

The Federation Of Angel Road Schools



HAPPY! HEALTHY! AIMING HIGH!

Volunteers & Visitors Policy

Date: March 2016

The Federation of Angel Road Schools - Volunteers and Visitors Policy

Introduction

At the Federation of Angel Road of Schools we recognise that there can be situations in which volunteers can make an appropriate and significant contribution to the work and services of the schools. The policy defines the term and sets out the principles, practices and procedures which will be followed in the appointment, management and supervision of volunteers. The contribution of volunteers to the work of the schools is especially valued and respected.

We value having volunteers helping in our school and we want you to feel successful and valued. Please never hesitate to ask if you are not sure about something – or for advice if you feel something you are doing is not working well. We'll do whatever we can to ensure your time with us is rewarding.

Our volunteers include:

- Members of the governing body
- Members of the Friends (PTA)
- University, College and sixth form students
- Ex members of staff
- Members of the local community
- Parents and other family members

The types of activities that volunteers are engaged in might include:

- Hearing children read
- Working with small groups of children
- Working with individual children
- Undertaking arts and craft activities with children
- Supporting staff to run after school clubs
- Working with children on the computer
- Accompanying school visits

Becoming a volunteer

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should contact the Head teacher or deputies at either of the schools or preferably visit the volunteers page on the school websites for more information including the online application form. Before starting in school and to ensure the safety of our pupils at all times, volunteers will be required to complete a **DBS (Disclosure & Barring Service) check**. This will be arranged with the School Business Manager. The check takes approximately two weeks to process. Induction of volunteers may be carried out by secretary, school business manager, or deputy head teachers. **A register of volunteers will be kept in school.**

Confidentiality

Volunteers may have access to personal information about some individuals, or other information which may be confidential. Angel Road Federation of schools needs to be able to trust its volunteers with such information. Volunteers who break this confidentiality will be asked to leave. Any concerns that volunteers have about the children they work with/ come into contact with should be shared with the Head or Deputy Head teacher and not with any persons outside school.

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Safeguarding

All volunteers have the responsibility to report **any** concern that they may have regarding Child Protection to the Designated Safeguarding Lead, currently the Headteacher and Deputy Heads and SENCo. It is not the role for the volunteer to investigate concerns. Angel Road Federation's Safeguarding Policy explains the guidelines and procedures to follow regarding any suspicions. A copy of this policy is available on the school website and on request. **A Safeguarding Induction Sheet explaining schools safeguarding procedures and Part 1 of Keeping Children Safe in Education will be given on induction and volunteers must read this before starting.**

Whistleblowing

Volunteers who are concerned about the behaviour of another adult in the school should raise the matter with the Head. If their concerns are about the Head then they are to contact the Chair of Governors, Mr David Elsley, (number available from the office) who will seek advice from the Local Authority Designated Officer.

Guidance on Safer Working Practice will be given during induction.

Supervision

All volunteers work under the supervision of the class teacher to which they are assigned. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/ guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task. The school's Behaviour Policy can be viewed on the website. Volunteers can seek clarification from any member of staff. **Guidance about speaking to children at Angel Road will be given on induction.**

Health and Safety

The school has a health and safety policy which is available on the website. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to a member of staff. The induction materials will ensure that individuals are clear about emergency procedures (e.g. fire evacuation).

If a volunteer attends a school trip, their emergency contact details will be requested. There is no smoking allowed anywhere on the school site.

Equal Opportunities

Federation of Angel Road Schools recognises that the activity of volunteering can provide an individual with experience and opportunities for self and career development. In accordance with School's Equalities Policy, volunteer placements will therefore be open to individuals irrespective of race, gender, disability, sexuality, age or marital status. Where a prospective volunteer demonstrates hostility to, or a clear lack of support for equal opportunities, she/he will be deemed automatically unsuitable for a volunteer position. All volunteers are required to make a commitment to this policy. A copy can be given on request.

E-Safety

This code exists to safeguard and promote the proper use of the School's internet and email facilities. Volunteers are responsible for using these facilities in an efficient, effective, ethical and lawful manner. **School e-safety agreement will be provided on induction and volunteers will be asked to sign this document before starting.**

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- Use of the internet in school is strictly for educational uses only and may be monitored at any time.
- Do not use your mobile phones whilst in the vicinity of children
- Do not under any circumstances take photographs in school unless agreed with the Head Teacher.

Absence

Volunteers are expected to telephone and inform school, prior to their start time, so appropriate arrangements can be made if any cover is required.

Working Hours

The hours of volunteer work will be discussed and mutually agreed between the volunteer and the supervisor or co-ordinator. The volunteer must be committed and adhere to the voluntary placement and allocated working hours. Please remember to sign in and out. Upon signing in you will be issued with a **volunteer's lanyard** which you should wear at all times whilst on the school site.

Volunteer Code of Conduct

As a volunteer at Federation of Angel Road Schools you are expected to conform to high standards of behaviour and conduct whilst carrying out their duties.

Angel Road Federation expects that volunteers will:

- Respect other volunteers, students, staff and children and make them feel welcomed and valued.
- Be sensitive towards others.
- Be approachable and pleasant.
- Dress and behave in a manner which promotes healthy and safe working practices.
- Maintain the confidentiality of personal information at all times.

All volunteers should be aware how their behaviour can affect both colleagues and children. Everyone has the responsibility to avoid becoming involved in situations that could bring the School into disrepute.

A copy of the Code of Conduct for volunteers will be provided on induction. Volunteers are required to read this document before beginning.