

**Tyntesfield**  
Primary School

# **Volunteers in School Policy**

*Date published: July 2022*

*Date of next review: July 2025*

## **Our school's volunteer policy is part of our school's safeguarding systems.**

### **1. Introduction**

Volunteers at Tyntesfield bring with them a range of skills and experience that can enhance the learning opportunities of pupils. We welcome and encourage volunteers from the local community.

Our volunteers include:

- Members of the Governing Body or Trust Board
- Parents of pupils
- Ex-pupils
- Students on work experience
- Ex-members of staff
- Local residents
- Friends of the school
- Intergen members
- Employees of local businesses

The types of activities that volunteers engage in include, but are not exclusive to:

- Hearing pupils read
- Working with whole classes and small groups of pupils to assist them in their learning
- Working alongside individual pupils
- Accompanying school visits

### **2. Safeguarding**

At Tyntesfield, we are committed to safeguarding pupils and expect our volunteers to share that commitment. We will:

- ensure that all volunteers are authorised in advance by the Headteacher;
- our 'Risk Assessment for Volunteers' form is completed and all safeguarding information received, for all volunteers, BEFORE they begin working in school;
- collect appropriate information from volunteers to ensure that our safeguarding procedures are followed;
- provide a link member of staff (usually the classteacher) for each volunteer, who will ensure that volunteers understand their role and are supported appropriately

### **3. 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, e.g. hearing pupils read, usually approaches an appropriate member of staff or the Headteacher directly. Authorisation for all volunteers must be given by the Headteacher / Deputy Headteacher in advance.

Before starting to help in school:

- A member of the school office team will complete a 'Risk Assessment for Volunteers' form and complete all checks required (*Appendix 1*).
- We will seek DBS clearance for any volunteer before they come into school to protect the staff and pupils. We will only seek clearance with the Barred List check, where appropriate.
- Applicants must register then with the DBS update service
- We will request two references and we will carry out an identification check.
- Volunteers should complete:
  - 'Volunteering in School Information Form' (*Appendix 2*)
  - Our 'Volunteer Agreement' (*Appendix 3*) which sets out our expectations of volunteers and asks volunteers to confirm they have received a copy of 'A helpful guide to volunteering in school' (*Appendix 4*) and our 'Safeguarding Guidelines for Visitors' (*Appendix 5*).

#### **4. Our School Aims**

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 mission statement and values:

##### Mission Statement

We grow as learners, to be the best we can be, through care, collaboration and challenge

##### Values

We love learning

We make the most of every opportunity

We appreciate and care for each other

We achieve our best

#### **5. 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 class teacher and NOT with the parents of the pupil.

Comments regarding a pupil's behaviour or learning can be highly sensitive and, if taken out of context, can cause distress to the parents of a pupil if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher.

Volunteers must also respect the confidentiality of pupils and staff, understanding that they must not discuss staff, children or events experienced in school, outside of school.

To ensure that there is no risk of potential safeguarding or confidentiality breaches, parents who come into school on a regular basis **will not be placed** in a classroom with their child/children. If a parent wishes to discuss the matter further, they should arrange a meeting with the Headteacher.

#### **6. Supervision**

All volunteers work under the supervision of the teacher in charge of the activity to which they are assigned. Teachers retain responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the teacher as to how an activity is carried out/what the expected outcome of an activity is. Volunteers are encouraged to seek further guidance/advice from the teacher in the event of any query/problem regarding the pupil's understanding of a task, behaviour or their welfare.

#### **7. Health & Safety**

The school has a Health & Safety Policy and this is made available to volunteers working in the school. All visitors are given a copy of our 'Safeguarding Guidelines for Visitors' on arrival.

The classteacher 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 DT equipment/ accompanying pupils on visits).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the classteacher.

## **8. Child Protection**

The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures:

- A member of the school office team will complete a 'Risk Assessment for Volunteers' form and complete all checks required (*Appendix 1*).
- All volunteers are asked to complete our 'Volunteering in School Information Form' (*Appendix 2*).
- All volunteers are given a copy of 'A helpful guide to volunteering in school' (*Appendix 4*) and our 'Safeguarding Guidelines for Visitors' (*Appendix 5*).
- All volunteers are asked to sign our 'Volunteer Agreement' (*Appendix 3*).
- All of our volunteers must have been cleared by the Disclosure and Barring Service (DBS) and the original certificate seen by the Office Manager.
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff.
- Any concerns a volunteer has, about child protection issues, should be referred to the Headteacher.

