Rushmere Hall Primary School

Volunteer Induction Process & Policy

Date	Lead Person	Approved	Review Date
September 2016	Head teacher	October 2016	September 2018
		Governing Body	

Regular visitors and volunteers Induction

- ☐ Read through the (1) School's Volunteer Policy
- ☐ Read and sign the (2) School's Volunteer Behaviour agreement
- ☐ Ensure that the school has a completed volunteer application form.
- ☐ Provided with a copy of the safeguarding policy and raise any questions with DSL or DDSL
- ☐ Told who the Designated Safeguarding Leads is and the deputies
- ☐ Read Part 1- Keeping children safe in education **September 2016**
- ☐ Explained what the school's recording and reporting system is.
- ☐ **Mini safeguarding induction completed by Family Liaison**
- ☐ DBS check completed. Added to SCR.

Visitor / Volunteer Name: _____

Role: _____

Induction Process Completed: __/__/__

Overseen by: _____

Head Teacher: _____

(1) Volunteer Policy

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Introduction

Our school benefits from developing well planned, active parental and community links. Participation by adults in the activities of the school on a voluntary basis helps to achieve this. Rushmere Hall Primary believes that volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all pupils.

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children at Rushmere Hall without encroaching on the professional teaching responsibilities of the class teacher.

Aim

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

Categories of Volunteers

Volunteers could include any of the following (this list is not exhaustive):
- Members of the Governing Body
- Parents, carers, guardians, elder siblings or Grandparents of Pupils
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Local residents
- Staff family members

Types of Activities

Activities volunteers may be engaged in could include any of the following:
- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks
- Running or assisting with an after school club
- Social activities such as running a disco
- Fund raising activities such as running a cake stall or Summer Fair
- Interviewing children on a governor visit
- Helping at lunchtime

Becoming a Volunteer

Anyone wishing to work as a volunteer who will be in school on a regular basis or a one-off occasion completing a work placement should request a **Volunteer Policy** from the school office. Parents who have offered their support following a volunteer recruitment drive e.g Meet The Teacher, should be handed the policy which includes the required forms. This should be completed and returned with

the necessary original Identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check if required. Where the volunteering is a placement linked to a course of study the cost of the DBS (if required) will be met by the volunteer (or his/her college).

The Headteacher (or staff member with delegated responsibility) will interview the potential volunteer and an appropriate placement will be agreed. This will be in a class which has no family connection to the applicant. A regular day and time will be agreed and the applicant will be expected to sign all relevant documentation (appendix to this policy).

An entry will be made on the school's **Safeguarding Central Record** and a file maintained with the confidential details of the volunteer which will be retained by school for 7 years after the volunteer resigns from their volunteering responsibilities.

The exceptions to this are:
- Work Experience Students or University Placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at Rushmere Hall Primary. The student will be expected to sign a confidentiality agreement and will not be placed in a class with any family connection.
- One-off volunteers i.e. assisting with a school walk, a fund raising event or a school visit will not require a DBS. **Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care.**

If there is any doubt as to the level of checks required, a decision should be sought from the Headteacher.

Information on the Role of a Volunteer
All volunteers should have access to this policy. Volunteers should also have access to the following polices which are all available from the school's website www.RushmereHallPrimarySchool.com
- Health and Safety Policy
- Confidentiality Policy
- Data Protection Policy
- Safeguarding & Child Protection Policy
- Safeguarding Guidance
- Equal Opportunity Policies
- Behaviour Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)

School Values
All adults who work in school are expected to work and behave in such a way as to promote our school values.

Volunteers' Expectations from School
Volunteers in school should expect to:
- be recognised for their valuable contribution to the learning experience for the children they support
- be assigned worthwhile tasks
- access to any school policies or procedures that are relevant to their role
- access any training that is necessary for the success of their activities

School's Expectations from Volunteers

School expects all volunteers to:

- Adhere to the name protocol for staff.
- Adhere to the school's Health & Safety Policy, Safeguarding Policy, Data Protection Policy, Confidentiality Policy and ICT Acceptable Use (where appropriate).
- Work under the supervision and direction of staff.
- Be role models for the children they work with.
- Wear appropriate, smart but casual dress (no jeans).
- **Refer any behavioural or safeguarding concerns to the class teacher and not to attempt to deal with any such issues themselves.**
- Use the staffroom but be reminded of school policies as stated above.
- Commit to a regular window of time to allow teachers to plan activities to include the volunteer.
- Advise school as soon as possible when it is not possible to attend.
- Be familiar with school evacuation procedure and follow staff instruction.

