



## Westcountry Schools Trust (WeST)

# Volunteers in School Policy

### Mission Statement

Westcountry Schools Trust (WeST) holds a deep-seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our quest to ensure that all of the students and adults we serve are given every opportunity to fulfil their potential and succeed in life.

Person(s) responsible for updating the policy:	Director of Inclusion
Date Approved:	October 2022
Date of next review:	October 2025

### WeST Core Values

WeST holds four core values which underpin the engagement, motivation and retention of employees, no matter what their role in the organisation.

- **Collaboration**  
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skillfully influence and engage others. Building and securing value from relationships, developing self and others to achieve positive outcomes.
- **Aspiration**  
Having high expectations, modelling the delivery of high quality outcomes. Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence.
- **Integrity**  
Acting always with the interests of children and young people at our heart, and with a consistent and uncompromising adherence to strong moral and ethical principles. Communicating with transparency and respect, creating a working environment based on trust and honesty.
- **Compassion**  
Recognising need in others and acting with positive intention to promote well-being and improve outcomes.

### Providing Accessible Formats

If you are unable to use this document and require it in a different format, please contact the Director of Inclusion.

The Volunteer in School Policy is part of the school's safeguarding systems. It must be read in conjunction with our Child Protection and Safeguarding Policy and Health and Safety. Other policies (such as our E-safety policy may apply depending on the nature of the volunteering).

### **Introduction**

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers from the local community. Our volunteers include:

- Those in governance
- Parents of pupils
- Ex-pupils
- Students on work experience
- Local residents
- Friends of the school
- Aspirational experts

The types of activities that volunteers are engaged may include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Accompanying school visits
- Sharing their skills/knowledge by talking to the class

### **Becoming a Volunteer**

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis, e.g. hearing children read, should contact the class teacher, Headteacher or School Office staff. School visits will be dealt with directly through the school office.

Volunteers should complete the Volunteer Information Sheet (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help.

Before starting to help in school, volunteers should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

The school will seek DBS clearance for any regular volunteers before they come into school to protect the staff and children. Volunteers without prior DBS checks will not be left alone with children and will be supervised by a member of staff. Volunteers will also be given a copy of KCSIE 2022 (Part 1) to read before starting and sign to confirm they have read and understood KCSIE, the Safeguarding policy and the WeST Code of Conduct.

## **Expectations**

All adults who work in our school are expected to work and behave in such a way as to actively promote positive behaviours and attitudes towards children's learning. This is achieved through role modelling and building strong relationships with children and staff. These expectations are set out more clearly in the staff code of conduct which serves as the benchmark for the conduct of all adults working in WeST schools whether in paid or voluntary positions.

## **Confidentiality**

Volunteers in school are bound by a code of confidentiality. They are in a position of trust and as such, information that they pick up whilst in school must not be shared outside of school, including on social media.

Any concerns that volunteers have about the children they work with/come into contact with, should be reported to either the class teacher, or the designated safeguarding lead depending on the context of the concern. Volunteers should not raise any concerns with the parents of the child or persons outside school.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher, in accordance with the WeST Low Level Concerns and Safeguarding policies.

## **Supervision**

All volunteers in class work under the supervision of the class teacher of the class to which they are assigned. Teachers always retain responsibility for children, including the children's 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 children's understanding of a task or behaviour.

## **Health and Safety**

The school has a Health and Safety Policy and this is made available on request to volunteers working in the school. Class teachers ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using equipment/accompanying children on visits). 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 children is paramount. To ensure the safety of our children, we adopt the following procedures:

- All volunteers are given a copy of this Volunteers in School Policy and asked to sign a Volunteer Agreement (Appendix 2).
- They will also be asked to read and understand our Child Protection and Safeguarding policy and the WeST Code of Conduct.
- They will be made aware of our designated safeguarding members of staff.

- To ensure the safety of our pupils at all times, all our volunteers must have a DBS check. Where a volunteer is engaged in a 'one off' activity e.g. sharing their skills/knowledge by talking to the class, no formal checks are carried out on these volunteers. These volunteers will be under constant supervision of school staff and at no point unsupervised or alone with children.

## **Appendix 1 - VOLUNTEER INFORMATION SHEET - FOR NEW VOLUNTEERS**

Name of volunteer:

Date of Birth:

Other names known by (including maiden names):

Address:

Telephone Number:

What skills/areas would you like to help with in school?

Are there any particular age groups/classes you would like to work with?

Do you require any reasonable adjustments to be made? (Please provide details)

**Thank you for taking time to complete this Volunteer Information Sheet. Please hand it to the School Office. Your offer of help is appreciated and we will be in touch shortly**

## Appendix 2 - Volunteer Agreement

Thank you for offering your services as a volunteer at Woodford Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement and hand it in at the school office. You will receive a copy of it for your records.

- I have received a copy of the school's Volunteers in School policy
- I have read and understood KCSIE part 1
- I have read and understood the school's Child Protection and Safeguarding policy
- I have read and understood the WeST Code of Conduct
- I know who the designated safeguarding member of staff is in school
- I agree to support the values in school
- I agree to treat information I learn from being a volunteer in school as confidential
- I understand that I am required to undergo a DBS check to advise the school of my suitability as a volunteer.

Signed .....

Name.....

Date.....