



Volunteer and Students Policy	Date:	26 April 2023
	Review Date:	April 2025

1 Introduction

Volunteers at our school and pre-school bring with them a range of skills and experience that can enhance the learning opportunities of our children. We welcome and encourage volunteers from the local community. Our volunteers include: parents of pupils, ex-pupils, students on work experience, university students, local residents, or friends of the school.

The types of activities that volunteers are engaged in might include:

- Supporting small groups of children with activities in class (including games and play activities)
- Reading with individual children or groups of children
- Setting out and putting away resources
- Filling water bottles for the day
- Photocopying resources for sessions (but only after you have been shown how to do this)
- Supporting children with art and craft
- Working with children on the computers/tablets
- Supporting groups of children on a trip/visit out of school

2 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) should approach the Pre-School teacher or Headteacher.

Before starting in school, volunteers and student should be given this policy to read which sets out the school's expectations of volunteers. All volunteers will return Appendix 1 along with a completed application form (Appendix 2), with details of a recent referee and a covering letter explaining what they hope to gain from the experience and skills they can offer the school. This will be followed by an enhanced DBS clearance and Disqualification by Association declaration before they start. Work experience students who are under 16 *and* in full time education require a written statement confirming this from their school in place of a DBS clearance.

Volunteers must read the following policies and sign Appendix 1 to say they have understood them and agree to act in accordance with them:

- Child Protection and Safeguarding
- Behaviour and Relationships for Learning
- Visitor Acceptable Use Policy

3 Volunteer and Student Expectations

We expect our volunteers and students to:

- Act professionally at all times
- Have good time keeping; be punctual and let us know if they are unable to attend
- Arrive each day in smart/casual clothes appropriate for the activities that you are due to undertake with the children. We ask that students do not wear denim in school.
- Follow staff direction and planning
- Respect communal areas
- School staff will manage behaviour and first aid; this is not the responsibility of volunteers and students
- Level 3 College students in the Pre-School may change nappies under supervision of the Pre-School staff.
- Provide a supportive environment by encouraging the child to speak openly about any concerns; care for each child to be happy, safe and successful, in line with the school's aims and visions and Safeguarding policy
- Report concerns about any pupil or adult. If you have a concern about a member of staff, see the Headteacher. If you are concerned about a child's welfare, see a Designated Safeguarding Lead.
- Maintain staff and pupil confidentiality outside of school
- Not be left alone to supervise a child/children
- Not share information about your time in school on social media
- Ask if you are unsure about anything; we are all more than happy to help

What to do if.....

- You suspect a child is being abused, or a child tells you something in confidence: Tell a Designated Safeguarding Lead.
- You are concerned about a member of staff for behaving in a way that has harmed a child, or may have harmed a child; or possibly committed a criminal offence against or related to a child; or behaved towards a child in a way that indicates s/he is unsuitable to work with children: tell the Headteacher.
- A parent or family member asks you about a child or situation in the school: Explain that it is not your place to comment on what happens in school and that person should speak to a member of staff

5 Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with/come into contact with should be voiced with the class teacher and not with the parents of the child/persons outside school, or on social networks online. 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 Headteacher.

6 Supervision

All volunteers work under the supervision of the class teacher to which they are assigned. Teachers 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.

7 Health & 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 equipment/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher/Headteacher.

8 Child Protection and Safeguarding

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

- All volunteers to sign Appendix 1 of this policy and return to the Headteacher in school.
- To ensure the safety of our pupils at all times, **all of our volunteers must have an enhanced DBS clearance**. A certificate is issued to the individual to produce in school. Work experience students who are under 16 *and* in full time education require a written statement confirming this from their school in place of a DBS clearance.
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, they will be under constant supervision of school staff. *This can be undertaken without DBS clearance* but must be cleared with the Headteacher. Teachers will seek support from volunteers with DBS clearance first and only use these volunteers only as a last resort.

9 Complaints Procedure

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

The Headteacher reserves the right to take the following action:

- 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. The full Complaints Procedure is available on the school website.

9 Monitoring and Review

This Policy will be reviewed bi-annually and updated in the light of new guidance from the DfE or the Somerset Safeguarding Partnership.

