

---

# Volunteers and Students 2022

---



Kindness



Focus



Creativity



Responsibility



Collaboration

# **Becoming a Volunteer**

We welcome and encourage volunteers at The New Wave Federation both from outside agencies and individuals that are interested in supporting within our schools. We value the range of skills and experience that volunteers have to be able to enhance the learning opportunities for our children at our schools.

Anyone wishing to become a volunteer, must inform the Deputy Headteacher or Assistant Headteachers of the school in writing. Volunteers should complete a Volunteer Information Sheet with their contact details, type of activities they would like to help with, and the times they are available to help. Before starting to help in school, volunteers should complete the Volunteer Agreement, which sets out the school's expectations of volunteers.

All 'regular unsupervised' and all new 'regular' volunteers who are supervised by a paid member of staff in regulated activity must have been cleared by the Disclosure Barring Service (DBS) by completing an Enhanced DBS check. Regular work is defined as four or more days in a 30 day period, or once a week or more often, where there is opportunity for face-to face contact. Volunteers or parents who are accompanying staff and children on one-off outings or trips that do not involve overnight stays, or who only help out at specific events, e.g. school fairs are not required to complete Enhanced DBS checks but may be subject to volunteer risk assessments.

For volunteers attending from external organisations, the Headteacher will carry out a risk assessment to decide if these people are working in regulated activity and if Enhanced Disclosures are required for these people. If the Headteacher decides that Enhanced Disclosures are required, it is the responsibility of the external organisation to provide them. The external organisation will need to provide the school with a headed and signed letter to confirm that their staff have valid DBS checks (issued within the last 3 years) for the role they will be carrying out. It is the external organisation's responsibility to confirm that these staff are cleared to work in the school.

Student volunteers from local secondary schools are also welcome to attend and many undertake work experience with us each year. These students are all required to complete student volunteer information forms and a member of staff from their school will ensure all relevant information about these volunteers is provided to us.

# **The Role of a Volunteer**

The types of activities in which volunteers are engaged include:

- Working with small groups to support classroom activities
- Supporting individual children with specific needs
- Undertaking art & craft projects with children
- Supporting after-school clubs
- Accompanying classes on school visits
- Addressing areas of development highlighted in the School Improvement Plan,
- Supporting pupils with reading
- Providing positive role models and one to one support
- Helping children in the lunch hall
- Supporting children with positive play activities

## Child Protection

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

- All regular volunteers must have been cleared by the Disclosure Barring Service (DBS). A certificate is issued to the individual to produce in school.
- In the unlikely event that a volunteer begins work before a DBS certificate is issued the school will obtain a check on the volunteer using the DBS children's barred list.
- All volunteers read the Volunteer Policy and sign a Volunteer Agreement.
- The Headteacher of the school will carry out a risk assessment to determine whether volunteers that do not attend regularly require a DBS check.
- All volunteers work under the supervision of the class teacher of the class to which they are assigned. Teachers retain responsibility for all children at all times, including the children's behaviour and the activity they are undertaking.
- Volunteers are never left alone with children and do not accompany children to the toilet.
- Volunteers do not accompany pupils on public transport unsupervised by a member of the school team.

*This policy should be viewed in conjunction with the most up to date Keeping Children Safe in Education and the individual's school's safeguarding policy.*

## Confidentiality

Volunteers in the federation are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with and/or come into contact with should be voiced with the Class teacher and not with the parents of the child/persons outside school. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child 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 Executive Headteacher or Headteacher.

## Health and Safety

The school has a Health & Safety Policy and this is made available on request to volunteers working in the school. Class teachers ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment / accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or a member of the leadership team.

## Complaints Procedure

Any complaints made about a volunteer will be referred to the Executive Headteacher /Headteacher for investigation. Any complaints made by a volunteer will be referred to the Executive Headteacher / Headteacher. The Headteacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Agreement
- Offer an alternative placement for a volunteer.
- Inform the volunteer that the placement has been terminated.

The full Complaints Procedure is set out in the School Handbook (available from the School Office)

<b>Policy Agreed</b>	<b>October 2022</b>
<b>Review date</b>	<b>October 2023</b>