West Hill School

Aiming High Since 1927

Policy and Procedures for Volunteers

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Audience

This policy should be read by all members of staff who are looking to have a volunteer in their department.

Introduction

We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

We welcome and encourage volunteers from the local community.

Our Volunteers include:

- Members of the Board of Trustees
- Parents of students
- Ex-students
- Students on work experience
- University students referred to us by Student Volunteer Services
- Local residents
- Friends of the school

This isn't an exhaustive list.

The types of activities that Volunteers are engaged include:

- Hearing students read
- Working with small groups of students
- Working alongside individual students
- Duke of Edinburgh Award Scheme
- Outside classroom activities

This isn't an exhaustive list.

This policy has been developed in line with the statutory safeguarding guidance Keeping Children Safe in Education (KCSIE) from the Department for Education (DfE).

Appointing a Volunteer

Any department that has been approached by a member of the public to be a volunteer at West Hill School must first seek permission from the Head Teacher and then liaise directly with the Business Manager to ensure that the appropriate induction requirements are actioned and appropriate safeguarding and recruitment checks are undertook, along with relevant training.

The headteacher reserves the right to terminate a placement at any time.

Volunteer Applications

All volunteers will be asked to complete an application form (see appendix 1) prior to joining the school. This details personal information about the applicant, how they are known to school, the department they will be volunteering in and duties being undertaken. The application form is to be emailed to: admin@westhillschool.co.uk, for the attention of the relevant Head of Department. This form is signed by the Head of Department and is passed to the Business Manager for completion of internal procedures.

Volunteer Induction

All volunteers in school will receive induction from the Business Manager. During this session all relevant policies are shared, expectations and procedures made clear and guidelines given.

Confidentiality

Volunteers in school are bound by a code of confidentiality and Data Protection. Any concerns that volunteers have about the students they work with/come into contact with must be voiced with the Class Teacher and **NOT** with the parents of the child/persons outside school.

Comments regarding students' behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Head Teacher or the School Business Manager.

Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for students at all times, including the students' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the Teacher as to how an activity is carried out/what the expected outcome of an activity is. Volunteers are encouraged to seek further advice/guidance from the Teacher in the event of any query/problem regarding students understanding of a task or behaviour.

Health & Safety

The school has a Health and Safety Policy and this is made available on request to Volunteers working in the school. Induction will ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class Teacher/Head Teacher.

Safeguarding

To ensure the safety of our students at all times, all regular volunteers will be required to have been cleared by the Disclosure and Barring Service.

For clarification, 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. These volunteers must remain under constant supervision of school staff.

Where a volunteer is in school on a regular basis (four times in a month or more or once a week or more, or overnight (between 2am and 6am, as defined by the DfE) a DBS (Disclosure and Barring Service) certificate must be obtained, these volunteers will be added to the school's Single Central Register (SCR). The individual should not start at the school until clearance is obtained.

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

- All volunteers, upon appointment, will undergo Safeguarding Training
- All Volunteers are given a copy of the Code of Conduct (see appendix 2).
- To ensure the safety of our students at all times, our volunteers (where required) must have a current DBS that the school has requested.
- All Volunteers will apply to the school and the school will carry out the appropriate safeguarding checks (including references if deemed appropriate)
- The Class Teacher will ensure that these volunteers are kept under constant supervision.

Code of Conduct

All Volunteers will be asked to read and sign to say that they understand and will abide by the Staff Code of Conduct for Volunteers – Appendix 2.

Complaints Procedure

Any complaints made about a volunteer will be referred to a Deputy Headteacher or School Business Manager for investigation. Any complaints made by a volunteer will be referred to a Deputy Headteacher or School Business Manager.

The nominated staff lead reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Code 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 use them.

GDPR and Record Keeping

Our staff privacy notice explains what information we collect and why we collect it.

We will:

- Retain records relating to volunteers in line with our records retention schedule
- Remove details of volunteers from the single central record (SCR) once they no longer work at our school

Insurance

The school's insurance policy does cover volunteers in the event of an accident or emergency.

If a volunteer is working at the school through another organisation, we will check that organisation's insurance arrangements.

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Appendix 1: Volunteer Application Form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

DATA PROTECTION NOTICE
Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law: • You've given us your consent • We must process it to comply with our legal obligations The staff privacy notice will be sent to you on joining us via an email link.

BASIC INFORMATION:	
Name:	
Home Address:	
Telephone No:	
Email Address:	
Date of Birth	

DISABILITY AND ACCESSIBILITY
West Hill School is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

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HOW KNOWN TO SCHOOL:	
Department Volunteering in: Summary of duties undertaken:	
Signed: *(Head of Department)* Date:	

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

West Hill School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with GDPR and West Hill's privacy notice.