## **9. 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 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
- Inform the volunteer that the school no longer wishes to use them
- The Complaints Procedure is available from the Headteacher

Appendix 1 – Risk Assessment for Volunteers form

Appendix 2 – Volunteering in School Information Form

Appendix 3 – Volunteer Agreement

Appendix 4 – A Helpful Guide to Volunteering in School


Appendix 5 – Safeguarding Guidelines for Visitors



### Risk Assessment for Volunteers

Name of Volunteer: \_\_\_\_\_

**Please highlight the following risk assessment to determine appropriate course of action**

Low Risk	Medium Risk	High Risk
Volunteer is already known to the school (e.g. parent)	Volunteer has a connection with the school but not known directly (e.g. grandparent of a child)	Volunteer has no connection to the school
The person has signed up to the DBS Update Service	The person has NOT signed up to the DBS update service	The identity of the volunteer is NOT confirmed
School is NOT aware of any reason why this person should NOT work with children	School is NOT aware of any reason why this person should NOT work with children	The person has NOT signed up to the DBS update service
		School is aware of a reason why this person should NOT work with children
<p style="text-align: center;">ACTION TO BE TAKEN</p> <p style="text-align: center;"></p>		
<ul style="list-style-type: none"> <li>Enhanced DBS with Barred List check obtained and certificate seen by school</li> <li>The identity of the volunteer is confirmed (school to take copy of photo ID and proof of address)</li> <li>Two references obtained (NOT from family)</li> <li>Tyntesfield Volunteer Agreement – signed</li> <li>'Volunteering in school information form' – completed (and we are satisfied with the response on the form)</li> <li>Induction meeting with the classteacher staff</li> </ul>	<ul style="list-style-type: none"> <li>Enhanced DBS with Barred List check obtained and certificate seen by school</li> <li>The identity of the volunteer is confirmed (school to take copy of photo ID and proof of address)</li> <li>Two references obtained (NOT from family)</li> <li>Tyntesfield Volunteer Agreement – signed</li> <li>'Volunteering in school information form' – completed (and we are satisfied with the response on the form)</li> <li>Induction meeting with the classteacher staff</li> </ul>	<ul style="list-style-type: none"> <li>This person must not volunteer in school and is politely informed.</li> </ul>

At Tyntesfield, we have determined that every volunteer *could* have unsupervised contact with children, given the nature of school and therefore are engaged in *Regulated Activity* and so an Enhanced DBS with Barred List Check is *always* sought.

If a member of staff has ANY concerns regarding a volunteer or potential volunteer, they must speak with the Headteacher *immediately*.

**Volunteers MUST NOT start in school until this risk assessment is complete and has been signed by the Headteacher.**

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

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



### Volunteering in School Information Form

Name:	Contact Number:
Child's Name:	Class:

Why do you want to volunteer at our school?
What skills can you offer Tyntesfield Primary School?
What would you like to help with in school?
Are you happy to work in a class that is not with your own child?
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 when you are volunteering in our school? (Please give details)
Are there particular days/time you would like to work?
For what period of time are you willing to help? This could be a year/term/until further notice. We do require a regular commitment from any parent who is interested in volunteering.

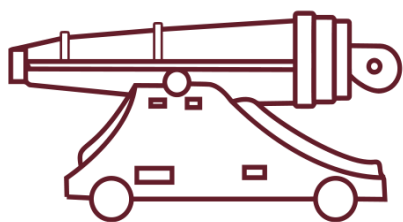
## References

At Tyntesfield, ***we are committed to safeguarding pupils*** and expect our volunteers to share that commitment. As part of our safeguarding procedures we will seek references for all volunteers. Please can we ask you to provide the names and contact details for two people, who are not members of your family who would be able to provide a reference for you.

<b>Referee 1:</b>  <i>Current or most recent employer</i>	<b>Referee 2:</b>
<b>How do know this person:</b>	<b>How do know this person:</b>
<b><u>Contact details</u></b>  <b>Email address</b>         <b>Phone number</b>         <b>Address:</b>	<b><u>Contact details</u></b>  <b>Email address</b>         <b>Phone number</b>         <b>Address:</b>

Thank you for offering your services as a Volunteer and for taking time to complete this Volunteer Information Sheet. Once completed, please hand it to the Office. Your offer of help is appreciated and we hope that you will gain much from your experience with us. We will be in touch soon.

Signed \_\_\_\_\_ Date \_\_\_\_\_



# Tyntesfield

## Primary School

### 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.

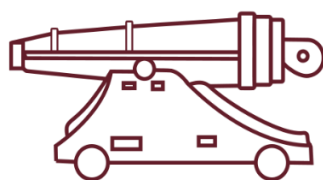
- *I have received a copy of 'A helpful guide to volunteering in school' and 'Safeguarding Guidelines for Visitors'*
- *I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential**. I understand that I must not discuss staff, children or events experienced in school, outside of school.*
- *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 also be undertaken.*
- *I have been made aware of who is my designated member of staff*
- *I am aware that the Designated Safeguarding Lead in School is Mrs Kathryn Manion*

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

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

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





**Tyntesfield**  
Primary School

## **A Helpful Guide to Volunteering at Tyntesfield**

### **How much time must I give?**

We appreciate all the time you choose to offer. Some volunteers prefer to have a timetable. Some prefer to arrange single visits when they can spare some time.

