



**St Mary's CE Primary School**  
Felsham Road  
Putney

# **Volunteers in School Policy**

**(Including teacher training and work  
experience students)**

*At St. Mary's we provide an education of the highest quality to  
enable every child to realise their potential within a nurturing  
Christian community.*

St Mary's is committed to safeguarding and promoting the welfare of our pupils and expects all staff, visitors and volunteers to share this commitment.

Volunteers can provide invaluable support in school. In recognition of this, St. Mary's CE Primary School has established this policy to guide the work of all those wishing to volunteer in school. There are two types of support:

**Occasional support** – support is offered for one off events where volunteers commit themselves to one or two occasions such as: school trips and sporting events. Volunteers may accompany a class with their own child in.

**Regular support** – support is offered on a regular, usually weekly basis for activities such as: listening to readers, cooking and supporting with clubs. Volunteers will **not** be working within a class that their own child is in.

When a **new** volunteer offers support in school the following procedures take place:

1. Induction Meeting is arranged with Deputy Head Teachers
2. DBS status checked\*
3. Copy of Volunteers in School Policy is reviewed
4. Induction checklist is completed by the Volunteer and a member of SLT
5. Safeguarding Training takes place and Safeguarding & Child Protection Policy is given

## **Safeguarding**

### **Safeguarding is defined as:**

Protecting children from maltreatment; preventing impairment of health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Before starting work in the school all new volunteers should have read and understood:

The school's 'Safeguarding and Child Protection Policy'

Pages 2-8 of 'Keeping Children Safe in Education: Information for All School and College Staff' March 2015

Volunteers should ask questions immediately if there are any queries about either document. All volunteers have a statutory responsibility to safeguard and promote the welfare of all pupils at all times

If volunteers have a concern or receive information about a pupil which causes them concern, they are duty bound to act quickly and appropriately to ensure action can be taken to protect the pupil concerned. Procedures are clearly set out in the school's Safeguarding and Child Protection Policy.

**The school's Designated Safeguarding Lead for Child Protection and Safeguarding (DSL) is:**

**Cheryl Payne – Head Teacher**

**If Cheryl is not available then you should contact the Deputy DSL:**

## **Amanda Bishop – KS2 Deputy Head Teacher**

**In the event that they are both unavailable, please contact:  
Wendy Livingstone – EYFS/KS1 Deputy Head Teacher  
Sue Abraham – School Business Manager**

\*The law requires checks to be made on anyone with responsibilities in school which can give them regular unsupervised access to pupils under the age of 19.

- All Volunteers will be required to complete a confidential declaration form prior to appointment.
- Volunteers who already hold a valid DBS certificate registered by the school or by another Wandsworth school may not need to re-apply. Volunteers must therefore check with the School Business Manager whether their DBS certificate is valid. If a volunteer holds a DBS certificate that was originally registered by another institution (e.g. church, sports club etc.), they will need to register for a new DBS certificate via the school.
- The school will submit new DBS registration forms to the LEA for approval.
- Volunteers are unable to undertake their volunteer activities until a DBS check clearance has been approved and received by the school.
- In addition to the DBS clearance all Volunteers must also have attended an induction with the Deputy Head Teachers which includes training on safeguarding procedures prior to appointment.
- Volunteers will be required to attend a refresher training session every two years.

### **Adults who supervise children on work experience**

Barred list checks by the DBS may be required for people who supervise a child/ren on a work experience placement. The school will consider the specific circumstances of the work experience, in particular the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations would include whether the person providing the teaching/training/instruction/supervision to the child will be unsupervised.

The school is not able to request an enhanced DBS check with barred list information for staff supervising children aged 16 to 17 on work experience.

If the activity undertaken by the child on work experience takes place in a 'specified place', such as a school and gives the opportunity for contact with children, a DBS will be required to be undertaken by the school. DBS checks however, cannot be requested for children/young people under the age of 16.

It is the Head Teacher's responsibility to ensure that volunteers have appropriate access to children and that they have undergone the required checks. The Head teacher will monitor the signed induction checklists for volunteers and will have access to Key Stage minutes where volunteers in school will be an agenda item.

All volunteers will be expected to sign in on entry into the school and wear a visitors badge so that they can be identified at all times.