General Information

- **Security** - All volunteers must sign in and out of the visitors' book and wear a visitor badge for the duration of their volunteering session.
- **Valuables** – Please try not to bring valuables into school. If you have to, keep them with you at all times or leave them in the office for safety.
- **Fire drill** – there are notices by the door of each classroom in the school telling you which route to take to the assembly point, which is in the playground. Please stay with the teacher you have been working with. If working in any other part of the school, please make your way to the nearest exit and go to the assembly point.
- **Refreshments** – Please check with your teacher about these.
- **Dress**– You should dress in smart, informal clothes.
- **Equality and relationships** - When talking with children please remember that they can be sensitive to your comments. At Rushmere Hall Primary School, our Behaviour Policy aims to develop everyone's self esteem, self confidence and self discipline through praise and encouragement. Our Equalities Policies should ensure that no one will be allowed to behave in a manner that discriminates against an individual on the grounds of race, gender, disability or sexual orientation. These policies also apply to all adults within the school community.
- **Health and Safety** – Please refer to the school's Health & Safety policy.
- **Toilets** – These are located next to main reception.
- **Damages** - Please report any accidents, breakages or malfunctions to a member of staff without delay.
- **Injuries** - All injuries or accidents involving children must be referred to a member of staff immediately so that they can deal with the child.
- **Child protection/Safeguarding** -

  ** Any Safeguarding Concerns about a child should be reported immediately using our Safeguarding referral process. **

  The Designated Safeguarding Lead at Rushmere Hall is Rachel Hobbin (Family Liaison Officer) and the Safeguarding Alternates are Helen Birbeck (SENCO) or Paul Stock (Head Teacher).

  If your concerns relate to a member of staff, you need to report these concerns immediately to the Head Teacher, Paul Stock.

If your concerns relate to the conduct of the Head Teacher, you need to report your concerns immediately to the Chair of Governors, Alex Davison.

When working with children, always make sure you can be seen by a member of staff. You should not be left alone in a room with a child in a one to one context. This is important for the children and it is important for you as an adult so that there can never be a misinterpretation of behaviour either by the child or adult. Please do not initiate or encourage physical contact as this may be misinterpreted. Any pupil behaviour problems should be reported to the class teacher so that it can be dealt with immediately.

- Please note that you will be required to complete a Criminal Records Bureau disclosure form and return it to the Local Education Area Office. Should the outcome of the check be unsatisfactory you will be unable to help in school.
- **Parking** - There is no parking available for volunteers unless you are a blue badge holder,

Complaints Procedure

Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher (or a delegated staff member) for investigation.

The Headteacher (or delegated staff member in her absence) reserves the right to take the following action:
- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated.
- Offer an alternative placement or activity for a volunteer.
- Inform the volunteer that the placement has been withdrawn.

VOLUNTEER RETAINS THIS SECTION

(2) Volunteer Behaviour Agreement

1. Introduction

The school has decided to set out a Code of Conduct / set of expectations for all school volunteers. This must be read, understood and signed by volunteers before entering the classroom.

Volunteers should be aware that failure to comply with the following Code of Conduct could result in them being told that their offer of support and help is no longer required. Volunteers should also be aware that in the event of a breach of this code, this information will be stored on school file and will be used if the school is asked to act as a referee or support an application. It will also be used if a volunteer applies for a post within this setting.

2. Purpose, scope and principles

A Code of Conduct is designed to give clear guidance on the standards of behaviour all volunteers are expected to observe, and the school should notify volunteers of this code and the expectations before commencement of the voluntary work. As with school staff, volunteers are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the school. As a member of a school community, each volunteer has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to:
- all volunteers, including reading helpers;
- all secondary school children or young adults in higher education who come to school to complete a work placement.

