



Fierté Multi Academy Trust  
*Placing children's rights at the heart of all we undertake*

## Volunteers Policy

2018-2019

Approved by: Chair of Trust Board	Date: 17.12.2018
Reviewed by: HR Insight	Date: December 2018
Next review due:	Date: Autumn 2019

### 1 Introduction

1.1 We want our schools to be open and welcoming to all who would like to support the children in the Trust. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security.

All parents/carers and volunteers will know that the school has policies in place to keep pupils safe from harm (including Tackling Extremism and Radicalisation Policy) and that the school regularly reviews its systems to ensure they are appropriate and effective (Keeping Children Safe in Education 2016).

1.2 The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

1.2.1 Paid full or part-time staff employed by the school (this list is not exhaustive:

- teachers;
- teaching assistants;
- site supervision staff ;
- cleaners;
- dinner supervisors;
- catering staff
- school business, finance and administration staff ;

### 1.2.2 Adult workers employed by another organisation (this list is not exhaustive):

- peripatetic music teachers;
- trainee teachers;
- LA advisers and inspectors;
- health visitors;
- grounds maintenance staff;
- Contract workers (e.g. an electrician or heating engineer).

### 1.2.2 Volunteer helpers:

- parents or other adult helpers working alongside teachers;
- Students on work experience.

This policy sets out the arrangements for volunteer helpers only.

## 2 Volunteer helpers

### 2.1 Volunteer helpers support the school in a number of ways, including:

- supporting individual pupils;
- hearing pupils read;
- helping with classroom organisation;
- helping with the supervision of children on school trips;
- helping with group work. This may include working in the farm alongside the livestock.
- helping with art or subjects involving other practical activities.

### 2.2 Volunteer helpers are not allowed to do the following activities:

- take responsibility for all or some of the whole class;
- change very young children, or supervise them changing;
- supervise children engaged in PE or other specialist activities;
- take children off the school site without a teacher in charge.

The responsibility for the health and welfare of the child remains with the class teacher at all times.

### 3 Signing in

3.1 When helpers arrive in the school, they must sign in at the reception desk. They will be given a visitor's badge, which they should wear at all times. The signing-in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving, and return their badge before they leave.

### 4 Appropriate checks

4.1 Anyone wishing to work as a volunteer should request a Volunteer Application Pack from the school office. This should be completed and returned with the necessary original identity documents to facilitate an Enhanced DBS check (including a Barred List check) and for two references to be sought.

4.2 When two satisfactory references and an Enhanced DBS check have been received by the school, a member of the Senior Leadership Team will interview the potential volunteer to gauge the person's aptitude and suitability to work with children.

4.3 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 Trainee Teachers  
It is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at school. The school must receive written confirmation from the other educational establishment of the checks undertaken.
- One-off volunteers i.e. assisting at a one-off fund-raising event or a school visit  
The one-off volunteer must remain **at all times** under the continuous supervision of a member of staff undertaking a regulated activity, usually the class teacher.

4.4 The headteacher has the authority not to accept the help of volunteers if he or she believes it will not be in the best interests of the children.

## **5 Deployment of classroom helpers**

5.1 It is the policy of this school that parent helpers do not support in their own child's classroom, as this can be distracting for the child, and perhaps place the class teacher in an uncomfortable situation. Helpers will be asked to support in classes in which there is the most need for individual support.

## **6 Safeguarding Induction**

6.1 All volunteers must undertake a short safeguarding induction to include health and safety before commencing their voluntary role.

## **7 Confidentiality**

7.1 Volunteers may become aware of confidential information about the school, its employees, pupils, customers and suppliers. Volunteers must not disclose this information or use it for their own or another benefit without the consent of the party concerned.

7.2 Volunteers should not speak to the press or communicate with any other media on matters which directly relate to the affairs of the school/academy.

7.3 Volunteers must not discuss individual pupils with any person outside of school/academy including their parents/carers.

## **8 Monitoring and review**

8.1 The day-to-day monitoring of this policy is the responsibility of the Headteacher, who will report to the governors annually, stating the number of adult volunteer helpers in the school, and summarising their value to the children.

8.2 This policy will be reviewed by the Governing Body every two years, or earlier if considered necessary.