

Boroughbridge Primary School and Nursery

**Volunteer Policy**

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| Date Adopted  30 December 2024 | Date for Review  30 December 2025 | Person/s Responsible  Headteacher |
| Approved by | Emma Ryan  Headteacher | Jules Preston  Chair of Governors |

This Policy is valid from the date as recorded, thereby invalidating any other preceding policy.

Where a ‘named’ person is no longer in post, this policy remains valid until the next review date.

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This policy supports the work of the school in promoting its vision statement, aims and values.

# Our Values

Everyone at Boroughbridge Primary School and Nursery believes in making a difference. With caring and nurturing we make our school a happy, safe place to learn where we:

* Provide a positive, stimulating and creative learning environment within a safe, happy and secure community;
* Foster links with families to ensure continuity of care;
* Nurture life skills for the future;
* Value achievement and celebrate every success;
* Encourage high expectations in all aspects of learning;
* Ensure equality and opportunity for all;
* Promote an awareness and acceptance of diversity;
* Support effort, perseverance and pride.

# Our School Vision

The vision for our school is to create a safe, nurturing environment which enables each child to attain greatness and a lifelong love of learning. We will encourage all our children to reach their maximum potential, independently through inclusion and first-hand discovery learning. We believe we are all individuals with different views, needs and aspirations; therefore, all areas of the curriculum should be valued. Children learn best when they are happy and following their own interests, therefore we will ensure that they are given the opportunity to share the planning of our creative curriculum. We recognise that teamwork between staff, parents and children, working together with respect has the greatest impact on our children’s learning. To achieve all of the above, our pupils believe that our school vision should hinge on the following 5 areas:

1. Friendship and Kindness
2. Positivity and Enthusiasm
3. Honesty
4. Fun
5. Developing talent and possibilities.

We believe everyone has a place in the life of the school and our school is the heart of the community. We can make a real difference to every child in our school.

# Our School Mission

The Mission of Boroughbridge Primary School and Nursery directly reflects the school’s vision. It seeks to:

* provide a dedicated team that puts the children first, is passionate about learning and engaging our pupils in a creative and personalised way and support them to reach their full potential;
* provide enthusiastic staff who are themselves open to learning and who are given extensive training opportunities for continuing professional development;
* provide a safe, nurturing environment where our children can thrive;
* promote close working relationships with our children, families and our community by putting communication and positive relationships high on our list of priorities;
* educate the whole child by providing a wide variety of opportunities and supporting each individual by developing unique talents through every stage of their learning journey.

# School Leadership Team

The SLT consists of:

Emma Ryan: Headteacher, DSL, SENCO (in the absence of K Hawkes)

Neil Ryder: Deputy Headteacher, Deputy DSL

Gillian Virden: Key Stage 2 Lead, Deputy DSL

Kelly Hawkes: SENCO

# Definition of a volunteer

Volunteers can be divided into 2 groups, either ‘occasional’ or ‘regular’.

* **Occasional** can be defined as volunteers or parents who only accompany staff and children on one off outings or trips that do not involve over-night stays, or who only help at specific one-off events e.g. a sports day, school trip. It would be expected that occasional volunteers would be supervised by a ‘regulated’ member of staff e.g. teacher and would not be left unsupervised.
* **Regular** volunteers can be defined as those who help on more than 3 days in any period of 30 days or on an overnight stay. If regular volunteers are unsupervised the school will require an enhanced DBS certificate with barred list check.

# Recruitment of volunteers

Occasional volunteers who are not in regulated activity would usually be parents or carers who come in to help on a one-off outing or occasion and would not be recruited as such to the position of volunteer. They would not be required to go through a recruitment process including the taking up of DBS checks. This would be at the Headteacher’s discretion and where there are known concerns about a parent or other occasional volunteer it would be at the Headteacher’s discretion not to engage this person as an occasional volunteer.

Regular volunteers would be in a position of trust within the school/setting and even where they are not left unsupervised with children, should always go through a recruitment process. The school/setting should also take into consideration any knowledge they have of the person in their relationship with the school/setting as a parent, grand-parent, previous employee, governor, committee member etc. when deciding if this person will be trustworthy and make a valuable contribution to the school/setting in the capacity of volunteer.

The recruitment process will include:

* Enhanced DBS checks for all and a barred list check where volunteers have unsupervised access to children and young people.
* Informal Interview with Headteacher or nominated senior member of staff.
* Induction by Headteacher or nominated senior member of staff to include discussion about safeguarding and advise of the school’s safeguarding policy, confidentiality, being in a position of trust and any transferable risks.
* 2 references (one of which should, where possible, relate to involvement with children/young people). This should relate to recent paid work or volunteering wherever possible including the last known employer.
* Completion of a volunteer recruitment form which includes personal details, background, skills, types of activities they would like to help in, times they are available.