3. Setting an example

3.1   All volunteers who support in schools set examples of behaviour and conduct which can be copied by pupils/students. Volunteers must therefore avoid using inappropriate or offensive language at all times.

3.2   All volunteers must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.

3.3   All volunteers must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

3.4   This Code helps all volunteers to understand what behaviour is and is not acceptable.

4. Safeguarding pupils

4.1   **Volunteers have a duty to safeguard pupils/students from:**
- **physical abuse**
- **sexual abuse**
- **emotional abuse**
- **neglect**
- **radicalisation**

4.2   **The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Safeguarding lead (DSL) for Child Protection.**

4.3   **The school's DSL is Ms Rachel Hobbin (Headteacher).**
        The DDSL is Mrs Helen Birbeck (SENCO).

4.4   **Volunteers are provided with personal copies of the school's Safeguarding policy and must be familiar with this document.**

4.5   **Volunteers are provided with personal copies of Part 1 of 'Keeping children safe in education 2016 and must be familiar with this document.**

4.6   **Volunteers must not seriously demean or undermine pupils, their parents or carers, or colleagues.**

4.7   **Volunteers must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.**

5. Pupil development

5.1   Volunteers must comply with school policies and procedures that support the well-being and development of pupils/students.

5.2   Volunteers must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.

5.3   Volunteers must follow reasonable instructions that support the development of pupils/students.

6. Honesty and integrity

6.1   Volunteers must maintain high standards of honesty and integrity in their support. This includes the handling and claiming of money and the use of school property and facilities.

7. Conduct outside work

7.1   Volunteers must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the volunteer's own reputation or the reputation of other members of the school community.

7.2   In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

7.3   Volunteers must exercise caution when using information technology and be aware of the risks to themselves and others.

7.4   **Volunteers must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.**
They must not refer to events/issues/incidents that have happened in school nor must they mention names of pupils or staff at the school.
It is recommended that volunteers do not indicate this school as a place in which they are supporting.

8. Confidentially

8.1   Where volunteers are exposed to confidential information about pupils/students or their parents or carers, volunteers must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.

8.2   All volunteers are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

8.3 However, volunteers have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil/student. Volunteers must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student.

9. Actions

9.1 **All volunteers need to recognise that failure to meet these standards of behaviour and conduct will result in their offer of support being removed.**

I have read the School's Volunteer Behaviour Policy and I understand the expectations the school has regarding my behaviour.

_____ signed   ___ /___/____

THIS SECTION TO BE GIVEN TO SCHOOL OFFICE

(3) Volunteer Application Form

Name of Volunteer:

Date of Birth:

Address:

Phone:

What skills / areas would you like to help with in school?

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 working as a Volunteer in school? *(please give details)*

Please give details of your availability…

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks.

Please note that where appropriate, potential volunteers will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS. Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.
Please use the space below to give details of any convictions, cautions and bind-overs, including those regarded as 'spent'. If there are none please write 'none':

THIS SECTION TO BE GIVEN TO SCHOOL OFFICE

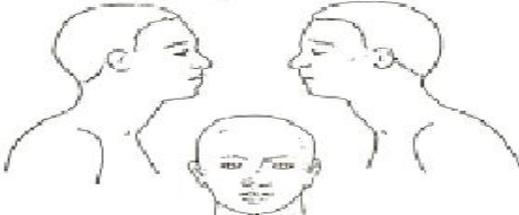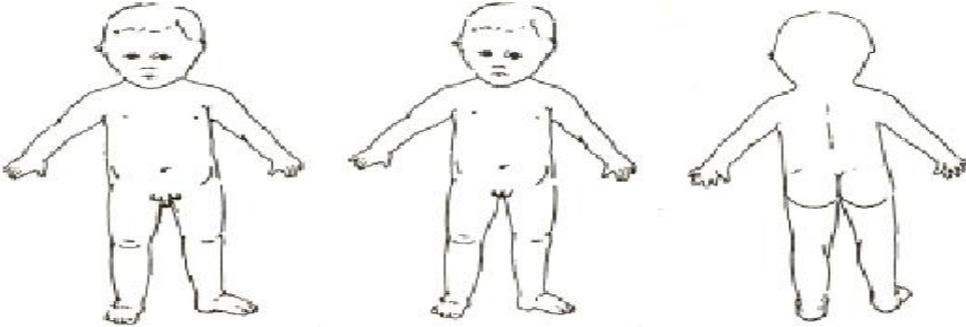# Recording Form for Safeguarding Concerns
(Must be hand-written)

