



Volunteers, Visitors and Work Experience Policy

Person responsible	Bursar
Last update	November 2021
Frequency of Review	2 Years
Date of next review	Autumn 2023

The School's Volunteer Policy is part of the School's safeguarding systems. St. Christopher's The Hall is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers and visitors to show that commitment.

Volunteers

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The School therefore welcomes and encourages volunteers from the local community.

Our volunteers include:

Members of the Governing Body

Parents of pupils

Ex-pupils

Students on work experience

Ex-members of staff

Local residents

Friends of the School

The types of activities that volunteers engage in, on behalf of the school, include:

Supporting Preschool children with their learning and day-to-day activities

Hearing pupils read

Working with small groups of pupils to assist them with their learning

Working alongside individual pupils, as an additional tutor

Accompanying school visits

Workshop topic relevant to the school curriculum

Becoming a volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing pupils read, usually approach the Head, Senior Leadership or a member of staff. Volunteers should complete the Volunteer Application Form, (Appendix 1) and Volunteer Agreement (Appendix 2).

The volunteer should attend the School for an informal discussion to ensure the applicant is suitable for the role.

Applicable statutory recruitment checks such as an Enhanced DBS/Barred list/ID will be undertaken.

The volunteer will be made aware of the role and responsibilities they will be undertaking.

If appropriate two references should be sought where the volunteer arrangement will continue on a regular basis.

Induction – school policies and documentation will be explained and issued. These will include:

The School's Safeguarding and Child Protection Policy

The identity of the Designated Safeguarding Lead (DSL)

The Staff Code of Conduct

Whistleblowing Policy

Health and Safety Policy

A copy of Part 1 KCSIE

If a volunteer is engaged in a 'one-off' activity they are not required to have a DBS check. However, any adult in this situation MUST be under the constant supervision of a member of staff and not be alone with a child/children at any time. Staff must be made aware of the volunteer's status.

All adults/young people who work in our school, whether a paid member of staff, or a volunteer, are expected to work and behave in such a way as to actively promote our aims and educational purpose.

Confidentiality

Volunteers in the School are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the DSL and NOT with the parents/carers of the child

Volunteers who are concerned about anything in the school which may affect their work should raise the matter with the Headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

Supervision

All volunteers work under the supervision of a teacher or full time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking. Volunteers should be given clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome is. In the event of any query/problem regarding the pupils' understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Health & Safety

The School has a Health & Safety Policy and this is made available to volunteers working in the School and is displayed on the school website. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated supervisor/Headteacher.

Child Protection

The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures;

All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2).

All of our volunteers must have been cleared by the Disclosure & Barring Service (DBS) Where a volunteer is engaged in a one-off activity, e.g. helping supervise a group of pupils as part of a class visit, a Barred List check will be required. However, such volunteers, who will not be left unsupervised, must read and sign off our Off-Site Agreement (Appendix 3). Any concerns a volunteer has about child protection issues should be referred to the designated supervisor or the Headteacher.

Mobile phones

Mobile phones must not be used or seen in school, unless during lunchtime away from children. On no account can mobile phones be used for taking photos.

Dress Code

Everyone working in school with children is asked to adopt the same dress code as the teacher, which is smart professional, no jeans etc., or inappropriately skimpy clothes. If you are going on a school trip, please discuss with the class teachers as we often wear more casual clothes ourselves on such occasions.

Complaints

Any complaints made about a volunteer will be referred to the Headteacher or appropriate member of staff for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher or designated member of staff reserves the right to take the following actions;

To speak with a volunteer about a breach of the Volunteer Agreement 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

Based upon the facts identified in the investigation it may be necessary for the school to inform the volunteer that the school no longer wishes to use them

Provide the volunteer with a copy of the school's full Complaints Procedure

Visitors

Planned visitors to the school

All visitors to the school will be asked to provide formal identification at the time of their visit

- Where possible the school office/reception staff should be informed of all pre-arranged visitors to the school
- All visitors must report to the school office/reception
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification
- All visitors will be asked to sign the Visitors Record Book, making note of their name, organisation (where appropriate), who they are visiting. If you leave the school during the day you are required to sign out of the Visitor Record Book and sign back in should you return
- All visitors will be required to wear an identification badge, the badge must remain visible throughout their visit to the school

- All visitors should read the 'Safeguarding Information for Visitors' sheet to ensure that they are aware of whom the designated lead is for child protection and that any safeguarding concerns must be reported to them. This also contains Fire Safety information. Regular visitors, such as visiting music teachers, club staff and volunteer helpers will be issued with the School 'Safeguarding Information – guidance for adults visiting or working on our site' and asked to read it.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school office/reception to receive the visitor. The contact will then be responsible for them while they are on site
- All visitors are requested not to enter the staff room, their contact will provide a suitable space for any breaks required during the day
- On departing the school, visitors should leave via the school office and:
Enter their departure time in the Visitors' Record Book alongside their arrival time
Return the identification badge to the school office/reception

Please note: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child and may even be refused access.

