



THE  
**NEW GUILD**  
TRUST

Volunteers in School Policy

## **POLICY**

This policy has been adopted on behalf of all four academies in The New Guild Trust:

**Moorpark Junior School  
Jackfield Infant School  
Alexandra Junior School  
Alexandra Infant School**

## **Approval and Review**

Committee to Approve Policy	
Date of Board / Academy Committee Approval	
Chair of Board / Academy Committee	
Signature	
Accounting Officer	
Signature	
Policy Review Period	
Date of Policy Review	

This policy should be read alongside the individual school's Volunteer/Student/Work Experience Handbook.

## **INTRODUCTION AND PURPOSE**

The purpose of this policy is to make clear to all voluntary helpers exactly what is expected of them.

## **DEFINITION**

Voluntary support is anyone who assists the teacher/support staff, in or out of the classroom, with the implementation of the Curriculum or pastoral duties with the children in their care. All persons assisting in each individual school will be subject to a DBS (Disclosure Barring Service) check before working in school.

## **AIMS**

- To support the teacher/support staff with classroom preparation and general duties.
- To support the children as and when needed.
- To supply the teacher/support staff with any relevant information about the needs of a particular child or group of children.
- To advise on the progress made by these children.

## **EXPECTATIONS**

- All voluntary helpers are expected to be punctual and reliable and to ensure that the individual school is notified if they are unable to attend.
- All voluntary helpers will be expected to dress appropriately and adhere to the school's Dress Code.
- Everyone will be referred to by their title and surname by the children, and not by their Christian name.
- Voluntary helpers must adhere to each individual school's policy at all times.

Volunteers will be required to complete the Volunteer Application Form (Appendix 1) which includes their contact details, type of activities they would like to help with, and the times they are available to help.

As part of the application process the school will require the names and addresses of 2 referees. Previous contact can be no longer than 6 months. Referee may not be a family member and will preferably be a previous employer or representative of an organisation where volunteer has previously been established. If this is not possible, a character witness from a reliable source.

Prior to placement volunteer helpers / students will be required to attend a short informal interview with the Headteacher and the nominated teacher who leads on supporting the management and placement of volunteers.

## **TO KEEP CONFIDENTIALITY**

- This means that if an incident has been observed in the playground, school or classroom, voluntary support must be trusted not to discuss anything with the parents of the children concerned or with any other person, other than the class teacher/support staff.
- If a voluntary helper notices anything which is of concern, it must be reported to a member of staff immediately, e.g. distressed child, regular bruises, child who does not communicate

well, child who may be having difficulty with sight or hearing, child who constantly has 'toilet accidents'; the school Safeguarding and/or Whistleblowing Policies must be followed. There should be no discussion about children, staff or school policy and practice outside of the school. (See below for safeguarding expectations.)

- If there is a breach of confidentiality, voluntary support will be thanked for their help, but will be told that their help is no longer required as trust has been broken. (See Appendix 2)

## **INDIVIDUAL SCHOOL POLICIES**

It is the responsibility of all volunteers to access and read all individual school's relevant policies. It is essential for volunteers to read the following policies:

Positive Behaviour and Rewards	Safeguarding
Equality, Diversity and Cohesion	S.E.N.
Health and Safety	Whistleblowing
Inclusion/SEND	

## **SAFEGUARDING**

*The Children's Act 2004 (Section 11) places a duty on key people and bodies to make arrangements to ensure that when carrying out their functions they take account of the need to safeguard and promote the welfare of children.*

*"The New Guild Trust is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced disclosure and barring service (DBS Checks)".*

The welfare of our children is paramount. This policy has been based on the Department for Education document 'Keeping children safe in education – 2015'. It is commended to Headteachers and Governors to use in support of previous correspondence from both the DfE and also the Local Authority.

- verify identity, preferably from current photographic ID and proof of address
- obtain a certificate for an enhanced DBS check with a barred list information
- not be subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service;
- provide the relevant information about a person who lives or works in the same household as them, as a check for potential disqualification by association. (This requirement guards against an individual working with young children who may be under the influence of a person who lives with them and where that person may pose a risk to children i.e. 'by association'.)
- If the DBS has been applied for through the College / University the school will need to receive / evidence of recent clearance.

## **HEALTH AND SAFETY**

A copy of the Health and Safety Policy is available and the voluntary support is expected to be familiar with this. If a voluntary helper sees anything, which constitutes a health and safety issue, they must inform the Head of School, Deputy/Assistant Head Teacher, or Business Manager immediately.

This Policy will be reviewed annually.

## APPENDIX 1 – Volunteers

### VOLUNTEER APPLICATION FORM p.1

<b>Name:</b>	<b>Gender</b> M <input type="checkbox"/> F <input type="checkbox"/>
<b>Date of Birth:</b>	<b>Home Address:</b>
<b>Tele:</b>	
<b>Email</b>	

<b>Have you any experience of working as a volunteer and / or with children Yes / No</b>
If yes, where and when did you gain this experience?