## Key Information

- Volunteers in school can enhance the pupils' learning experiences. They are there to assist teaching staff and must not encroach on or restrict teachers from undertaking professional teaching duties.
- Volunteers will work under the direction of a designated teacher/s. The teacher will be responsible for the volunteer and if they have any questions about the role or the school they should address these to the teacher that they are assigned to.
- Those who volunteer to help on educational visits /trips in which their own child is taking part should be mindful of the fact that their responsibilities extend to assisting the teacher in caring for the welfare and enjoyment of **all** children participating in the visit. Volunteers accompany classes on trips in order to meet the statutory child/adult ratios for supervision (1:10 KS2, 1:6 KS1, 1:4 FS).
- Teachers are responsible for the children whilst they are at school. Teachers are trained to deal with and take responsibility for problem situations. Volunteers are expected to flag situations to the teacher and not to resolve them themselves.
- The school has a code of discipline which children are expected to follow (see Behaviour Policy and Practice). Volunteers should inform the teacher of any discipline issues.
- **No issues arising in school with particular children should be discussed with parents or anyone else outside of the school.** Volunteers should direct all their concerns to the supervising class teacher.

## Confidentiality & Conduct

All volunteers are expected to abide by the same codes of confidentiality and professional conduct as all Teaching and Support Staff within school. These include:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries.
- Having regard to the need to safeguard pupil's well-being, in accordance with statutory provisions.
- Showing tolerance of and respect for the rights of others.
- Not undermining fundamental British values and tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit pupil's vulnerability or might lead them to break the law.
- Issues arising in school with particular children should not be discussed with parents or anyone else outside of the school.

## Insurance

Whilst in school volunteers are covered by the LEA Employer/s Liability insurance. Volunteers will be similarly covered whilst on school visits/school journeys provided the teacher responsible completes the relevant section of the mandatory visit form by including the **total number of adults** (staff &

volunteers) who will be supporting the visit. These insurance details are then processed by the office administration team prior to the visit.

Volunteers may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property.

Volunteers using their own car to transport children other than their own children to school events, (sport, music etc.) should check with their own car insurance company to ensure that they do not contravene their insurance policy conditions.

### **Lockers**

Volunteers have access to lockers which are located outside the ladies toilets. Volunteers select a locker labelled 'School Volunteer' and place their belongings inside, taking the appropriate key. Volunteers leave the key in the locker once belongings have been reclaimed. Mobile phones must be switched off while in school and stored with personal belonging in lockers provided.

### **Mobile phones and other personal hand held devices**

Mobile phones and other personal hand held devices brought into school are entirely at the owner's own risk. The school accepts no responsibility for the loss, theft or damage of any mobile phone or hand-held device brought into school. All volunteers should keep mobile phones in a secure place during working hours and they should not be used during contact time with the children. The recording, taking and sharing of images, video and audio on any mobile phone or personal hand held device is to be avoided; except where it has been explicitly agreed otherwise by the head teacher. The school reserves the right to search the content of any mobile phone or hand held device on the school premises or during class trips where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying. Volunteer's mobiles or hand held devices may be searched at any time as part of routine monitoring.

### **Social networking and personal publishing**

St. Mary's Church of England Primary School will either block or filter access to social networking sites, but may allow them for specific supervised activities.

Volunteers are reminded for their own welfare to avoid engaging in any online discussion on personal matters relating to members of the school community and that any personal opinions posted online should not be attributed to either the school, the Diocese of Southwark or Wandsworth Borough Council. St. Mary's **has** an official Twitter account and will use this in a professional context as a form of future communication to parents and the wider community.

### **Authorising Internet access and AUP (Acceptable Use Policy)**

All volunteers must sign the 'Acceptable Use Policy – Agreement' form (see Appendix C of E-Safety Policy) to state that they have read and understood the e-Safety rules, and that they too will use the school computers, school network and systems, software, hardware, hand-held devices, and the Internet in a responsible way, including the use of e-mail and other forms of communication. The school will keep a record of all volunteers that have completed these forms and the designated computing support member of staff will ensure that this record is kept up to date. Volunteers are made aware that

both computer and Internet use will be monitored and that any inappropriate use will be dealt with.

### **Allowances**

Although there is no obligation to make financial reimbursement to volunteers; it is sometimes appropriate, in exceptional circumstances, to consider paying out-of-pocket expenses connected with the tasks they undertake for the school. These need to be agreed beforehand by SLT.