Appendix 1



VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at Milford Infants' School and Pre-School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement and hand it in at school along with your application form and covering letter. You will receive a copy of it for your records.

- I have received and understood the following Policies:
 - Volunteer and Students in School
 - Child Protection and Safeguarding (available on the [school website](#))
 - Behaviour and Relationships for Learning (available on the [school website](#))
 - Volunteers Acceptable Use Policy (Appendix 3)

- I agree to support the school's Aims and Values

- I agree to abide to the school's standards of behaviour

- I agree to treat information I learn from being a volunteer in school as confidential

- I understand that I am required to undergo an enhanced DBS check to advise the school of my suitability as a volunteer.

- I will endeavour to keep to my commitment and give notice if I am unable to continue to volunteer

Signed: _____

Name: _____

Date: _____



Student placement/Volunteer Application Form

Thank you for taking the time to complete this form, please hand to the School Office or email to: office@milford-inf.somerset.sch.uk along with a covering letter marked for the attention of Ceri Gardiner, Pre-School teacher.

Full name			
Date of birth		Gender	M / F / other
Address			
Contact telephone number and email			
Emergency contact name and number			

I wish to volunteer in school/pre-school for the following days/sessions: *(please tick)*

Monday		Tuesday		Wednesday		Thursday		Friday	
am	pm	am	pm	am	pm	am	pm	am	pm

Do you have any family members/close friends currently attending our school? (please give details)	
Are they are any particular age groups/ classes you would like to work with?	
Do you have any previous, relevant work experience?	
Do you have any disabilities or other needs we need to take into account, to enable you to volunteer in school?	

For **volunteering**, please give details of a recent referee: *(continued overleaf)*

Name of referee	
Job title of referee	

Address	
Email address (if available)	
Daytime telephone number	
Position/relationship to you	
Dates of contact with this person/employment	

For a **school work experience** placement, please complete the details below:

Name of School	
Link tutor name and contact details	

For a placement linked to a **College course/qualification** please complete the details below:

Name of College	
Address	
Course details	
Link tutor name and contact details	
Qualification to be gained	
DBS clearance and date	

Your offer of help is greatly appreciated and we will be in touch as soon as possible.

Information provided on this form will be stored securely and not shared with anyone outside of the school environment.

Appendix 3

Visitor Acceptable Use Policy

Visitors should apply certain standards when using computer equipment in schools. These standards should include an awareness of Data Protection and Copyright laws.

Logging in

- If you use the school's equipment then request a guest log in.
- If you are using equipment that has been logged in by a member of staff always ensure a member of staff is present. Always lock the machine if they need to leave the room.

Wireless Access

- Request permission to use the wireless connection (if available) asking for an authorisation key. You may need to change proxy settings.
- Remember that bandwidth is limited so avoid intensive use such as large downloads.

Internet Access and uploading

- The schools Internet connection is filtered so access might be denied to some sites. Seek permission to access sites that are unavailable through the schools normal filtering system. This might not be possible as changes to the filter can take some time.
- You are responsible for the sites that appear on any machine that you are using. Report any issues with the member of staff present.
- Never upload and install software or updates without permission from a member of staff.

If you use your own equipment:

- Make sure that it has up to date virus protection software installed.
- That you take care with trailing wires.
- That you can identify your equipment.
- Never leave your equipment unattended or in an unlocked room.

Downloading files or documents

For all files

- Make sure that the USB stick/external hard drive you use is encrypted and provided by the school; this must be returned to the school before you leave.
- Never transfer files unless you have permission.
- Make sure that you clearly state the purpose for transferring these files.

If the file contains sensitive personal data such as staff or student information

- Get permission for this in writing or by email.
- (Note: Where existing service contracts (Network/MIS support) indicate that this type of work will take place permission will not be needed).
- Use an encrypted memory stick or hard drive provided by the school.
- Transfer the file only over a secure email connection e.g. School/ College/ University email

If you take pictures, video or sound files then check

- That you have permission to capture these files.
- That the staff/children have all given their permission for these images/voices to be used.
- That if you intend to use these files in a public area (website, blog etc.) or for financial gain that you request this permission in writing or through email.

Name _____ Date _____

Signature _____