Unknown/unplanned visitors to the school

- Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business in the school
- They should then be escorted to the school office to sign the Visitors' Record Book and be issued with an identity badge
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher should be informed promptly
- The Headteacher will consider the situation and decide if it is necessary to inform the police
- If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

Work experience placements

If the student is under 16, then a DBS certificate is not possible. If the student is going to be with the school for more than a one-off, then they should sign the volunteer agreement and E-Safety Policy.

Data Protection and Information Security

All visitors to the school must have due regard to confidentiality and data protection. The Data Protection Act 2018 applies to everyone connected to our school.

APPENDIX 1 VOLUNTEER APPLICATION FORM FOR NEW VOLUNTEER

Applicant Details

First Name

.....

Surname

.....

Date of Birth

.....

Address

.....

.....

.....

Contact Information

Home Tel. No.

.....

Mobile Tel. No.

.....

Email Address

.....

Reference Contact Information (Must be previous employer or someone with
Recognised standing in the community)

Reference 1

Home Tel No.

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Mobile Tel. No.

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Email Address

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Reference 2

Home Tel No.

.....

Mobile Tel. No.

.....

Email Address

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APPENDIX 2 VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at St. Christopher's The Hall School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement below and return the Bursar on completion. You will receive a copy of it for your records.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play (Keeping Children Safe in Education, DFE 2021)

The wellbeing of our pupils and staff is at the centre of our ethos at St. Christopher's The Hall School. I agree to adhere to the following procedures and expectations when helping at school, when accompanying pupils on an outing and at all times when I have direct contact with pupils and staff.

I have received and read a copy of the School's Volunteer/Visitor/Work Experience Policy.

I will collect a visitor's badge upon arrival and sign the visitor book when entering and leaving the premises.

I respect the need for confidentiality when working with pupils. I agree not to discuss or disclose any information about pupils' level or their needs and behaviour with anyone other than the class teacher or the Headteacher in or out of school.

I understand that this confidentiality agreement also applies to my working with staff and our behaviour towards each other. I also agree to respect staff's privacy as I expect the school to respect mine. I understand I should not enter the staff room.

I will not use my mobile phone in the presence of children and understand that under no circumstances can it be used to take photographs

I will not undertake any personal care, such as nappy changing or taking individual children to the toilet

I will be a role model at all times, following the School's expectations as set out in the Staff Code of Conduct.

I fully understand that if at any time I am in breach of this agreement I will not be permitted to continue as a volunteer helper in the school.

I agree to an Enhanced DBS/Barred List check and other statutory applicable safeguarding checks on request.

Signed

Date.....

PRINT NAME.....

APPENDIX 3 WORK EXPERIENCE APPLICATION (under 16)

Dates of Work Experience:.....

Applicant Details

First Name

.....

Surname

.....

Date of Birth

.....

Address

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.....

Contact Information

Home Tel. No:

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Mobile Tel. No:

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Email Address:

.....

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Name of School/College:

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School/College Address:

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School/College Phone Number:

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APPENDIX 4 WORK EXPERIENCE AGREEMENT (under 16)

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I understand that this confidentiality agreement also applies to my working with staff and our behaviour towards each other. I also agree to respect staff's privacy as I expect the school to respect mine. I understand I should not enter the staff room.

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I will not undertake any personal care, such as nappy changing or taking individual children to the toilet

I will be a role model at all times, following the School's expectations as set out in the Staff Code of Conduct.

I fully understand that if at any time I am in breach of this agreement I will not be permitted to continue as a volunteer helper in the school.

Signed

Date.....

PRINT NAME.....

APPENDIX 5 VOLUNTEER GUIDANCE FOR SCHOOL TRIPS

These guidance notes have been written in conjunction with the school's policy on off-site visits. If you have any questions about a school trip, please see the class teacher. We do appreciate your help on school trips.

- Parents may not always have their own child in their group
- The teacher will give parent helpers a list of children for whom they are responsible
- All children are told they must stay with their group and the group adult at all times
- If the trip involves a coach journey, please help the children in your group put on and fit their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher has sick bags if needed
- The class teacher is responsible for ALL First Aid and medication
- The class teacher leads the rules, routines and expectations for the day. Please help the teacher by ensuring your group follows all instructions, e.g. when to eat and drink
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school and associated parents in emergency situations
- If you need to leave your group for any reason, e.g., to take a child to the toilet, please ensure you are with another adult and inform the class teacher
- Parent volunteers are asked to keep the same degree of confidentiality as in school. If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher or, if you would rather, the Headteacher on return from the trip.
- I agree to an Enhanced DBS/Barred List check and other statutory applicable safeguarding checks on request.

Signed

Date.....

PRINT NAME.....