



# South Haringay School

## Volunteer Working in School Policy

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**Member of staff responsible: Ian Scotchbrook**

**Date to be reviewed: Summer Term 2022**

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Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. Therefore, our school welcomes and encourages volunteers from the local community who can support our school's vision and values.

Our volunteers may 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 recruitment of new volunteers can take up to half a term and intake of new volunteers will be dependent on the candidate and available spaces within school. The smooth running of South Haringay School for South Haringay pupils will always be a priority. Senior Leadership maintains the right to refuse volunteers and also terminate placements.

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

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Leading after school clubs
- Accompanying school visits

### **Vision and Values:**

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 school values and educational purpose, as identified below –

Our school mission statement is 'Living and Learning by our Values'.

Our values are: Respect, Honesty, Equality, Openness, Trust, Support, Resilience

Our Vision is:



Through an inclusive and creative curriculum, and by valuing the uniqueness of every child, we will secure high standards and excellent outcomes for all. Our children will be happy, confident and independent students.



## **Becoming a Volunteer**

Anyone wishing to become a volunteer for a one-off event (such as a presentation to a class about an area of expertise) usually approaches the Class Teacher first. The class teacher will support the potential volunteer with an initial discussion to explore the appropriateness of their volunteer offer and, if appropriate, signpost the volunteer to the relevant forms. These are then passed on to a member of the senior leadership team to make a final decision.

The school is likely to have advertised its need for regular volunteers, and applicants will refer first to this policy and then complete the necessary forms. If an individual wanted to offer themselves for a volunteering role they are free to use this policy for reference and submit the relevant forms to the office for review, and a decision. It is the school's decision to take on volunteers and this will depend on the time of year, the number of volunteers we already have in school, as well as the potential impact on any pupils.

We expect all volunteers to be competent speakers of English, and have reasonable levels of English literacy and numeracy. All volunteers will be asked to complete a short test so the school can be assured they are suitable for supporting children.

Volunteers should complete the Volunteer Application Form (appendix 1) with a covering letter requesting interest. (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

## **Child Protection and Safeguarding**

Safeguarding is our priority and we following the safer recruitment guidelines to ensure that we are committed to safeguarding our pupils and we expect our volunteers to share that commitment. The process of recruitment of volunteers mirrors the safer recruitment of paid staff to ensure the most suitable adults for our school. A list of volunteers will be kept in the main admin office- this will be kept up to date and the responsibility of the Office Manager.

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 frequent volunteers must have been cleared by the Disclosure and Barring Service (DBS). A DBS Disclosure will be issued to the individual to present to the designated member of staff in school.
- Volunteers have a clear job description (Appendix 4) and their supervisors will address any concerns in their work
- Volunteers agree to the visitors' code of practice daily when they sign in at reception



## **On-line Safety**

Online Safety relates to the teaching and learning of technology and through technology in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM), viruses and spam. Volunteers, like staff are expected to follow the e- Safety Policy which is available from the main office.

Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in school during class time. Staff may not make or receive calls during teaching time. Use of phones or phone watches must be limited to non-contact time when no children present. Staff should keep devices out of sight in lockers, desks or cupboards when on school property. Staff must only use school owned devices for capturing, recording and storing data or photos of children.

## **Frequent or Intensive Volunteers**

Activity which is described as 'frequent' or 'intensive' covers the meaning given in the Safeguarding Vulnerable Groups Act 2006.

'Frequent'—once a week or more often on an ongoing basis; and 'Intensive'— three or more occasions in a 30 day period, or overnight (between 2am – 6am).

Volunteers who are frequent or intensive need a DBS. If a volunteer does not have a DBS they should not under any circumstances be left with a child alone.

## **Volunteers for school visits**

School visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. The class teacher or staff member leading the visit will brief the volunteer regarding the risk assessment, daily schedule and any other important pieces of information. The visit lead, who will be a staff member, has ultimate responsibility for the pupils. Pupils should never be left with a volunteer unsupervised.

## **Process for recruiting Volunteer who will be working frequently or intensively**

- A) Volunteers will be directed to the school office and will be given the volunteer policy. They will be asked to complete Appendix 1 with a supporting covering letter and return.
- B) References will be requested



- D) Candidates will usually be attracted by means of a local advert/school communications system
- E) The candidate/s attend the school for an informal discussion with a senior leader to ensure the applicant is suitable for the role and a short test of their literacy and numeracy skills is completed
- F) Enhanced DBS check undertaken
- G) The volunteer will be made aware of the role and responsibilities they will be undertaking
- H) Two references should be sought where the volunteer arrangement will continue on a regular basis.
- I) Induction- school and corporate policies and documentation explained and issued. These to include Health and Safety, Safeguarding and Child Protection and Whistleblowing Policy
- J) Volunteer records to be kept in a central place within the school

Before starting to help in a school, a volunteer should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of its volunteers and to confirm they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer before they come into school, to make an informed decision when accepting volunteers to work with children. This is not required where a volunteer is engaged in a 'one-off' activity.

### **Work Experience/ Placement Students**

South Haringay has a long-standing relationship with various local secondary schools, colleges and universities. We are happy to take students on placement if we have suitable experiences available. Secondary schools, colleges and universities wanting students to be placed with us need to formally contact the Head Teacher, or Deputy Head Teachers, outlining the aims of the placement and duration.

If the placement is as part of a teaching course (BA/ Bed. or PGCE) the Deputy Head Teachers will deal with further correspondents/ details. If the placement is just for work experiences purposes the school/ college is asked to provide the reference for the student and the student is requested to complete the volunteer's paperwork. South Haringay School retains the authority to refuse or terminate a placement to ensure the smooth of South Haringay School.

