

Volunteer Policy

Whole School and EYFS

This policy is available to parents and prospective parents on the school's website and by request from the School Office. If you require a copy of this document in large print or audio format, please contact the School Office.

Policy Review Schedule

Policy Name	WPA Volunteer Policy
Review Frequency	3 years
Statutory Policy	
Policy owner	L Basilone
Lead Reviewer	L Basilone
Approver and date of last approval	L Basilone
Key review dates	Changes made
05/05/2016	Created
01/09/2019	Reviewed
16/06/2020	Amended for WPA
26/05/2023	Updated WPA Mission Statement, Vision, and Induction details
26/05/2026	Next review

Introduction

Volunteers at Wantage Primary Academy bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers from the local community. Our volunteers work closely with the school in support of our mission statement and aims. See below.

This policy makes reference to DfE guidance Keeping Children Safe in Education 2014. It is linked to our Equality, Safer Recruitment and Safeguarding and Child Protection policies.

Our mission

To create inspirational learning opportunities for all our children and staff.

Our Vision

We work collaboratively with our school communities; our staff, parents and children, to create exceptional learning environments that empower and support all to achieve their potential.

Our volunteers may include:

- parents of pupils;
- ex-pupils;
- students on work experience;
- university students;
- ex-members of staff;
- local residents.

Activities that our volunteers are engaged in may include:

- hearing children read;

- working with small groups of children;
- working alongside individual children;
- guest speaking;
- taking workshops;
- undertaking art & craft activities with children;
- running after-school clubs;
- working with children on the computers;
- assisting with PE and sports activities;
- cooking activities;
- accompanying school visits;
- tending our eco-garden;
- maintaining our library facilities.

Volunteers are excluded from the following activities:

- taking responsibility for all or some of the class (including being left on their own 1-1 with a child);
- changing children or supervising them in the toilet;
- taking the children offsite without a teacher in charge.

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 children read, usually approaches the Principal, class teacher or members of the school administration team directly.

Volunteers will be asked to complete a Volunteer Request Form (Appendix 1) with their contact details, type of activity they would like to help with, and the times they are available to help.

Once arrangements have been agreed regarding the type and frequency of work to be carried out the volunteer will be asked to sign the Volunteer Agreement Form (Appendix 2)

Students on work experience have a separate policy and agreement to complete

Volunteer checks

We do not usually undertake checks for one-off volunteers who are not engaged in regulated activity (see DBS information). One-off volunteers will include, but is not exclusive to, parents/carers who escort on school trips, assist with production and performances, help the teaching staff with curriculum activities. One-off volunteers will be supervised by Wantage Primary Academy staff.

Volunteers who are engaged in regulated activity will have the following details entered on our Single Central Register:

- an identity check;
- an enhanced DBS check;
- further checks on people living or working outside the UK;
- a check to establish the person's right to work in the United Kingdom;
- date two references received.

References

We will seek two references for all volunteers engaged in regulated activity. We understand that referees might not be able to provide knowledge about suitability to work with children if the volunteer has not worked in a children's setting before but we will ask this question.

Disclosure and Barring Checks (DBS)

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

For new volunteers in regulated activity, who will regularly teach or look after children on an unsupervised basis or provide personal care on a one-off basis, we will obtain an enhanced Disclosure and Barring Scheme (DBS) certificate with barred list check.

If a new volunteer is not engaging in regulated activity, we will undertake a risk assessment and use our professional judgement and experience to decide whether to seek an enhanced DBS check. We will consider:

- the nature of the work with children;
- what we know about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability;
- whether the role is eligible for an enhanced DBS check.

Volunteer Induction

All volunteers in school will receive induction from the Office Manager or Principal. Induction will include:

- emergency evacuation procedures;
- child protection training;
- a who's who of staff;
- our no smoking policy.
- A copy of our Volunteers Handbook

Security

All visitors are asked to sign in and out at Reception and wear a visitors' badge.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with 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 Principal.

Deployment and supervision of volunteers

Work of volunteers should will not replace the duties undertaken by paid staff nor cover absences of paid staff.

Volunteers will be assigned to and supervised by a member of staff. School staff retain responsibility for children at all times, including the children's 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 advice/guidance from the teacher in the event of any query /problem regarding children's understanding of a task or behaviour.

On occasion, a volunteer may express a wish to support in their own child's classroom. If this is likely to become distracting for the child and put the teacher in an uncomfortable situation, the Principal or class teacher reserves the right at their discretion to place the volunteer where the school needs their help most and which is seen as appropriate.

Health & Safety

Volunteers will be asked to confirm that they have read and understood our Safeguarding and Equality policies and our Fire and Evacuation procedures in their induction.

Class teachers will also ensure that volunteers are clear about all emergency procedures (e.g. fire alarm evacuation). Equally volunteers are provided with any risk assessments 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 Principal.

Child Safeguarding

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

- all Volunteers are given copies of the Safeguarding Policy and Child Protection Policy;
- all our Volunteers must have enhanced clearance by the Disclosure and Barring Service if working with children more than 3 times in any given month;
- we seek references for our volunteers.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Principal for investigation. Any complaints made by a volunteer will be referred to the Principal.

Any complaint against a volunteer will adhere to the Complaints Policy for further investigation.

Monitoring and evaluation

The effectiveness of this policy will be analysed by the Senior Leadership Team (SLT). Evidence will be provided by feedback from line managers and comments made in each staff appraisal form. The Principal will also look at lesson observation records and pupil progress data.

Policy Review Information

This policy will be renewed every three years.

Appendix 1

Volunteer Request Form	
Name of Volunteer	
Date of birth	
DBS certificate	Yes No
Referee 1	

Referee 2	
Outline of support you would like to give to the school	
Have you discussed volunteering at DPA with a member of staff? If so please give details	
Date available to start	
Signed	

Appendix 2

Volunteer Agreement	
Name of volunteer	
Area of support	
Supervisor	
Start date and times you will be supporting	
Please conform that you have undertaken/understood the following	√
I have received copies of the Safeguarding and Equality policies	

I have completed Child Protection training	
I have received emergency evacuation training	
I understand that I must follow instruction from my supervisor and other school staff	
I understand my confidentiality responsibility	
ICT Please note that children should not be given any unsupervised access to the internet. All children are taught that if they see an unacceptable image on a computer screen, they must turn the screen off and report to an adult.	
Mobile Phones Please avoid using mobile phones in the school environment, particularly in the presence of the children.	
Hot Drinks Please do not bring any hot drinks into school.	
Smoking The school buildings and grounds are a no smoking environment.	
Dress Code Please note that we do not wear low cut tops or short skirts in the presence of our pupils	
Signed volunteer	
Date	