

NORTHFIELD JUNIOR SCHOOL



Volunteers in School Policy

Last Reviewed	January 2025
Reviewed By (Name)	Johnathon Walmsley
Job Role	Headteacher
Next Review Date	March 2027
V1:19/20	Approved at Governors
V2:21/22	Cover sheet amended – SHousley 18.11.21
	Online form for completion attached & link, paper copy removed.
V2:22/23	Reviewed no changes
V2:23/24	Reviewed no changes made
V2:24/25	Reviewed – no changes made

NJS Mission Statement

We want all of our children to love coming to school and to find things that excite their curiosity and inspire them to learn, grow and develop as kind, responsible and confident individuals every single day!

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.

1. Introduction

Our school benefits from developing well planned, active parental and community links. Participation by adults in the activities of the school on a voluntary basis helps to achieve this. At Northfield Junior School we believe that volunteers are a valuable resource to support learning, raise achievement and support the work of the teacher. Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children and enrich the life of the school.

2. Aim

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

3. Categories of Volunteers

Volunteers could include any of the following (this list is not exhaustive):

- Members of the Governing Body
- Parents, carers, guardians, elder siblings or Grandparents of Pupils
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Local residents
- Staff family members

4. Types of Activities

Activities volunteers may be engaged in could include any of the following:

- Hearing children read
- Working with small groups of children in lessons
- Working alongside individual children in lessons
- Undertaking art and craft activities with small groups of children
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks
- Running or assisting with an after school club
- Social activities such as running a disco
- Fund raising activities such as running a cake stall or Summer Fair
- Interviewing children on a governor visit
- Helping with and accompanying Sports Events
- Assisting with admin tasks
- Helping with maintaining the school garden

5. Becoming a Volunteer

Anyone wishing to work as a volunteer who will be in school on a regular basis or a one-off occasion or completing a work placement should request a **Volunteer Application Form** from the school office. This should be completed and returned with the necessary original Identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check if required. Where the volunteering is a placement linked to a course of study the cost of the DBS (if required) will be met by the volunteer (or his/her college). Regular volunteers will be subject to a DBS check.

The Headteacher or their nominated representative will interview the potential volunteer and if deemed to be successful will be taken through an induction process then an appropriate placement will be agreed. This will usually be in a class which has no family connection to the applicant except in the case of accompanying a school visit. A regular day and time will be agreed and the applicant will be expected to sign all relevant documentation (appendix to this policy).

An entry will be made on the school's **Single Central Record** and a file maintained with the confidential details of the volunteer which will be retained by school for 7 years after the volunteer resigns from their volunteering responsibilities.

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 Northfield. The student 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. 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.

If there is any doubt as to the level of checks required, the Headteacher will have the final decision. Volunteers who are not directly associated with school (apart from students) maybe asked to provide a reference.

6. Information on the Role of a Volunteer

All volunteers should have access to this policy. Volunteers should also read and understand and agree to uphold the following policies and documents which are all available from the school's website and as hard copies in the **Volunteers Documents Folder** which is kept in the School Office and may be borrowed. These documents include:

- The School's Vision, Values and Aims
- KCSIE (Keeping Children Safe In Education)
- Health and Safety Policy
- Confidentiality Policy
- Data Protection Policy
- Safeguarding & Child Protection Policy
- Equal Opportunity Policies
- Behaviour Policy
- Social Media Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)
- Complaints Policy

7. 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
- access to any school policies or procedures that are relevant to their role
- attend any training offered that is necessary for the success of their activities

8. School's Expectations from Volunteers

School expects all volunteers to:

- Read and adhere to the policy guidance set out in this document
- Adhere to the name protocol for staff.
- Work only under the direct supervision and direction of staff.
- Be role models for the children they work with.
- Wear appropriate, smart but casual dress in line with the school's dress code (no jeans).
- Refer any behavioural or safeguarding concerns to the class teacher and not to attempt to deal with any such issues themselves.
- Respect the environment of the staffroom as privileged.
- Commit to a regular window of time to allow teachers to plan activities to include the volunteer.
- Advise school as soon as possible when it is not possible to attend.
- Be familiar with school evacuation procedure and follow staff instruction.
- Be absolutely clear about the duty to maintain complete confidentiality
- Understand that there may be times when it is not possible to carry out the regular duties and other duties may be assigned
- Uphold and promote the good name of the school

9. Security

All volunteers must sign in and out electronically and display a named printed visitors badge whilst in school.

10. Parking

Volunteers should not use the carpark due to limited space.

11. Complaints Procedure

Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher (or a delegated staff member) for investigation.

The Headteacher (or Deputy Head) reserves the right to take the following action:

- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated.
- Offer an alternative placement or activity for a volunteer.
- Inform the volunteer that the placement has been withdrawn.

