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| VOLUNTEER PROCEDURE | DATE OF LAST REVIEW | REVIEW DATE: |
| | NOVEMBER 2020 | NOVEMBER 2023 |
| OTHER POLICY REFERENCES | CHILD PROTECTION & SAFEGUARDING POLICY | |

Critchill School recognises that volunteers can make an appropriate and significant contribution to the work and services of the school.

Volunteers bring with them a range of skills and experience that can enhance the learning opportunities of the student at our school.

This procedure defines the term and sets out the principles, practices and procedures which will be followed in the appointment, management and supervision of volunteers.

Volunteer categories include:

- Members of the Governing Body
- Parents
- Students on work experience
- University students
- Local residents
- Friends of the school

Supervised volunteers can support with the following type of activities:

- Working alongside small groups of students and individual students in the classroom
- Undertaking enrichment with student
- Supporting pupils during break and lunch times
- Accompanying pupils on school visits
- Observing classroom practice

Note: Relatives or siblings of current Critchill School students or any young persons under the age of 16 are unable to volunteer in school

Volunteer Co-ordinator: Sally Smiles - Working Futures and Careers Lead

All enquiries should be directed to Sally Smiles for any length of volunteer period from a one-off visit to a longer term placement. Applications can take up to 3 months to process.

Application Process

The Volunteer Co-ordinator will:

- Forward an application form (Appendix 1) for completion and return on receipt of an enquiry
- Review the details on receipt of the completed form and identify if there is a suitable volunteering opportunity within school.
- Inform the applicant via email if unsuccessful
- If successful, arrange an informal interview to include a tour of the school and an opportunity to meet other staff
- Submit the application and recommendation to the Senior Leadership Team for approval
- Agree at start date with the Senior Leadership Team once all safeguarding clearances have been received. This information will be shared with staff at briefing.
- Contact the volunteer to organise a visit to school to commence the induction process and confirm the placement
- Update the Volunteer Register

Safeguarding Procedures and Clearances

The School Business Manager will instigate safeguarding and clearance procedures which will be administered by the office team.

The Volunteer Co-ordinator will be notified once satisfactory clearances have been obtained

MNSP is committed to safeguarding and promoting the welfare of students and young people, and expects all staff and volunteers to share this commitment.

All volunteers are required to meet the MNSP safeguarding requirements as detailed in the Child Protection and Safeguarding Policy, Section 6.4.

The following checks and guidance/training will be carried out in line with the Trust Safeguarding Procedures document.

- DBS application or update service check. If a DBS has already been obtained through a College/ University, the school will request the organisation provides permission to use the DBS together with evidence of satisfactory clearance.
- ID check
- 2 x professional character references obtained from referees who have been in contact with the volunteer within the last 6 months. (Preferably a previous employer and not family members).
- Basic Child Protection, Prevent and Online safety training will be undertaken
- The following guidance and information will be provided :
 - Child Protection and Safeguarding Policy
 - Keeping Children Safe in Education
 - Code of Conduct
 - Working together to Safeguard Children

- Guidance to Safer Working Practices

Notes :

- Volunteers should make themselves aware of the name of the Designated Safeguarding Lead (DSL)
- Volunteers involved in one off activities, who are under constant supervision of school staff, are not permitted to carry out duties such as escorting students to the toilet or leading small groups of students unaccompanied by school staff.

Health and Safety

- A Volunteer/Visitor Risk Assessment is in place
- The MNSP Trust Health & Safety Policy and Critchill School Local and Evacuation Procedures are provided to all volunteers
- Fire alarm evacuation instructions are displayed in each classroom/area
- Staff will explain about any safety aspects associated with a particular task (e.g. using DT equipment / PE lessons /accompanying student on visits).
- Volunteers need to exercise due care and attention and report any obvious hazards or concerns to a member of the class team, School Business Manager, Deputy or Headteacher.

Induction Training

All volunteers and work experience students are required to attend an induction session prior to placement. This provides an opportunity for volunteers to raise any questions they may have and also provides a further opportunity for the Volunteer Co-ordinator to confirm the guidelines and school expectations.

Confidentiality and Code of Conduct

Volunteers in school are required to accept and sign a Confidentiality Contract **(Appendix 2)**

Any concerns a volunteer has about the student they work with / come into contact with should be discussed with the class teacher, not with parents/carers or other people outside of school. Comments regarding student'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 break this confidentiality code will be asked to leave.

Volunteers who are concerned about any behaviour relating to another adult in school should raise the matter with the Deputy Headteacher or Headteacher.

Volunteers are required to adhere to the Staff Code of Conduct and observe the dress code. In addition the following guidelines should be followed:

Volunteers are required

- To sign in and out of the premises and wear photographic ID badge at all times.
- To use appropriate language and behaviour with students
- To value and respect different racial origins, religions, cultures and language
- Not to promote personal political or religious beliefs

- To report any breakages or accidents to the relevant person
- Not to engage in any physical contact with students. This is strongly prohibited unless overseen by a staff member
- Not put yourself in a position where you are alone with a student
- To discuss any concerns about the behaviour of a student with the class teacher/staff if you feel in any way uncomfortable about a situation
- To highlight to staff the need to store any equipment or work in progress on the school premises so that appropriate arrangements can be made
- To ensure you always use the staff toilet facilities
- Not smoke on school premises
- To note that you are not expected to manage classroom behaviour, a staff member will be present at all times

Code of Conduct for Internet and Social Media Use

This code exists to safeguard and promote the proper use of the school's internet and email facilities. Volunteers are responsible for using these facilities in an efficient, effective, ethical and lawful manner. Use of the internet and emails may be monitored at any time for legitimate business reasons.

Volunteers are asked to read and sign the MNSP Trust ICT Acceptable Use Policy.

