



Volunteering Policy

Approved by Resources Committee: 22nd October 2024

Next Review date - October 2026.

Firstly, thank you for taking an interest in supporting Ely St John's (ESJ) through volunteering!

We really appreciate the difference that Volunteers are able to bring to the school. We want our school to be open and welcoming to all who would like to support the children. Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children.

We welcome and encourage volunteers from the local community.

This policy looks to set out the process of becoming a volunteer, the expectations that come being a member of the school community, and an introduction into safeguarding and confidentiality procedures.

If you are unsure about anything please ask the office.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Adults volunteering to gain experience to become a Teaching Assistant
- Students on placements
- Ex-members of staff
- Local residents

Volunteers may support the school in a number of ways:

- Supporting pupils and groups of pupils within classrooms
- Supporting children's reading
- Supervising children on school visits
- Sharing their own skills or talents or knowledge with a class
- Helping with curriculum activities such as design and technology, art, cooking, gardening or during special theme days.

Safeguarding

The welfare of our children is paramount.

To ensure the safety of our children, we adopt the following procedures:

- All volunteers are asked to read:
 - the Volunteer Guidelines (see appendix 1);
 - Keeping Children Safe in Education (KCSIE)
 - and sign the Volunteer Agreement (Appendix 3)
 - Code of Conduct for Visitors
 - Guide to Safeguarding at ESJ
- All volunteers must be DBS checked - see the application form for more details
 - We also require that volunteers are able to provide 2 references - see the application form for more details
- The Headteacher has the authority not to accept the help of volunteers if he or she believes it is not in the best interests of the children.

Confidentiality

- All staff, volunteers and other adults working in the school work to a policy of strict confidentiality.

- Any concerns volunteers have about the children with whom they work and come into contact with should be shared with the class teacher and NOT with the parents of the child or 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 in the school does or says should raise the matter with the Headteacher or Assistant Headteacher.

Safeguarding

- Mobile phones or "wearable technology" cannot be turned on, enabled, used or on view while in direct contact with the children. Only school cameras can be used for any photography.

(Our policy on use of mobile phones, cameras and sharing of images is set out in our Code of Conduct for All Adults Policy and referred to in the Safeguarding and Child Protection Policy. It is recognised that personal mobile phones have the potential to be used inappropriately and therefore the school has adopted the practice of ensuring that mobile phones are turned off and hidden away while staff are on duty and working with children. The office phone number is used by family to contact staff in cases of emergency during the school day.)

- Volunteers must be aware of our Safeguarding and Child Protection Policy by having read our Safeguarding Children – an introduction to child protection pamphlet.
- Any concerns must be passed on to the DSL straight away before leaving the premises.
- Volunteers must dress appropriately and in line with our Safer Care Code of Conduct Policy
- Volunteers must liaise with class teachers and work under their supervision.
- Volunteers must not work alone with a child/children unless DBS checked and must consider their own personal safety. They must not be involved in intimate care duties or be alone in a room with a child.

Deployment of parent volunteers

Volunteers may work on an ad hoc or more regular basis. Volunteers that work on an ad hoc basis will often arrange this with a class teacher. It may be that you have agreed to help on a school visit, a special theme day or with a one-off cookery lesson.

Volunteers who would like to work on a more regular basis, for example half a day or a day per week, should meet with the Headteacher to discuss this.

Volunteers will often help in their child's own class and must be prepared to remain neutral whilst working alongside their children. However in some cases it may be best for the children for the volunteer to work in another class.

The overall decision lies with the Head and class teachers.

Health and safety

When any volunteer arrives in the school they must sign in at the school office and collect a visitor badge which must be worn at all times in school. Please indicate your arrival time and which class you will be visiting.

Volunteers must also sign out, stating the time when they are leaving the school premises.

Signing in and out is an important part of our fire safety procedure. Should the fire alarm sound whilst you are in school, proceed to the nearest exit and proceed to the Visitors assembly point.

Complaints procedure

Any complaint made about a volunteer will be referred directly to the Headteacher.

Any complaint made by a volunteer will be referred to the Headteacher or Assistant Headteacher.

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.

Monitoring and review

The day to day monitoring of this policy is the responsibility of the Headteacher and Senior Leadership Team. The Headteacher will report to governors annually on the number of parent volunteers in school and summarise their value and impact in supporting children's learning.

This policy will be reviewed on a 2 year cycle or earlier if necessary.

- Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.
- All volunteers;
 - work under the supervision of the class teacher of the class to which they are assigned.
 - must be good role models for the EJ Way and encourage all children to follow it. (Any misdemeanours or unacceptable behaviour will be reported to the class teacher.)
 - should have clear guidance from the teacher as to how an activity is carried out.
 - Should seek further advice / guidance from the teacher in the event of any query or problem regarding children's understanding of a task or behaviour.
 - always encourage the children to do things for themselves. (It is important that they are independent and although they need help and supervision, the end result should always be their own work. Please don't be tempted to do the work for them. The learning that goes on while the children are doing an activity is often much more important than the end product!)
 - dress appropriately and in line with our Code of Conduct for All Adults Policy
- Please do not;
 - lift, carry or move a child in any way.
 - do not go out onto the playground during playtimes. You are welcome to join staff for coffee/tea during morning and afternoon breaks.
 - carry out any intimate care duties or be in a room alone with a child
 - Use a Mobile phones when you are in direct contact with children and MUST NOT be used for photographing children.
- If a child does or tells you something that causes you concern, please tell the class teacher or Headteacher as soon as possible after the disclosure, in an appropriate setting so that others cannot overhear. (you will receive more training around this issues as part of your induction)
- If you find that you are not going to be able to come into school on a particular day, it is really helpful to know in advance, even if that's only a phone message on the morning in question.
- Confidentiality regarding what might be seen, heard or discussed within the class by children or adults is extremely important. School staff are bound by the rule of confidentiality that as a volunteer will also apply to you. Please do not discuss any issues that might arise in class with anyone other than the class teacher who is best placed to decide on the correct course of action.

Volunteering on school visits

- Protocols around; mobile phones, confidentiality, photography children still apply.

- Parents may not always have their own child in their group. The teacher will give parent helpers a list of children for whom they are responsible.
- Please following the instructions given by the Class teacher. You will receive a briefing on days activities.
- All children are told that they must stay with their group and the group adult at all times.
- If the trip involves a coach journey, please help the children in your group put on their seatbelts. Children are not allowed to eat or drink on the coaches unless stated by the teacher.
- The designated first aider (usually a teacher or teaching assistant) is responsible for all first aid and medication.
- Please help the teacher by ensuring your group follows all instructions e.g. when to eat and drink.
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school and associated parents in emergency situations.
- If you need to leave your group for any reason, e.g. to take a child to the toilet, please inform another adult.

Appendix 2 Ely St John's Primary School

Volunteers will, be asked to sign to say that they have read and understood;

- **Keeping Children Safe in Education, 2024**

- ESJ - Safeguarding and Child Protection Policy
- ESJ - Whistle Blowing Policy
- Fire Evacuation Procedures

Volunteers need to know the following:

Designated Safeguarding Lead (DSL)	John Henson
Deputy DSL/s	Steve Preston
Deputy DSL/s	Kate Lloyd
Designated Governor for Safeguarding	Lis Every
Prevent Lead	John Henson

Report any concerns to any of the above.

Other Useful Contacts:

Customer Service Centre – Referrals to Social Care Tel: 0345 045 5203

Emergency Duty Team (out of hours) Tel: 01733 234724

Local Authority Designated Officer (LADO) Tel: 01223 727967 LADO@cambridgeshire.gov.uk

Education Safeguarding Team: ECPS.General@cambridgeshire.gov.uk

Appendix 3

VOLUNTEER AGREEMENT

There are three elements to the agreement;

- 1) On - boarding –permissions, references and DBS
- 2) Agreed reading
- 3) Safeguarding training

Searches / Checks - By signing this agreement – you give the school the right to undertake the following;

- Online searches
- Review of the “barred list” from teaching
- Review of the Prohibited from Teaching register

Name: _____

Childs Name _____

References – please name, address and email of two referees;

1) Name _____ Email _____

Address _____

2) Name _____ Email _____

Address _____

DBS - we require 3 documents – for ease, we tend to suggest the following;

- Passport
- Driving license
- Utility bill dated within the last 3 months or a council tax statements dated in the last twelve months

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

- I have received a copy of the school's Volunteer Policy and have read;
 - Keeping Children Safe in Education, 2024 Yes/No
 - ESJ - Safeguarding and Child Protection Policy Yes/No
 - ESJ - Whistle Blowing Policy Yes/No
 - Fire Evacuation Procedures Yes/No
- I agree to treat information I learn from being a volunteer in school as confidential and will not share any information about a child or member of staff with anyone outside the school staff team.
- If I have a concern or complaint, I know I must direct these to the class teacher or head teacher.
- I will respect the professional judgement and listen to the guidance of the class or head teacher at all times.
- **I will not have my phone (or wearable technology) turned on or use it to make calls/texts or for photography while working with children.**

Name: _____ Signed: _____

Date: _____

Please provide below your contact details and details of someone whom we may contact in the event of an emergency:

	My contact details	Emergency contact details
Name		
Address		
Home telephone		
Mobile telephone		
Email address		

Do you have any disabilities / other needs we need to take into account when working as a volunteer in school? Please continue overleaf if necessary.

I confirm that _____ has received safeguarding training, understands our Fire evacuations procedures and the need to main confidentiality at all times.

Signed _____ Dated _____
Safeguarding lead / Deputy Safeguard lead