All we ask is that you let us know if you have made an arrangement with the school but find that you can't come. Your work in school is valuable and the teacher may have been counting on you to help with an activity that cannot go ahead without your help. Let us know if you cannot come - just give us a call or leave a message with the office so that we can avoid disappointing the children.

School is a work place and you will be supporting children's learning and joining a committed team of staff and volunteers.

### **What do I do on arrival?**

On arrival you will be asked to sign the visitors' book and will be given a visitors badge. It is important for school security and fire regulations that all staff, visitors and volunteers to the school can be identified and located at all times and we ask you to follow the simple routine of:

- Signing in and out when coming into and leaving the premises
- Wearing the Visitor badge we give you at all times whilst in school

### **How will I know what to do?**

The teacher will brief you at the beginning of the session you are supporting. This should include information about the activity you are supporting and the sorts of questions you should ask. It may also include a health and safety briefing especially if you are supporting a trip. It could also include tips on how to manage the children in your group.

If you are in any doubt about what you are doing please ask!

### **Where can I go in the school?**

As a volunteer you will be expected to work with the teacher whom you are helping. The teacher will be responsible for you and if you are in any doubt about your role, where you should be working or questions about the school please ask your teacher.

Although volunteers are politely requested not to use the staffroom, if you are with us at breaktimes, your classteacher will be happy to bring you a drink.

Please feel free to use the staff toilets, not the children's toilets.

### **Can I speak to a member of staff about my child's progress?**

Although it can be tempting, please do not seek to use your time in school as an opportunity to discuss personal issues such as your child's educational progress (this can be distracting for teachers during school time). If you wish to make an appointment to speak to the classteacher at another time, they will be happy to do so.

### **What should I do if I have a problem whilst working in school?**

We expect all members of the school community to be polite, courteous and self-disciplined. Pupils watch us and follow our example. The same rules apply to staff, children and volunteers working in school. Please discuss problems with the teacher or head teacher. The teachers in school are expected to act "in loco parentis" — they are responsible for the children whilst they are at school.

Never get into an argument with children or adults. Teachers are trained to deal with problem situations and they are paid to take responsibility

As a volunteer you are not expected to discipline children. If there is a problem tell the teacher straight away.

### **What about confidentiality?**

Your help will bring you into close contact with staff and pupils. We expect our volunteers to abide by the same code of confidentiality as teachers and not discuss staff, children or events experienced in school, outside of school.

### **How can I help safeguard children?**

We are committed to safeguarding and promoting the welfare of children and we expect all staff, visitors and volunteers to share this commitment. If you have any concerns regarding the welfare of a child, please see the classteacher.

### **and finally ...**

It is critically important for pupils to see all adults in school as role models. We ask that you speak and act at all times in a way which respects pupils, staff, governors and parents.

We expect all volunteers to uphold the standard of conduct that we expect from school staff.

*We would like to **thank you** for offering to volunteer to help at our school. We regard you as a member of our team. We have a professional duty to you - just as we have to all members of staff— to make your time with us happy and fulfilling.*

**Thank you**



### Volunteer in School Reference Request

<b>Name of Volunteer:</b>	
---------------------------	--

Please confirm the details below regarding the named applicant above:

<b>How long have you known the individual, and in what capacity?</b>	
<b>If you are a current / previous employer, please give details about your organisation and the applicant's role:</b>	

<p><b>Are you aware if the applicant has been subject to any disciplinary procedures involving issues relating to the safety and welfare of children or young people?</b></p> <p style="text-align: center;">Yes / No</p> <p><b>In yes, please give details:</b></p>
--

<p><b>Are you aware if there have been any allegations been raised about the applicant relating to behaviour towards children and young people and/or their safety and welfare?</b></p> <p style="text-align: center;">Yes / No</p> <p><b>In yes, please give details:</b></p>
--

<p><b>Are you satisfied that the applicant is suitable to volunteer in a primary school and volunteer to work with children?</b></p> <p style="text-align: center;">Yes / No</p> <p><b>In no, please give details:</b></p>
--

<b>Name:</b>
<b>Name of organization (if relevant):</b>
<b>Date:</b>
<b>Contact details:</b>
<b>Signature:</b>

Please can you sign the reference, scan and return to [tyntesfield.admin@trafford.gov.uk](mailto:tyntesfield.admin@trafford.gov.uk)