 'Keeping Children Safe in Education' latest DfE Guidance (Staff, Students & Volunteers)	
System for Absence Reporting on School MIS (Staff)	
Code of Conduct (Staff, Students & Volunteers)	
Behaviour Management Policy (Staff, Students & Volunteers)	
Acceptable Use Agreement (AUA) (Staff, Students & Volunteers)	
Rosh Pinah Prevent Policy (Staff, Students & Volunteers)	
Mobile Phone Policy (Staff, Students & Volunteers)	
Whistleblowing Policy (Staff, Students & Volunteers)	
Confidentiality Agreement (Staff, Students & Volunteers)	
Declaration of Pecuniary Interests (Staff)	
Privacy for Staff, Volunteers & Governors (Staff, Students & Volunteers)	
Data Breach (Staff, Students & Volunteers)	
Media Consent (Staff, Students & Volunteers)	
Discretionary Leave of Absence & Management of Sickness Absence (Staff)	

Name: _____ Signed: _____

Date: _____ Induction carried out by: _____