# Recruitment and Disclosure and Barring Service (DBS) checks

DBS Checks are checks carried out to identify whether or not individuals working in an unsupervised activity with children are suitable to do so. This is because it is known that a small minority of people use this route to gain the confidence of children before causing them harm.

Having a criminal record does not automatically prevent an individual from being a volunteer. The Head teacher and Governing Body would consider the details of the criminal record and balance this against the activities the individual is to undertake. Advice may be required from HR services in order to make this decision.

If a volunteer commits a criminal offence during their time as a volunteer they must disclose this to the Head teacher in the same way that any employed member of staff should. The Head teacher will assess whether it is acceptable to continue with the volunteering role, whether the activities should be changed, or whether it is the best interests for all concerned to no longer act as a volunteer. HR advice may be required.

# Information for volunteers

As part of an induction process volunteers should be given verbal and written information about the school. This includes:

* Volunteer Policy and Volunteer Guidance
* Agreement with terms and conditions to sign which would include confidentiality and the commitment that they will inform the setting of any changes to their circumstances that might affect their position in working with children.
* School/setting vision aims and values.
* Health and safety issues e.g., what to do if there is a fire, lock down procedures, site/premises security, access to staff room, other staff areas, hot drinks on site
* [Code of conduct](https://boroughbridge-pri.n-yorks.sch.uk/policies/) (including staff behaviour codes) etc. e.g. polite, courteous, self-discipline, respectful, being an appropriate role model, language, dress, rules around smoking, use of mobile phone, alcohol and illegal substances
* [Safeguarding and Child Protection policy](https://boroughbridge-pri.n-yorks.sch.uk/policies/), practices and responsibilities including the Prevent agenda, this could be ‘signed up to’ as evidence that the policy has been read and will be complied with.
* [Keeping Children Safe in Education KCSIE 2024](https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf) Part 1, Part 5 and Annex B
* Acceptable Use Agreement
* [Behaviour Policy](https://boroughbridge-pri.n-yorks.sch.uk/policies/)
* An explanation of DBS requirements, that regular volunteering is subject to satisfactory clearance and the expectation that once cleared the volunteer will advise the Head Teacher if their position changes e.g., if they commit an offence.

# Training

All volunteers/students must complete the following training annually in September (or when you start volunteering) - please send certificates for the above to the SBM as soon as you have completed a course.

* Read KCSIE - September 2024 Part 1, 5 and Annex B ([Link](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2))
* Prevent: [Link](https://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#awareness-course) - annually (Course 1 - Awareness ) (+- 30-40 minutes). The [refresher](https://www.support-people-susceptible-to-radicalisation.service.gov.uk/portal#refresher-awareness-course) course can be done if you have completed the full awareness course in the past year (+- 20-30 minutes)
* Safeguarding Children Basic Awareness: [Link](https://breeze.northyorks.gov.uk/p2ie2imfdtr/) - annually (+- 45 minutes)

# Safeguarding issues

* Volunteers should be supervised by a designated member of staff. They should be working in a setting where there is always a paid member of staff present. Even where DBS checks have been undertaken, volunteers should not be left unsupervised for long periods.
* Occasional volunteers should never be left unsupervised, would not take children to the toilet or be left in charge of a small group of children on an outing away from teacher/teaching assistant/staff member supervision.
* Volunteers must be advised about physical contact with children in the same way as employed staff.
* Volunteers should use the staff toilets and staff room for any breaks rather than using the children’s toilets or play areas unless separate toilets are not available.
* Volunteers must be advised that if a child discloses any information relating to potential abuse that they must bring this to the attention of the teacher/designated safeguarding lead immediately.
* All volunteers should be given a basic safeguarding briefing by the Designated Safeguarding Lead. It may also be appropriate for volunteers to attend any staff training sessions on safeguarding.
* Managing the behaviours of children
  + Volunteers should be made aware of the Behaviour Policy of the school.
  + Volunteers must be advised that it is **not** their role to discipline children.
  + If a potential discipline situation occurs, even where this involves their own child, they must bring this to the attention of the teacher/staff member to resolve or if it has been dealt with at the time, as soon as possible after the incident.
  + They must be advised that they must maintain their composure at all time and if things become difficult, they must immediately inform another member of staff.