Do you have a DBS check? (please circle)	Yes/No
If yes, what type of check do you have? (please circle)	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information
Date of check:	
Certificate number:	

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DISCLOSURE & BARRING SERVICE APPLICATION	
Application Form Completed	
Evidence of Identity seen	
Application form sent	
Clearance received: • Date: • Number:	

AVAILABILITY					
	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
AM					
PM					
Before school					
After school					
Lunchtimes					
How many hours per week/month can you volunteer?					
Can you commit to at least 1 term?					

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EXPERIENCE AND QUALIFICATIONS	
Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.	
Why would you like to volunteer at West Hill School?	
Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)	
Do you have any relevant qualifications?	
What age group would you prefer to work with?	

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REFERENCES	
Your placement as a volunteer may be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).	
Name:	**Name:**
Relationship to you:	**Relationship to you:**
Telephone number:	**Telephone number:**
Email address:	**Email address:**

Placement start date:	
Placement end date:	

INDUCTION	
Volunteer induction: ***(inc expectations, role)***	**Date:** **By:**
Safeguarding:	**Date:** **By:**
Health & Safety: ***(inc emergency evacuation)***	**Date:** **By:**

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Appendix 2: Code of Conduct for all Volunteers

Introduction
This Code of Conduct reflects relevant legislation, expectations and principles for Volunteers, and reflects the requirement that only the highest standards of integrity are expected. The code sets out the minimum standards that should apply, and is not exhaustive. Inevitably, some issues affect some staff groups more than others and a 'common sense approach' should be employed to the application of the Code of Conduct to different staff groups. However, all volunteers are covered by this code, and as such non-compliance or claimed ignorance of the code will result normally in disciplinary action being considered.

1. General Requirements
As a Volunteer of the school, you must:

• Attend your placement

• Be punctual in time keeping

• Be honest and trustworthy

• Follow Health and Safety procedures

• Take care of yourself, your colleagues and others whilst at the school

• Display commitment to the aims, vision and mission statements of the school, conducting yourself in a manner consistent with these statements at all times

• Conduct your work in a co-operative manner

• Obey reasonable management instructions (from members of the Teaching Staff and/or senior
Leadership Team), ensuring that at no time do you knowingly undermine the leadership, management, or smooth running of the school

• Accept and adhere to school policies and procedures, carrying them out as fully as possible

• Take care of school property, making careful and best use of all resources provided

• Undertake your duties and responsibilities effectively, efficiently and diligently

• Show respect for all people within the school at all times by being polite and courteous to
others

• Respect the rights of individuals to hold religious or political beliefs, or sexual orientation, different to your own

• Ensure that other commitments, for example part-time employment elsewhere, do not prejudice the capacity to volunteer

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• Maintain appropriate levels of confidentiality at all times

• Follow appropriate lines of communication for concerns or complaints

• Disclose as required on appointment, or at any time, any civil, criminal charges or convictions

• Not misrepresent professional qualifications

• Represent the school positively at all times

• Dress in a manner that is appropriate to your role in the school

2. With Students

• Remember that the emotional, physical, intellectual and moral welfare of the students
is the prime purpose and first concern of our school

• Behave with compassion and impartiality

• Be sensitive in expressing criticism of students and avoid hurtful comments of a personal nature

• Do nothing to abuse, exploit or undermine the staff/pupil relationship, which is based
on trust

• Respect the confidentiality of information relating to students unless its disclosure is either required by law or is in the vest interests of a particular child

• Ensure that reports are based on factual and objective information.

3. With Parents/Carers

To only discuss a child with a parent/carer with the express permission of the Headteacher.

4. With Colleagues

• Exercise the duty of care to all colleagues – for their physical and emotional health and well-being

• Acknowledge the various roles and responsibilities that colleagues have within school

• Respect colleagues, particularly when making any assessments or observations of their work, making objective judgements, comments, observations or assessments at all times

• Not denigrate a colleague in the presence of others

• Exercise maximum frankness and good faith in all matters relating to appointments to

posts

• Give accurate references that are fair, truthful and objective, if requested.

6. With the Wider Community
Be aware of the involvement of the community in the life of the school and understand its unique social, economic and cultural position

7. Social Networking Sites
Use of social networking sites should be undertaken with due care and attention. In particular, use of such sites should not involve communication regarding your employment at this school or any activities which may bring the school into disrepute and / or may question your suitability to work with students. All Volunteers are prohibited from posting pictures of any activity they undertake while accompanied by students of the school.

I have read and understood the school's Code of Conduct and am aware of the possible consequences of breaching it.

Name: _____ Signed: _____

Date: _____

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