<b>Are you available to commit yourself to this voluntary work for at least one term (average, 13 weeks)?</b>
Yes / No

<b>Why would you like to be a volunteer at The New Guild Trust?</b>
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<b>How much time each week do you feel able to volunteer for?</b>
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**When can you volunteer?**

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>am</b>					
<b>pm</b>					

**Would you feel able to help with any of the following in a classroom setting? Please tick your preference / s**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Literacy (Reading, Writing) | <input type="checkbox"/> Computing         | <input type="checkbox"/> After school club |
| <input type="checkbox"/> Numeracy (Maths)            | <input type="checkbox"/> Music             | <input type="checkbox"/> Science           |
| <input type="checkbox"/> Drama                       | <input type="checkbox"/> All-round support |  |

## VOLUNTEER APPRLICATION FORM p.2

**Would you prefer to work with one child or a small group?** Please tick your preference.

One child

Small group

No preference

**Are there any particular activities you enjoy and would you like to share with the children?**  
(for example: sports, arts and crafts, languages spoken)

### EQUAL OPPORTUNITIES

The New Guild Trust is committed to Equal Opportunities. To help us, please describe your ethnic origin circling the appropriate code below. This information is optional, confidential and will only be used for monitoring purposes.

**I would describe my ethnic origin as:**

<b>WB</b>	British	<b>MB</b>	White & Black African	<b>OA</b>	Other Asian background
<b>WI</b>	Irish	<b>MA</b>	White & Asian	<b>BC</b>	Caribbean
<b>GK</b>	Greek / Greek Cypriot	<b>MO</b>	Other mixed background	<b>BA</b>	African
<b>TK</b>	Turkish / Turkish Cypriot	<b>IN</b>	Indian	<b>OB</b>	Other Black background
<b>OW</b>	Other White background	<b>PK</b>	Pakistani	<b>CH</b>	Chinese
<b>MC</b>	White and Black Caribbean	<b>BN</b>	Bangladeshi	<b>GO</b>	Other background

**Do you have any disability or special need of which you would like us to take account?**  
If yes, please specify.

**VOLUNTEER APPRLICATION FORM p.3**

**REFERENCES**

Your placement as a volunteer in the school is subject to satisfactory references. Please give the name, address, phone number and email address of two referees who have known you for a **minimum of two years** in a **professional capacity if possible** (e.g. employer, tutor, colleague, etc.)\_who can vouch for your integrity and reliability.

<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Tel:</b>	<b>Tel:</b>
<b>Email</b>	<b>Email:</b>

**In what capacity do you know these referees?**

.....  
.....

*“The New Guild Trust is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced disclosure and barring service (DBS Checks)”.*

**CONSENT**

Please note that your consent will be required for a DBS police check (your signature below confirms this consent). I confirm that the information I have given above is correct. I give permission for my referees to be contacted and understand that The New Guild Trust reserves the right to reject a volunteer’s application at any stage of the recruitment process and remove a volunteer from the programme without providing a reason of necessary.

Signed: ..... Date: .....

**Thank you for filling out this application form.  
Please return this form to the individual school.**

## APPENDIX 2

### CONFIDENTIALITY CONTRACT

As a Volunteer at \_\_\_\_\_ School, I understand that class, pupil and parent details, staff room conversations or school matters are confidential and not to be shared or discussed with parents or members of the general public.

If I have any concerns I will initially raise them with the Headteacher.

I understand that the class teacher is in charge of all activities and the discipline in the class. If I am asked to work with a group of children outside the classroom however, or in a discrete group in class, I can verbally discipline a child by reminding them of the class rules and expectations for good behaviour and I will discuss this with the class teacher immediately. I will not under any circumstances use physical force.

I understand that before I start working in school, the school will initiate an enhanced DBS check on me in the interest of the safety of the children in the school in accordance of the Children's Act 2004 (section 11) and keeping children safe in education 2015, safer recruitment procedures.

Should a situation arise that indicates that I have divulged any confidential information to a parent or members of the public the matter will be investigated and my placement may be withdrawn.

I understand that my personal details and details of the DBS check will be held on the school's single central record for inspection by authorised personnel only.

**Name:** .....

**Date:** .....

**Signed:** .....

**Headteacher:** .....



## APPENDIX 3

### **OFF –SITE VISITS VOLUNTEER / PARENT and CARER AGREEMENT**

School educational offsite visits are an integral part of learning at each school in The New Guild Trust and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: You will have an important role to play in the success and safety of the school trip.

Please read and return this appendix, and sign and return the helper's return slip.

This is part of our school's risk assessment planning.

#### **Role of the volunteer Helper**

- To be responsible and look after, in equal measure in conjunction with school staff, all of the children in your group.
- To stay with your allocated staff member / group of children, ensuring that their well-being and safety is maintained for the total duration of the school trip.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school.
- To ensure that the group you are with keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip.
- To contact your / child's class teacher / school member of staff if there are issues with first aid, safety and / or behaviour.

#### **Working alongside School Staff**

School staff expect volunteer helpers to:

Comply with all of the above whilst being under the direct line management of school staff. Show commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs / labels/ information, asking questions that encourage children to think.

Follow guidance from the school staff.

#### **What is not permitted**

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give / buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.

## APPENDIX 3

### **OFF –SITE VISITS VOLUNTEER / PARENT and CARER AGREEMENT p.2**

#### **First Aid**

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication / needs. If medication needs to be administered, this will be done by a trained member of staff.

All first aid box(es) will be carried by staff.

## **Emergencies**

You are expected to inform a member of staff as soon as possible if you become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the individual school directly.

- I have read the Volunteer Policy
- I agree to the terms and conditions as stated in the policy
- I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

**Please delete as appropriate**

**Parent / Carer Volunteer:**

**Educational Visit Venue:**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Volunteer / Student off-site Open volunteer Agreement**

**Signed** \_\_\_\_\_ **Date:** \_\_\_\_\_