### **Confidentiality**

Volunteers in 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 designated supervisor and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Head teacher 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 have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity 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 and Safety**

The school has a Health & Safety Policy and this is made available to volunteers working in the school. 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. using D T equipment/accompanying pupils on visits).Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/School Business Manager.



**APPENDIX 1**

**VOLUNTEER APPLICATION FORM –FOR NEW VOLUNTEER**

Name of Volunteer: .....

Date of Birth: .....

Address: .....  
.....

Home phone:..... Mobile: .....

What activities/areas of the school's work would you like to help with?

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

Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School? (Please give details)

Please provide details of two people who can provide professional references for you:  
(If this is a work experience placement from a secondary school you only need to provide one reference from the school that you attend)

Name: Address:  Phone number:	Name: Address:  Phone number:
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Thank you for taking time to complete this Volunteer Application Form

Please hand it to the School Office, marked for the attention of the Head teacher. Your offer of help is greatly appreciated and we will be in touch as soon as possible.



## APPENDIX 2

### VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at 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 Sheet and hand it in at school.

You will receive a copy of it for your records.

- I will follow the South Harringay Child Protection and Safeguarding Policy
- I have read and understood the School's Volunteering Policy
- I agree to support the school's values and vision
- I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential**
- I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken
- If you already have a DBS Certificate, please hand it to the school, the number will be recorded and checks made with the issuing body. A new enhanced DBS check must be undertaken.
- I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Teacher, Head of Department
- I agree to follow the Online Safety Policy

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

Name: \_\_\_\_\_

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





## Appendix 4

### JOB SPECIFICATION

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**Title of Job:** Volunteer Teaching Assistant

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### JOB DESCRIPTION

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**PERSON REPORTS TO:** Member of school Leadership or Senior Teaching Assistant, with work directed by class teachers

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**PURPOSE OF JOB:** To support the education and welfare of pupils as directed by class teachers, having due regard to the school's aims, objectives, schemes of work and policies, and relevant national requirements. To share in the corporate responsibility for the well-being and discipline of all pupils.

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#### **EQUAL OPPORTUNITIES:**

The School has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

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#### **DUTIES AND RESPONSIBILITIES**

1. To take every opportunity to develop pupils' language, reading, numeracy and related skills as directed by class teachers.
2. To assist in monitoring and recording the progress of individual pupils in accordance with school procedures, and reporting to class teachers.
3. To give oral and written feedback to pupils on their attainment in order to promote further progress.
4. To work with teachers to identify and respond appropriately to pupils' individual needs, assisting pupils in areas of specific difficulty.
5. To assist the teacher in setting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these.



6. To help promote and reinforce pupils' self-esteem, encouraging inclusion of pupils with special educational needs.
7. To help create and maintain a purposeful, orderly and supportive environment for pupils' learning, ensuring that pupils are able to use equipment and materials provided.
8. In the presence of the teacher, present agreed learning tasks in a clear and stimulating manner to help maintain pupils' interest and motivation; to work with pupils individually and collectively by contributing to decisions about the most appropriate learning goals and strategies.
9. Outside the classroom, to work with groups of pupils. The number of pupils included will reflect the nature of the task, the pupils concerned, the location involved and the length of time to be supervised. At all times a named teacher will have ultimate responsibility and be available to be called to give support and take appropriate decisions. Volunteers will always be supervised.
10. To provide information that supports the preparation and review of Individual Education Plans and to action appropriate tasks from IEPs.
11. To use a range of supporting techniques, including computers and other resources, and consider in consultation with the teacher when and how to deploy them.
12. To produce and maintain classroom resources, displays and classroom layout in consultation with the teacher.
13. To help train pupils in the individual and collaborative study skills necessary for learning.
14. To work alongside other adults, including teachers, trainee teachers, and other support staff.
15. To supervise pupils during breaks and/or lunchtimes if required.
16. To maintain confidentiality at all times with regard to both supported pupils and the wider school.
17. Other appropriate duties relevant to the purpose of the post, as reasonably required by the teacher/head teacher.

### **Safeguarding**

Volunteers are required to undergo safeguarding training and have the same responsibility as staff in relation to child protection and safeguarding, this will be arranged on the first day as part of the induction process.



## **Visitors Code of Conduct**

All visitors and school volunteers must: All visitors and school volunteers must:

1. Everyone who is part of the school community must adhere to the Equalities Policy which is available on the web site or from the main office.
2. Use appropriate language and behaviour with children.
3. Please sign in and out of the premises and wear a visitors badge at all times.
4. Report any breakages or accidents to the main office.
5. If you feel any way uncomfortable about the behaviour of a child please discuss this with the child protection lead.
6. Seek permission to bring a vehicle on to the school premises from the main office before arrival-the business manager/ assistant business manager will need to assess the risk.
7. Never give a pupil a lift in your vehicle unless you have appropriate insurance, parental consent and a member of staff present.
8. Mobile phones should be turned off when on site. In an emergency please use the phone in the main office.
9. All photography and filming within school is prohibited unless permission is granted from the Headteacher, Deputy or Child Protection Lead.
10. If a child attempts to make contact with you through a social networking site, screen print the page, inform the school immediately and do not respond.
11. All visitors should be aware that South Haringay has a Whistleblowing, Child Protection and Safeguarding, Online Policies- these are available on the school web site or at the main office.
12. Clothing should be respectful of pupils, staff and the working environment and community.
13. professionals should bring photographic ID and proof of DBS, we request that all professionals make appointments so that their visit is organised and purposeful and does not interfere with the classroom learning



**In signing as a visitor at reception you are agreeing to the above code of conduct.**