# Confidentiality

* Volunteers must be advised that all information about the children and the school in which they are volunteering is confidential and must not be discussed outside of the school, or with children, parents or other visitors to the school in any way or via any media.
* Any complaints about the school should be made in line with our school’s Complaints Policy and not through social media or discussion with other parents. Volunteers are seen as a professional member of our school team.
* It is advised that volunteers are asked to sign to say they have understood and agree to abide by the Code of Conduct of the school.
* They should not have access to school’s records, children’s personal details etc.
* Any information should be shared on a ‘need to know’ basis e.g., child’s medical condition such as diabetes, ADHD where this may affect their behaviour or wellbeing.
* Volunteers would not usually attend staff and/or parent meetings but there may be exceptions on a ‘need to know’ basis.
* The volunteer must not take any notes/files about children outside of the school/setting.
* At no time should volunteers be permitted to take photographs, films or recordings of children unless on school/setting equipment and requested to do so by a regulated member of staff. This equipment must not be taken home by the volunteer.
* Personal mobile phones and other personal hand-held electronic devices should not be brought into the class room/setting.
* Volunteers must be reminded that they are in a position of trust and that what they see, hear or are involved in whilst at school must be considered as confidential to the establishment.

# Health and safety issues

* Volunteers must be aware of Health and Safety Policies and Procedures that are relevant and be advised how to act in an emergency situation the same as for any other staff member.
* They should be made aware of which staff are first aid trained and of the process when first aid is required rather than undertake any procedure themselves.
* Volunteers should be made aware of any medical conditions for children they are working with which may require immediate intervention e.g., diabetes, epilepsy, allergies and how to respond.
* Volunteers must sign in and out of the school. They must also wear a Visitors lanyard at all times.
* If a school is considering involving a volunteer in an activity where there could be a level of risk to themselves or to a child, a risk assessment must be undertaken as for any other member of staff and health and safety advice sought.

# Outings and off-site visits

* These may include occasional volunteers as well as regular volunteers.
* Occasional volunteers, or others who have not had DBS checks, must not be left unsupervised or alone with children at any time.
* There should be a briefing meeting at the start of the outing to ensure that volunteers are clear about the plan for the day, who the team leader is, the children who are their responsibility, any special needs of these children, who to ask for advice, who has the first aid kit, basic road safety advice etc.
* It is also advised to ensure that some form of ‘debrief meeting’ takes place directly after the visit and before the volunteer leaves. This will ensure any feedback can be gathered and concerns are known and addressed immediately.

# Appendix 1: Confidentiality Agreement

Whilst in school, it is possible that you may come in to contact with confidential/sensitive information. This may be concerning people with whom you have dealings outside of the school setting such as; parents, children, staff and other individuals representing the school. Please remember that any information that you are privy to whilst at this school is confidential and must remain so. This includes personal and social media interactions.

If you have concerns regarding a breach of sensitive information or indeed, feel there is a matter which needs to be brought to the attention of the Headteacher, please contact the school office as soon as possible.

Below is a form acknowledging your agreement of the above statement. Please ensure that this form is returned as soon as possible. The school views any breach of confidentiality as a very serious matter and will take appropriate action in the event of any such breach.

**Confidentiality Statement**

I have read, acknowledged and agree to abide by the above confidentiality statement.

Name: ………………………………………………………………….

Date: ………………………………………………………………….

Signature: ………………………………………………………………….

# Appendix 2: Volunteer Agreement and Checklist

**** I have read the Volunteer Policy and Volunteer Guidance and agree to abide by these guidelines.

**** I have read the Code of Conduct

**** I have read the Behaviour Policy

**** I have read the Safeguarding and Child Protection Policy

**** Guidance for safer working practice for adults who work with children and young people

**** I have read the Fire Evacuation and Lockdown Procedures.

**** I understand that if a commit a criminal offence during my time as a volunteer, I must disclose this to the Head teacher.

**** I have read and signed the Volunteer Confidentiality Agreement.

**** I have read and signed the Acceptable Use Agreement.

**** I have completed KCSIE - September 2024 Part 1, 5 and Annex B

**** I have completed Prevent

**** I have completed Safeguarding Children Basic Awareness

I understand the expectations of myself as a volunteer at Boroughbridge Primary School.

**Volunteer**

Name: ………………………………………………………………….

Date: ………………………………………………………………….

Signature: ………………………………………………………………….

**Headteacher**

Name: ………………………………………………………………….

Date: ………………………………………………………………….

Signature: ………………………………………………………………….