Volunteers must not post photos of staff / events on Facebook and exercise caution when using information technology, being aware of the risks. All information is potentially in the public domain and pupils or parents may gain access to information and comments posted.

Supervision, Working Hours and Absence

- All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. The staff team retain responsibility for students at all times, including the student's behaviour and the activity they are undertaking.
- Volunteers should have clear guidance from the staff team as to how an activity is carried out and the expected outcome. Volunteers are encouraged to seek further advice / guidance from the teacher in the event of any query / problem regarding student's understanding of a task or behaviour.
- Working hours will be discussed and mutually agreed prior to commencement. The volunteer must be committed and adhere to the voluntary placement and working hours.
- Volunteers are expected to telephone and inform school if they are unable to attend, prior to their start time, so appropriate cover arrangements can be made if necessary.

Placement Review

P:\Office\wp\ADMIN MANAGEMENT\Policies & Procedures\Procedures\Current Procedures\Volunteer Procedure Nov 2020.docx

The Volunteer Co-ordinator will carry out regular placement reviews in conjunction with the relevant class teacher

Equal Opportunities

Critchill School recognises that the activity of volunteering can provide an individual with experience and opportunities for self and career development.

In accordance with the MNSP Trust Equal Opportunity Policy, volunteer placements will be open to individuals irrespective of race, gender, disability, sexuality age or marital status.

However, where a prospective volunteer demonstrates hostility to, or a clear lack of support for equal opportunities, she/he will be automatically deemed unsuitable for a volunteer position. All volunteers are required to make a commitment to this policy. A copy is available on request.

Complaints Procedure

Any complaints relating to a volunteer or made by a volunteer will be referred to the Headteacher or Deputy Headteacher for investigation.

The Headteacher reserves the right to take the following action:

- To speak with the Volunteer about a breach of the Volunteer Confidentiality Contract 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 support the placement.



Confidential - VOLUNTEER APPLICATION FORM

Please complete in black ink in clear handwriting or type. All sections of the form must be completed.

Midsomer Norton Schools' Partnership is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. Tier 1 and 2 volunteers will be required to complete a DBS disclosure prior to commencing voluntary work.

Personal Details

| | | | |
|------------------------------|--|--------------------------------|--|
| Name | | Title | |
| Contact address | | Email address | |
| Home Telephone Number | | Mobile Telephone Number | |

Area/Activities of interest

Work/Voluntary Experience (Last 3 years)

| | |
|--|--|
| Employer's name and dates of employment | |
|--|--|

Health

Do you have any health problems or disability of which we should be aware?

Yes / No

Please delete as appropriate

If yes, please give details:

References

Please supply the names and addresses of two professional character referees

| 1 | Name | Address, email and telephone number if possible |
|---|------|---|
| | | |
| 2 | Name | Address, email and telephone number if possible |
| | | |

Criminal Convictions

Do you have any criminal convictions or any pending?

Yes / No

Please delete as appropriate

If yes please give details. (A prior or pending criminal conviction may not prevent you from volunteering but failure to disclose relevant information may result in an unsuccessful application).

Personal Declaration:

I hereby apply to become a volunteer for the Midsomer Norton Schools' Partnership Trust. I also agree to abide by all Trust Health & Safety, Child Protection/Safeguarding policies together with guidelines and risk assessments and understand that I have a responsibility for my own and others Health & Safety while volunteering at any of the Trust schools.

Signed _____

Date _____

**Have you any experience of working as a volunteer and / or with students
Yes / No**

If yes, where and when did you gain this experience?

**Are you available to commit yourself to this voluntary work for at least one term
(average, 13 weeks)?**

Yes / No

Why would you like to be a volunteer at Critchill School?

How much time each week do you feel able to volunteer for?

The Student's Act 2004 (Section 11) places a duty on key people and bodies to make arrangements to ensure that when carrying out their functions they take account of the need to safeguard and promote the welfare of student.

MNSP Trust is committed to safeguarding and promoting the welfare of students and young people, and expects all staff and volunteers to share this commitment. Applicants must be willing to complete the MNSP Trust safeguarding procedures.

CONSENT

Please note that your consent will be required for a DBS clearance (your signature below confirms this consent). I confirm that the information I have given above is correct.

I give permission for my referees to be contacted and understand that Critchill School reserves the right to reject a volunteer application at any stage of the recruitment process and remove a volunteer from the programme without providing a reason if necessary.

Signed: _____ Date: _____

Please return this form to:

Sally Smiles
Critchill School
Nunney Road
Frome, BA11 4LB

Tel No 01373 464148

E:Mail ssmiles@critchillschool.com

www.midsomernortonschoolspartnership.com

Executive Headteacher/CEO: Alun Williams

Registered Address: Norton Hill School, Charlton Road, Midsomer Norton, BA3 4AD

Company No: 7365778

CONFIDENTIALITY CONTRACT

As a Volunteer at Critchill School, I understand that class, pupil and parent details, staff room conversations or school matters are confidential and not to be shared or discussed with parents or members of the general public.

If I have any concerns I will initially raise them with the Deputy Headteacher or the class teacher then the Head teacher if necessary.

I understand that the class team is in charge of all activities and the discipline in the class. If I am asked to work with a group of student outside the classroom however, or in a discrete group in class, I can verbally discipline a child. I will not under any circumstances use physical force.

I understand that before I start working in school, I will comply with the MNSP Trust safeguarding requirements, including the application of an enhanced DBS clearance.

Should a situation arise that indicates that I have divulged any confidential information to a parent or members of the public, the matter will be investigated and my placement may be withdrawn.

I understand that my personal details and details of the DBS clearance check will be held on the school's Single Central Record (SCR) for inspection by authorised personnel only.

Name: _____

Date: _____

Signed: _____

Headteacher: _____