### **Inclusion**

St Mary's is an inclusive school and all offers of support from volunteers will be considered on an equal basis and in line with The Equality Act 2010. Offers of support will be accepted purely because they fit the needs identified for a child or specific group of children and enhance and support what is on offer at the school both within and in addition to the curriculum.

### **Health & Safety**

Safe practice must be promoted at all times. The school has a Health & Safety policy and maintains records of Risk Assessments. This will be covered during induction but the teacher the volunteer is assisting will explain to the volunteer the specific risk and actions that relate to their area.

### **Volunteer Induction, Record-keeping and Induction Updates.**

On receipt of a DBS clearance certificate any new volunteers must undertake induction prior to starting work at the school.

Upon completion of induction a signed copy of the Induction Checklist below will be kept on file with the SBM.

Induction refresher training should then be carried out every two years. The Local Authority requires the school to carry out DBS re-checks each year for a random sample of 10% of eligible volunteers. In the interim it is the responsibility of the volunteer to update the SBM on any changes in the scope of their volunteering.

### Links with other School Policies and Practices

This policy links with and should be read in conjunction with a number of other school policies, practices and action plans including:

- The School Handbook
- Pupil Behaviour and Discipline Policy
- English Policy
- Health and Safety Policy
- Inclusion Policy
- Child Protection and Safeguarding Policy
- Positive Handling Policy
- Trip checklist
- First Aid
- Equality information and Objectives Policy
- E-Safety Policy

### Consultation and Participation

The policy has recently undergone a comprehensive and rigorous review and rewrite. Following the Leadership and Management Committee approval, the Policy will be recommended to the full governing body for adoption.

Monitoring and Review

All staff will then review this policy once every two years as well as responding to trends that suggest the need for earlier review.

The School's Volunteer Policy was reviewed and largely rewritten in:  
**November 2013**

**Policy reviewed by:**

Name: **Mrs W Livingstone & Mrs A Bishop –Deputy Head Teachers**

Date: **November 2013**

**Policy reviewed by:**

Name: **Mrs W Livingstone & Mrs A Bishop – Deputy Head Teachers**

Date: **June 2015**

**Policy reviewed by:**

Name: **Mrs W Livingstone & Mrs A Bishop –Deputy Head Teachers**

Date: **February 2018**

Formally adopted by Governors: **March 2018**

Suggested Date of Next review: **February 2020**

**Induction Checklist for  
Volunteers**

**Volunteer:** .....

**Area/Purpose of Volunteering:** .....

**Start Date:** .....

**Conducted by: Headteacher / School Business Manager /  
Deputy Head (please circle)**

List of Induction Tasks	Task Undertaken and Date of Completion
<b>General Information</b>	
Explain induction procedures	
Layout of school & staffing	
Professional Conduct and Dress	
Manner and appropriate interaction with pupils	
Location of staff room/toilets	
Policy Documents <ul style="list-style-type: none"> <li>• The School Handbook</li> <li>• Pupil Behaviour and Discipline Policy</li> <li>• English Policy</li> <li>• Health and Safety Policy</li> <li>• Inclusion Policy</li> <li>• Child Protection and Safeguarding Policy</li> <li>• Positive Handling Policy</li> <li>• Trip checklist</li> <li>• First Aid</li> <li>• Equality information and Objectives Policy</li> <li>• E-Safety Policy</li> </ul>	
No smoking site	
Mobile Phones	
Security and E-Safety	
Appropriate use of ICT on site	
<b>Health and Safety</b>	
First Aid arrangements	
Accident reporting	
Fire and Emergency Procedures	
Personal Safety	



<b>Child Protection and Safeguarding</b>	
'Keeping Children Safe in Education: Information for All School and College Staff.' March 2015	
Designated Safeguarding <b>Leads</b>	
Confidentiality	
Reporting Procedures	
Protecting self against allegations	
Site security	
Sign AUP (see attached)	
<b>Timetables and Routines</b>	
School day	
<b>Learning</b> Assistants	
Playtimes and Lunchtimes	
Office / Admin support	
<b>Behaviour Management</b>	
Rewards and Sanctions	
<b>Specific Questions and Procedures</b> relating to type of voluntary work discussed:	

**Comments/Future action required:**

**Signature/Date Volunteer:**

**Signature/Date SLT Member:**