

# South View Community Primary School

## School Volunteer Policy



Date Agreed: September 2023

Date for Review: September 2025

The aim of this policy is to:

- Provide parents, staff and volunteers with clear expectations, induction and guidelines for working in school.
- Encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.
- Ensure the highest standards of safeguarding for our pupils by a shared knowledge of procedures.

## Introduction

Volunteers are parents, students on work placement or other adults working alongside the school staff. Thank you for volunteering to help our support our school community. At South View Community Primary School we welcome those wishing to help in the school and value the contribution they make to school life. We believe that the involvement of parents, carers and volunteers in children's education is vital and we encourage active participation in many ways. Some volunteers come to school to help with a variety of tasks such as ICT, art, cooking, and especially reading, and usually work with individuals or small groups in specific classes. In addition, volunteers often help when the children are taken on educational visits outside school or get involved with the work of our PTA, the Friends of South View.

These guidelines have been written to ensure that for all concerned – volunteers, teachers and children - the experience is positive and rewarding.

## Safeguarding

We ask all volunteers to read and complete the quiz on the following 'Safeguarding Sway'. The school will be notified once the quiz has been completed. If you have collected a paper copy of the Volunteer Policy you will be sent this Sway via email.

The graphic features a collage of text related to child protection and safeguarding. The word 'SAFEGUARDING' is the most prominent, written in large, bold, red capital letters. Other text includes 'Child Protection' in red, 'Report it' in black, 'Sexual Abuse' in black, 'physical Abuse' in black, 'Protect safe' in red, 'Abuse' in black, 'Young People' in black, 'Policies' in black, 'Help Children' in black, and 'Everyone's Business' in red. Below the collage, the text 'Safeguarding 2023-2024 Training for Volunteers' is centered in a dark grey font. Underneath that, a smaller line of text reads 'Please spend time familiarising yourself with the following information in this sway.' At the bottom center, there is a teal rectangular button with the white text 'Go to this Sway'.

As part of our commitment to safeguarding, volunteers who are not already known to the school will be asked to attend an informal interview to ensure that the aims and intentions of the school and the volunteer are compatible. We will carry out a Disclosure and Barring Service (DBS) check for all volunteers who have regular contact with children. All schools need to hold a register of the checks undertaken. In order for you to work in school as a volunteer, you will need to complete a DBS check. We will help you get the process started. Please be assured that all information will be treated in the strictest confidence and that these checks are done only in the best interests and safety of the children. Mrs Salerno in the school office will help you with this process.

Those who help out at specific events, for example, the school fair, helping set up the Year 6 prom or the Friends of South View etc, who do not have unsupervised access to children do not need a DBS certificate but must not have unsupervised access to children and will still be asked to sign in and out at the school reception.

In line with recommendations from *Keeping Children Safe in Education* (September 2023), the Headteacher will require a character reference to support a volunteer's application. This cannot be a family member and should be a person of standing in the community.

The Headteacher has the authority not to accept the help of volunteers if she believes that it is not in the best interest of the children.

### **When you arrive**

When a volunteer arrives in the school they must sign in at the school reception. When signing in please add the teacher and year group that you will be supporting. Volunteers must also sign out at the school reception when they are leaving the school premises. Signing in and out is very important as in the event of an emergency staff and emergency services know who needs to be accounted for. A visitor badge must be worn at all times in school. Volunteers with a DBS clearance will have been identified to staff members. The Headteacher has the authority to withdraw the help of volunteers if she believes that it is not in the best interest of the children.

All volunteers will be asked to sign below to say they understand their obligations relating to the following topics:

- Confidentiality
- Safeguarding including the Prevent Duty
- Health & Safety
- Fire

## **Confidentiality**

It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. While in school you are likely to become aware of issues relating to individual children. You may see children struggling with work, be upset or misbehaving or hear/see other information concerning a child while you are with us in school. It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them. The teachers have the responsibility of informing parents of any concerns about a child. Volunteers working in classrooms do so on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside the school. If you ever have any concerns about a child, please speak to the class teacher as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.

## **Safeguarding including the Prevent Duty**

Safeguarding concerns including those regarding the Prevent Duty about a child must be shared immediately with one of the designated officers for child protection as soon as possible after the disclosure. The designated officers for child protection are:

Mrs Joanne Tomlins, Headteacher  
Mrs Carrie Henderson, Deputy Headteacher  
Mrs Gemma Turner, KS1 Lead  
Mrs Joanne Strickland, Learning Mentor

Everyone has a duty to keep children safe. Children may disclose information or worries at any point during the school day. It is not unusual for children to disclose information to people they feel less affiliated to and anything could trigger this.

If a child says something that concerns you:

- DON'T make promises of secrecy
- DON'T ask questions of the child
- DON'T appear shocked or terrified but instead remain calm and reassuring
- DON'T delay in reporting the disclosure
- DO listen closely and carefully to everything the child says
- DO report it to one of the school's designated officers for child protection immediately
- DO complete a record of concern form as soon as possible noting the date, time and as close to the exact wording as you can of the child's disclosure.

