



# **Volunteer Policy**

Reviewed: January 2024

Next Review: January 2025

## **Volunteer Policy**

### **Introduction**

We positively welcome and encourage volunteers to Goldsmith Primary Academy and can see the benefits that volunteers can bring to our children by widening the skills and experiences of our staff and enhancing the learning opportunities of our pupils.

The Executive Headteacher is Mrs Leanne Bridgwood.

The Student & Work Placement Officer is Mr Maximillian Wakeman, Head of School.

The HR Lead for the school is Mrs Laura Warner, Headteacher's PA.

### **Safeguarding**

This school recognises its legal and moral duty to promote the well-being of children, and protect them from harm, and respond to child abuse.

We believe that every child regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged.

We agree that we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our teaching and learning, extra-curricular activities, pastoral care and extended school activities. In order to achieve this, all members of staff (including volunteers and governors) in this school, in whatever capacity, will at all times act proactively in child welfare matters especially where there is a possibility that a child may be at risk of significant harm.

We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in the school, in whatever capacity, will undergo the same robust safeguarding checks as paid staff.

Where a parent or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff and at no time have one to one contact with children. However, if a parent or other volunteer is to be in school regularly or over a longer period then they will be checked to ensure their suitability to work with children, we will use DBS Checks.

### **Procedures & Policies**

All members of staff including volunteers should work alongside our current policies and procedures. These can be accessed via the Headteacher's PA.

### **Our School Aims and Values**

Our aims are underpinned by some fundamental core values. As a school we are committed to ensuring that every child will become a good citizen. It is the responsibility of all adults to ensure that these values are promoted and adhered to everyday. We encourage all our children to ASPIRE.



## **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 should approach the Student & Work Placement Officer. An application form will need to be completed to ensure suitability.

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 2.00am – 6.00am).

## **Procedure for Becoming a Volunteer**

To become a volunteer at Goldsmith Primary Academy, the following procedure should be followed to ensure suitability and safeguarding of children.

1. Volunteer Application Form (Appendix 1) completed by the candidate and returned to the Student & Work Placement Officer.
  2. The candidate will attend school for an informal discussion with the Student & Work Placement Officer to ensure suitability.
  3. Enhanced DBS check is undertaken. This is charged to the volunteer.
- N.B. If the volunteer is a student on a placement, a DBS certificate undertaken by the college will be accepted if within 12 months of the issue date. This certificate will need to be seen by an authorised person to ensure validity.
4. The volunteer will be made aware of the role and responsibilities they will be undertaking.

5. A school induction will take place where school and corporate policies and other relevant documentation are explained and issued. This includes health & safety, behaviour management, acceptable use, code of conduct and confidential reporting policies and procedures.
6. The Volunteer Agreement (Appendix 2) is completed and signed by the volunteer.
7. Volunteer records are to be kept in a central place within the school. This is currently within the PA to Headteacher's office.

### **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 Student & Work Placement Officer and not with the parents of the child/persons.

### **Supervision**

All volunteers work under the supervision of a teacher or permanent 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 Student & Work Placement Officer 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 pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their Student & Work Placement Officer.

### **Health & Safety**

Volunteers will follow the Health & Safety Procedures. They will be made aware of the relevant documentation and procedures during a health & safety induction.

### **Complaints Procedure**

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

The Headteacher or Student & Work Placement Officer reserves the right to take the following action:

- 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

## APPENDIX 1

### VOLUNTEER APPLICATION FORM

If you are a student, please complete this box	
Establishment on Placement From:	
Course Title:	
Tutor Name:	
Tutor Email address & Tel number	
DBS No.:	
DBS date of Issue:	
DBS Name of Employer:	

Title:		Forenames:		Surname:	
DOB:		NI No.:		Gender:	
Address:				Ethnicity:	
				Post Code:	
Mobile No.:					
Email					

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

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

Do you have any disabilities/other needs we need to take into account or adjusts we need to make to allow you to work as a Volunteer at Goldsmith Primary Academy? (Please give details)  
.....  
.....

Thank you for taking time to complete this Volunteer Application Form. Please return this form via email to [postbox@goldsmith.windsoracademytrust.org.uk](mailto:postbox@goldsmith.windsoracademytrust.org.uk).

Your offer of help is greatly appreciated and we will be in touch as soon

## APPENDIX 2

### VOLUNTEER AGREEMENT



Thank you for offering your services as a volunteer at Goldsmith Primary Academy. Your offer is greatly appreciated and we hope that you will gain much from your experience at our school.

Please read and sign this Volunteer Agreement and hand it in to school.

- I have read and understood the Goldsmith Primary Academy Volunteer Policy
- I have read, understood and signed the Goldsmith Primary Academy Code of Conduct & the Acceptable Use Policy
- I agree to support the School's Aims
- I agree to treat information obtained from being a volunteer at Goldsmith Primary Academy as **strictly confidential**
- I understand that an enhanced Disclosure & Barring Service (DBS) check will be undertaken. If you already have an enhanced DBS certificate within 12 months of issue, please hand it to the school where the certificate number and expiry date will be recorded and checks made with the issuing body
- I have been made aware of who is my designated supervisor e.g. Class Teacher, Phase Leader, Student & Work Placement Officer
- I have undertaken the Health & Safety Induction

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

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please make us aware of any medical/dietary information/allergies/needs:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In case of an emergency, please supply 2 emergency contact numbers:

**Main Contact:**

Contact Name:		Relationship to you:	
Main Contact No.		Secondary No.	

**Second Contact:**

Contact Name:		Relationship to you:	
Main Contact No.		Secondary No.	