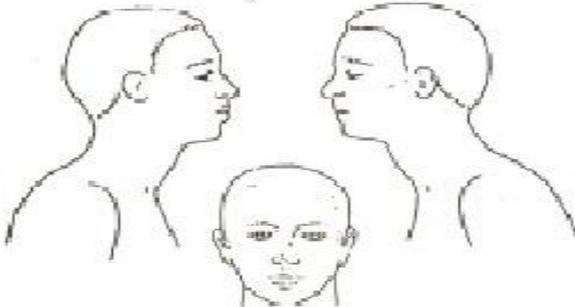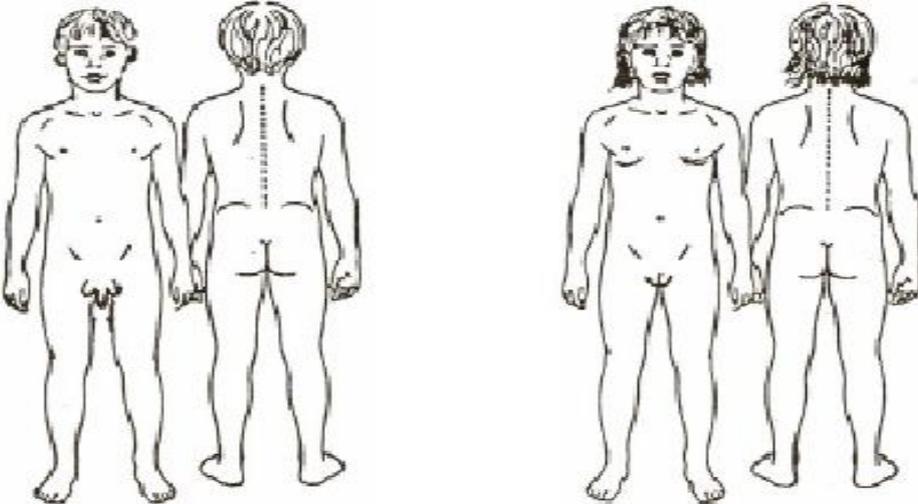| Name of student/ person making the disclosure or that you are concerned about	Childs date of birth	Tutor Group/ Form/Class	**Your name** (and position in school)

Nature of Concern/Disclosure					
(Remember to only record fact DO NOT add your own opinion)					

Was there an injury?	Yes		No		Did you see it?	Yes		No	

Describe the injury:

Have you filled in a body plan to show where the injury is and its approximate size?				Yes		No	

Was anyone else with you?	Yes		No		Who?	

Where were you?

Has this happened before?	Yes		No		

Did you report the previous incident?	Yes		No		To Whom?			Date:

Does the safeguarding concern involve a technological device?		Yes*		No	

*If yes, discuss this with your e-Safety Lead, follow the e-safety reporting flow chart and ensure that this is recorded on the e-Safety Lead's log.

SAP level (Please tick in the box the level that applies)	Level 1	Level 2	Level 3	Level 4	Level 5

Who are you passing this information on to?

