

<b>School Policy for:</b>	Volunteer Policy		
<b>Date:</b>	November 2021		
<b>Policy Lead(s):</b>	Laura Goodhead		
<b>Approved by (X):</b>	<i>Full Governing Body</i>		<i>Business Management Committee</i>
	<i>Pay Committee</i>		<i>Pupil and Resources Committee</i>
	<i>Curriculum and Students' Progress Committee</i>		X
<b>Approval signature and/or date:</b>	17/11/2021 Chair of Governors	<i>Michael Nishe</i>	
<b>Next review date:</b>	November 2023		



**CHILWELL  
SCHOOL**

## Volunteer Policy

## **Introduction**

We believe our school benefits greatly from developing well-planned, active parental and community links through adult participation in numerous activities.

Volunteers are a welcome resource in helping to raise children's achievement supporting the work of teaching and non-teaching staff in a variety of ways. The delivery of the curriculum is the responsibility of teaching staff, supported by trained, employed non-teaching staff, however, we feel that volunteers bring a wealth of experience, skills and commitment which can enhance the learning opportunities of students, without encroaching on the professional teaching responsibilities of the teacher.

## **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.

## **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 students
- Students on Work Experience or Placement
- University or College Students
- Ex-members of staff
- Local residents
- Members of the Friends of Chilwell Committee
- Volunteer drivers for trips or sporting fixtures
- Staff family members

## **Types of Activities**

Possible activities in which volunteers may be involved:

- Accompanying school visits
- Sporting fixtures
- Mentoring session
- Literacy support sessions
- Leading or supporting with small group sessions
- Supporting student in main school lessons
- School productions, music events, dance performances
- PSHCE activities or during Discovery days
- Escorting students on local walks or to local events
- Running or assisting with a before or after school club, workshops
- Charity events

- Social activities such as a disco, prom fashion show
- Fund raising activities such as a Christmas or Summer Fayre

## **Becoming a Volunteer**

Anyone wishing to work as a volunteer should request a volunteer application form from the Headteacher PA or SENCo. This should be completed and returned with the necessary original identity documents in order to facilitate a Enhanced DBS check (excluding a Barred List check) and for two references to be sought.

The volunteer will be invited for a meeting with the relevant middle/senior leader and when two satisfactory references have been obtained and an Enhanced DBS check completed, a start date will be agreed.

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 the 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 school. The student will be expected to sign a confidentiality agreement 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 but a risk assessment will still need to be undertaken and the volunteer will remain under the continuous supervision of a member of staff undertaking a regulated activity, usually the class teacher. Care will be taken to ensure these volunteers do not have sole responsibility for a group of students or provide any form of intimate care (as directed in the Educational Visits Policy).

Only volunteers subject to an Enhanced DBS check including a Barred List check will be allowed to work unsupervised with students.

If there are any concerns regarding the level of checks required, a decision should be sought from the School Business Manager who will refer to the CAT HR Service for guidance.

## **Safeguarding Induction**

All volunteers must undertake a short safeguarding induction before commencing their voluntary role, this included reading of the most up to date version of KCSiE part 1 (September 2021).

### **Information on the Role of a Volunteer**

All volunteers should have access to this policy and the school's Volunteer Guide which includes important information about the day to day routines of the school, a site map and advice on protocol and practices in school.

Volunteers should also have access to the following policies:

- Health and Safety Policy
- Confidentiality Policy
- Data Protection Policy
- Child Protection Policy
- Code of Conduct Policy
- Equal Opportunity Policies
- Behaviour Policy
- ICT Acceptable Use Policies
- Safer Employment Policy

### **School Values**

All adults who work in school are expected to work and behave professionally and appropriately to reflect our school ethos and values.

### **Visitor guidance and procedures**

All Volunteers must ensure they follow the visitor guidance and procedures when accessing the school site.

Signed \_\_\_\_\_ *[Name]* (Headteacher)

Date \_\_\_\_\_

Signed \_\_\_\_\_ *[Name]* (Governor)

Date \_\_\_\_\_