12. Monitoring

This policy will be reviewed regularly by staff and Governors in the light of school policies, priorities and procedures and also any statutory duties that emerge.

Link for online application: (questions below)

https://forms.office.com/Pages/ResponsePage.aspx?id=IU1c4M9kqUCVNTfrL9Pue_KMnR_RPDpBhIKLcs-nDjdUMFdER1pFSjhPRzZQVFpPVIRDNFg2TUNYUC4u

Become a Volunteer at Northfield Junior School

Please complete the form below after reading our Volunteer Policy which has been sent to you.

Required

1.Title

- ☐ Mr
- ☐ Mrs
- ☐ Miss
- ☐ Dr
- ☐ other
- ☐

2.Your surname

3.Your first name

4.Your address

5.Mobile telephone number

6.Email address

7.Your date of birth

8.Please provide the name and telephone number of an emergency contact for you

9.Please outline any experience and any relevant qualification that you have from any part of your life which you think will be helpful in this role and briefly describe why you would

like to volunteer. Please state if you have a relative in school (pupil or adult) and which class they are in.



10. Please give details of any criminal convictions, warnings, reprimands, cautions, or other orders, pending prosecutions, or criminal investigations. We will only take them into account if we consider them relevant to the job for which you have applied. You are not required to disclose offences which are spent under the Rehabilitation of Offenders Act 1974, unless the post for which you have applied is exempt under the Act. For these exempt jobs both spent and unspent offences must be disclosed, unless they are “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. If the vacancy for which you are applying requires such a disclosure, this will be stated clearly on the advertisement and the supporting details you will have received with this form. For these posts an offer of appointment will be subject to satisfactory Disclosure & Barring Service clearance. Any information disclosed will be treated in the strictest confidence.

☐ If yes, please provide details in a sealed envelope marked “Confidential” and return with the application

☐ No

11. I declare that the information on this form is true and accurate.

I have received a copy of the schools Volunteers in School Policy and agree to abide by the expectations detailed in Section 8 of this Policy

I agree to undertake a Volunteer Induction Interview prior to commencing my role in school.

Volunteers in school are bound by our Confidentiality Policy. All staff members, voluntary helpers and visitors should be aware that information relating to individual children or members of staff is totally confidential. Whilst in school, volunteers may hear conversations which are of a confidential nature. These cover aspects such as children’s academic progress, mis-behaviour, or home circumstances. All information relating to individual children and staff is totally confidential and volunteers must respect this. Any concerns that volunteers have about the children they work with/ come into contact with should be shared with the class teacher and NOT with the parents of the child or any persons outside school. These comments, particularly if taken out of context can cause distress to the parents of the child if not heard

directly from the school. A situation may arise in school, where the duty to the child is greater than that to the parent. If a child discloses something, this information should be shared promptly with the child's teacher or head teacher.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher.

I consent to the information contained in this form, and any other information received by or on behalf of the council relating to my application, being processed by the council in administering the recruitment process and to assist with the prevention and detection of fraud

☐ Please type your name below & today's date to confirm electronically the above statement

☐

12. Do you currently have a current Derbyshire Disclosure & Barring Service (DBS) certificate

☐ No

☐ Yes - please confirm the date issued and the DBS number

☐

Submit

OFF-SITE VISITS VOLUNTEER AGREEMENT

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

Please read and return this form, and sign and return the helper's slip.

This is part of our school's risk assessment planning.

Role of the Volunteer Helper

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated 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 your group keep up with the body of the school visit party, be it walking or entering or exiting from transportation
- to promote and support the learning intentions of the visit
- to contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour

Working alongside school staff

School staff expect volunteer helpers to:

- read, sign and comply with any visit risk assessment relating to the visit
- comply with all of the above whilst being under the direct line management of school staff
- show a 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 about the task and help to explain areas of interest
- follow guidance from the school staff
- carry out regular headcounts and report any missing children immediately to staff

What is not permitted

- Volunteer helpers should not re-organise school visit groups.
- Volunteer helpers should not smoke or drink alcohol at any time on a school visit.
- Volunteer helpers should not take photographs of children on their own cameras or phones.
- Volunteer helpers should not give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip unless a prior arrangement is in place
- Volunteers should not touch or administer sanctions to children but should speak to a school staff member if there are any difficulties
- Volunteer helpers should not leave their group at any time unless there is another supervising adult present to take over

First Aid/Medication

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff. Inhalers should be carried by group leaders and should be administered by the child in line with the agreed procedure as needed.

Emergencies

You are expected to inform a member of staff as soon as possible.

If you have 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.

I have read the Offsite Visits Volunteer Agreement

I agree to the terms and conditions as stated in the Agreement

I will support the children in enjoying the trip and actively contribute to the smooth running of the occasion

I will act in accordance with the directions of school visit leaders at all times.

Signed : _____ Date : _____