



Alexandra School

Learning Together



VOLUNTEERING POLICY

Category:	Volunteering
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Version:	1.0
Status:	Ratified
Issue date:	December 2018
Next review date:	December 2021

The school's volunteer policy is part of the school's safeguarding systems.

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The school welcomes and encourages volunteers from the local community.

The types of activities that volunteers engage in, on behalf of the school, include:

- Working with small groups of pupils, or individual pupils to assist them in their learning
- Supporting community engagement activities (which could include swimming, sailing, school visits)

Safeguarding Risk Assessment

Alexandra School is committed to safeguarding pupils and expects its volunteers to share that commitment.

As any volunteer work at Alexandra School will involve contact with vulnerable children, we insist that all volunteers complete an application form, pass an interview and be subject to an Enhanced DBS safeguarding check and the presentation of two references. The DBS check will be paid for by the volunteer. This allows the school to make an informed decision when accepting volunteers to work with children.

Becoming a Volunteer

Anyone wishing to become a volunteer should apply directly to the school. We will receive volunteers by word of mouth referrals and also by application to adverts. Volunteers should have some previous experience of working with or supporting children and must be 18 or over.

Process for recruiting Volunteers

- Volunteers will contact the school directly to express their interest. If the initial criteria are met, i.e. aged 18 or over, with previous experience of working with or supporting children, they will be asked to complete an application form.
- Subject to successful completion of the application form, volunteers will be invited to an interview. Selection days are offered termly.
- An Enhanced DBS check will be undertaken.
- Two references will be received.
- Subject to successful vetting, the volunteer will be made aware of the role and responsibilities they will be undertaking.
- Volunteers will be provided with a volunteer induction handbook and will be asked to sign a volunteer's agreement (see appendix), which sets out the school's expectations of the volunteer.

Our School Aims

All adults who work in our school, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to promote our school aims and educational purpose including our Alexandra School values:

- **Believe in the possibility and power of change**
- **Never tire of doing good**

- **Take personal responsibility for your actions**
- **Take a duty of care towards others**
- **Have respect for other people regardless of their age or status**

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced to the Designated Safeguarding Leads.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Headteacher. Any information gained at the school about a child or adult should remain confidential.

Supervision

All volunteers work under the supervision of a teacher. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from the Class Teacher.

Volunteers are required to familiarise themselves with the documentation regarding the care of the pupils they are working with, this will include care and behaviour plans, medical information. This information is available in each class.

Health & Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks.

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher /Headteacher.

Child Protection

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

- All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement
- All of our volunteers must have been cleared by the DBS process.
- All of our volunteers must have presented two references.
- The school has a Safeguarding Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about who the DSLs are in school and what observations or concerns should be reported to them.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer 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
- Based upon the facts identified in the investigation it may be necessary for the School to inform the volunteer that the school no longer wishes to use them
- Provide the volunteer with a copy of the school's full Complaints Procedure
- The School reserves the right to terminate the volunteering arrangement if this is appropriate

Appendix

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Alexandra School.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at school.

You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Aims
- I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential**
- I understand that two references will be requested. I understand that I will not be able to begin volunteering until satisfactory references have been received.
- An enhanced DBS check must also be undertaken and received prior to becoming a volunteer.
- I have been made aware of who is my designated supervisor e.g. Senior Leader or Class Teacher

Signed: _____

Name: _____

Date: _____