Please immediately contact the school office or a member of staff upon any disclosure from a child.

The Prevent Duty School's also have a duty to provide a form of safeguarding to recognise children at risk of, or who may be vulnerable to, potential radicalisation. While our area remains a low risk area for

this type of radicalisation we need to remain mindful of this risk to children and be aware of signs that could warrant early intervention.

This very much follows the same procedures as above in school and should be reported in the same manner. Signs could include:

- Expressing extreme views regarding people of other ethnicities, cultures or faiths.
- Unusual or unsafe online activity.
- Disclosures regarding family members views or behaviours towards other ethnic groups.
- Signs of isolation, fear or rejection of peer groups
- Recent political or religious conversion
- Conflict with family over political or religious views

We ask that your mobile phone be off whilst volunteering in school, and to place the phone in a secure place. You are welcome to leave this in the school office.

### **Health & Safety**

If while working in school you see any thing that is unsafe. Please report the matter to the school office immediately.

### **Fire**

If the fire alarm sounds, please make your way safely to the nearest exit, guiding the child you are working with (if away from the main class area) to the KS2 playground. Once on the playground, please make yourself known to a member of school staff.

### **Deployment of Volunteers**

Volunteers will be asked to support in classes/areas of the school where there is the most need for support. Parent volunteers should be aware that they will not always be able to work in their child's class, as for some children this can be distracting for the child. If this is the case, we may ask you to help in a different class or area of the school. This is entirely at the Headteacher's discretion. It is helpful if you can explain to your child that you will be coming into school to help all of the children and that he/she will not always be able to work with you. We may from time to time ask you to support another class during a visit if extra adults are required for a specific activity (e.g. supporting practical science work).

## **Volunteer Roles in School**

Many of the activities that we ask you to help with are the sorts of things that parents do with their own children at home. We might ask you to become involved in a variety of activities such as:

- Sharing books (see appendix 2);
- Working on the computer;
- Playing games;
- Making things;
- Cooking;
- Gardening;
- Sewing;
- Topic related studies;

A member of staff will give you:

- Clear guidelines about the activity;
- All the materials you need.

## **Housekeeping**

### **Drinks**

Please feel free to bring a drink with you.

### **Photocopying**

If any photocopying is required please inform the school office.

### **First Aid**

Please do not administer First Aid to children whilst you are volunteering in school. Please talk to the class teacher, member of staff or a member of the office team if you are approached by a child with an ailment or injury.

### **Staff Room**

Volunteers are not allowed in the Staff room and must use the visitor toilets in the office corridor.

### **Attendance**

If you find that you are not going to be able to come into school on a particular day, it is really helpful to know in advance, even if that is only a phone message or an email to [enquiries@southview.Lincs.sch.uk](mailto:enquiries@southview.Lincs.sch.uk) on the morning in question.

**References**

Occasionally, volunteers ask the school to provide a written reference when they are seeking employment. We stipulate a minimum qualifying period of three months attendance of regular volunteering (e.g. once a week) before we feel able to provide a work-based reference. We believe that this is fair to both prospective employers and candidates.

**Thank you!!**

In case we forget to say so, please be assured that we and the children of South View School really do appreciate your help.

If you have any worries or queries, or any good ideas on how we can improve something, please let us know - we are always willing to listen.

School Volunteer Application Form

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

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you a parent of a child/ren in the school? Please give names and classes: \_\_\_\_\_

\_\_\_\_\_

If you know any member of staff or the governing body, please give details:

\_\_\_\_\_

Do you have a current DBS Clearance? \_\_\_\_\_

Do you have photo ID? \_\_\_\_\_

(We would ideally like to see a current passport, driving license and a utility or financial statement dated within the last three months.)

If yes, an original copy of each document will need to be shown to Mrs Salerno.

Are you willing to complete an online DBS check if required? \_\_\_\_\_

Which area/s of the school would you prefer to support? \_\_\_\_\_

Do you have any specific skills or strengths that could be utilised? \_\_\_\_\_

\_\_\_\_\_

Are there any activities that you feel unable to support? Please give details. \_\_\_\_\_

\_\_\_\_\_

When are you available to support in school? Please give days and times \_\_\_\_\_

\_\_\_\_\_

Please provide details of someone who could provide a character reference for you

Name \_\_\_\_\_

In what capacity does the referee know you? \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email address \_\_\_\_\_

Please sign below to confirm you have read the Volunteer Policy and that you understand your obligations relating to the following topics:

- Confidentiality
- Safeguarding including the Prevent Duty
- Health & Safety
- Fire

and that you agree to adhere to it.

**Signature:**

**Name:**

**Date:**

**The information on this form will be processed in accordance with the General Data Protection Register (EU) 2016/679.**

For office use: DBS required: Yes/No
Original documents seen: Yes/No
Date DBS applied for: _____
Reference contacted: _____
Risk Assessment Completed: _____
Date started: _____ Signed by _____ -