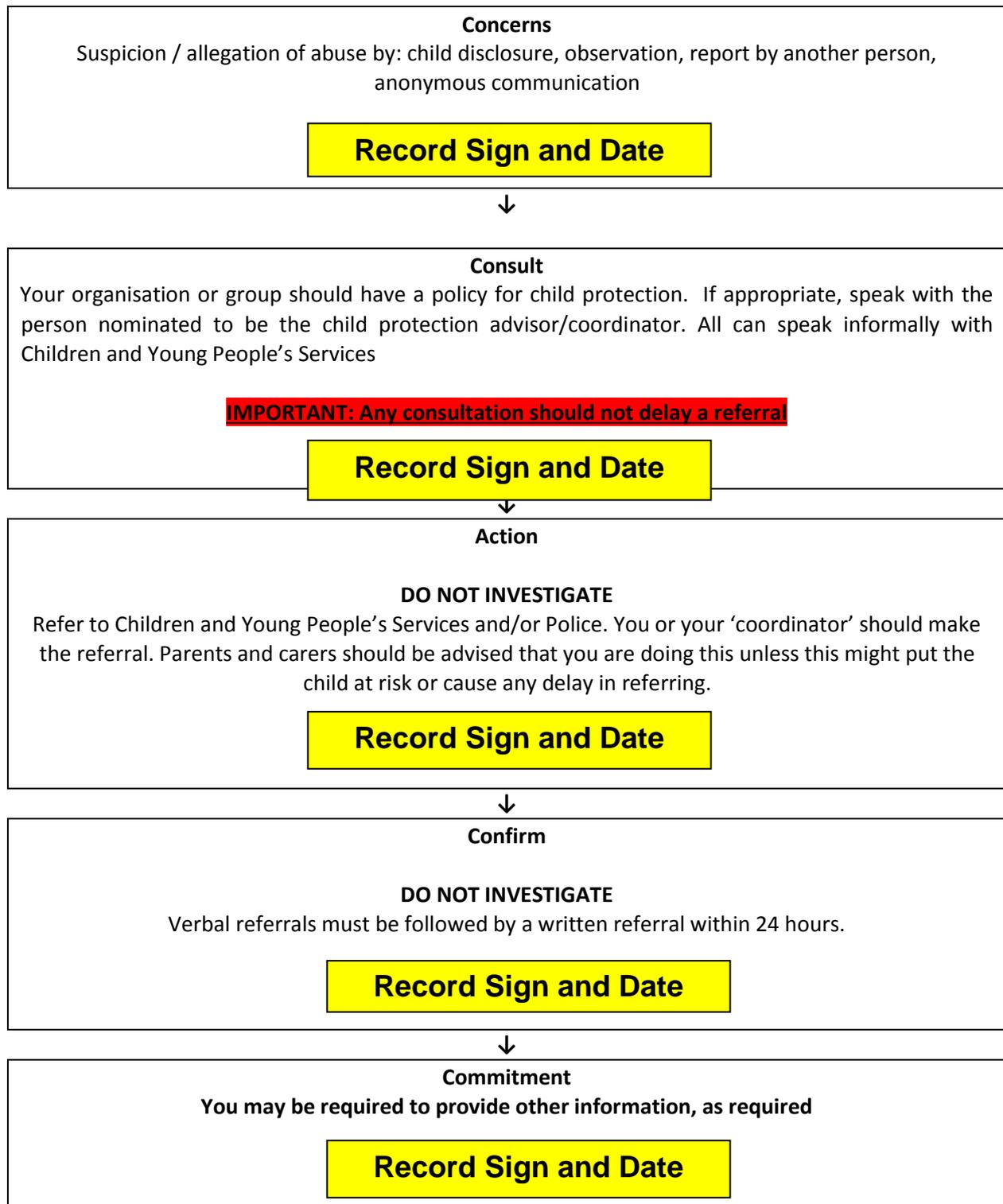| Name:	Time:	Date:

Your Signature: Date:

Print Name:

Example body map: Age 5 and under

Example body map: Age 5 and over

Flowchart for Raising Concerns

Concerns
Suspicion / allegation of abuse by: child disclosure, observation, report by another person, anonymous communication

Record Sign and Date

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Consult
Your organisation or group should have a policy for child protection. If appropriate, speak with the person nominated to be the child protection advisor/coordinator. All can speak informally with Children and Young People's Services

IMPORTANT: Any consultation should not delay a referral

Record Sign and Date

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Action

DO NOT INVESTIGATE
Refer to Children and Young People's Services and/or Police. You or your 'coordinator' should make the referral. Parents and carers should be advised that you are doing this unless this might put the child at risk or cause any delay in referring.

Record Sign and Date

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Confirm

DO NOT INVESTIGATE
Verbal referrals must be followed by a written referral within 24 hours.

Record Sign and Date

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Commitment
You may be required to provide other information, as required

Record Sign and Date

REMEMBER
DO NOT DELAY – CHILDREN'S SERVICES AND POLICE ARE ALWAYS AVAILABLE