

# St Lukes Science and Sports College: Policy For Volunteers

Status : Best Practice

Policy updated: May 2015

Next review: May 2016

## 1. Introduction

The value of well-deployed volunteers in Schools is now widely recognized. Volunteers include members of the local community, parents of pupils in school or those on work experience from either local Community Colleges or University.

Volunteers are a welcome resource for helping to raise children's achievement, complementing the work of teachers and support staff. There is no doubt that an individual School will benefit greatly from developing well-planned, active parental and community links through participation by adults in the activities of the School on a voluntary basis. It should be emphasized that the role of volunteers in Schools provides for the enrichment of the pupils' learning experiences, but must not encroach on or restrict professional teaching duties. The deployment of any volunteer, whether for one day or for a number of sessions over a longer period, must be managed with care, in particular taking account of the needs of the pupils and the staff to whom they are assigned.

Headteachers and Governors are mindful of deploying volunteers appropriately. Volunteers will not be asked to replace paid staff or be given responsibility within the School that would normally be associated with paid employees.

## 2. Deployment

Volunteers will not be asked to carry out duties which :

- fall normally within a teacher's responsibility under loco parentis;
- fall normally within the job description of a teacher or member of support staff, i.e.
- they must not be asked to cover the absence of staff from School;
- would normally be performed by a contractor engaged by the LA or by the School;
- would require them to have unsupervised access to children;

It should be noted that the class teacher remains responsible for the organisation of the class and methods of work.

During a visit to the School each volunteer should be designated to a specific member of staff to whom he or she will be directly responsible. Time will be taken to ensure the volunteer is adequately inducted into the role and that there is mutual agreement and understanding. It is essential that the volunteer is clear as to which member of staff has this responsibility. All volunteers need to be made to feel welcome. It is important that the parameters of their role within the School are clearly defined from the outset in order to avoid the possibility of misunderstanding. The School will prepare volunteers with an induction pack that includes support materials.

Where a volunteer's particular skills or knowledge do not match the current needs of the School, the offer of help should be declined.

### **3. School Regulations and other Information**

Volunteers must be made aware of the rules governing behaviour at the School, including the key 'dos' and 'don'ts' for children and adults. This should include procedures designed to avoid hazards or risks associated with the tasks that they are being asked to carry out and, importantly, details of first aid and emergency arrangements such as procedures to follow in case of fire.

As part of their induction to life at the School, volunteers should also be provided with basic information such as a plan and details of those facilities available to them e.g. staff room, toilets etc.

It is important that volunteers are made aware of the following procedures :

- all aspects of safeguarding and their responsibility to comply with the policy
- expectations with regard to confidentiality;
- access to information related to pupils and/or staff;
- expected level of behaviour and an awareness of Professional Codes of Conduct;
- the School's Equal Opportunities policy – especially focusing on issues relating to
- discrimination and the use of appropriate language;
- the School's Complaints procedure;
- the School's Disciplinary procedure.

### **4. Child Protection**

The law requires checks to be made on anyone with responsibilities in a School which can give them regular unsupervised access to pupils under the age of 19. Under the Education (Teachers) (Amendment) Regulation 1998 this now includes volunteers who regularly help :

- in the classroom;
- in extra-curricular activities;
- with the supervision of pupils on School organised holidays or residential visits.

Volunteers who also have :

- ongoing
- substantial
- unsupervised access also fall under this category.

It is the Head teacher's responsibility to ensure that volunteers who potentially have UNSUPERVISED access to children to have an up to date enhanced DBS check.

Insurance : Whilst volunteering for the School they are covered by the LA for third party liability only. They may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property.

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Transport : Volunteers using their own cars to transport children other than their own children to school events, (sport, music etc.) should be advised to check with their insurance company to ensure that they do not contravene their insurance policy conditions. They also need to be DBS cleared.

## **VOLUNTEER POLICY AT ST LUKES SCIENCE AND SPORTS COLLEGE**

### **VOLUNTEER**

I have read the School Volunteer Policy and agree to abide by the ethos set out in it.

I am working in Year \_\_\_\_\_ under the direction of \_\_\_\_\_

I have received an induction into the role of volunteer and the school and it's Safeguarding and Health & Safety procedures from the Headteacher or the School Administrator.

In order to maintain the Health & Safety of everyone it is important that volunteers sign in and out of School at the School office where a badge is issued. I agree to sign in and out.

I am DBS cleared and have carried out the appropriate checks on this with the School Administrator

In the event that I have any concerns about anything I have observed or heard in school, I agree to bring that to the attention of the Headteacher.

Signed : \_\_\_\_\_

Date : \_\_\_\_\_

### **SCHOOL ADMINISTRATOR**

Induction has been carried out with \_\_\_\_\_

and the necessary checks have been made.

The volunteer is working in school from \_\_\_\_\_

to \_\_\_\_\_.

After the above term the process will be re-evaluated.

Signed : \_\_\_\_\_

Date : \_\_\_\_\_