



St Mary's CE Primary School
Felsham Road
Putney

Volunteers in School Policy

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

***Vision:** Delivering excellence, allowing all to flourish*

***Mission:** Creating a culture of wonder, guided by Christian faith*

***Values:** Compassion, Endurance, Thankfulness*

St Mary's is committed to safeguarding and promoting the welfare of our pupils. We expect 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 their own child's class.

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

1. DBS status is checked.
2. Induction Meeting is arranged with Deputy Head Teacher.
3. Copy of Volunteers in School Policy is shared and explained.
4. Induction checklist is completed by the volunteer and signed by a member of SLT.
5. Safeguarding Training takes place.

Child Protection and Safeguarding

SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN IS EVERYONE'S RESPONSIBILITY

Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. All professionals should ensure that their approach is child centred: this means considering at all times what is in the best interests of the child.

DEFINITIONS

Safeguarding is a term that is broader than Child Protection. It applies to all children (persons under the age of 18) and is positive and practical action, which minimises risk by focussing on prevention.

Child Protection means protecting children from physical, emotional or sexual abuse or neglect.

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

The school's 'Safeguarding and Child Protection Policy'.

Volunteers should ask questions immediately if there are any queries about this 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 that 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:

Kerry Dunford – Inclusion Manager/DSL

kdunford.212@lgflmail.org

St. Mary's Deputy Designated Safeguarding Lead:

Amanda Bishop – Deputy Head Teacher/DDSL

amanda.bishop@st-marys-putney.wandsworth.sch.uk

St Mary's Deputy Designated Safeguarding Lead:

Cheryl Payne – Head Teacher/DDSL

head@st-marys-putney.wandsworth.sch.uk

St. Mary's Designated Lead for Children Looked After

Kerry Dunford – Inclusion Manager/DSL

kdunford.212@lgflmail.org

The law requires checks to be made on anyone with responsibilities in school that 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 volunteering in school.
- 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.**
- 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.

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.
- 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.
- 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 to which they are assigned.
- 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.
- Volunteers will not have access to the school computer system unless a member of SLT has agreed this and AUP has been signed.

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.

*St. Mary's CE Primary School, Putney
Staff Code of Conduct (Staff Handbook)*

All members of staff are accountable for achieving the highest possible standards in work and conduct. St. Mary's vision is: Delivering excellence, allowing all to flourish; and all members of staff are expected to always deliver excellence in their respective roles. The welfare and education of pupils will be the primary concern of all members of staff. Staff must act with honesty and integrity; have strong subject knowledge and keep their knowledge and skills up-to-date. Staff are asked to forge positive professional relationships with all stakeholders in the best interests of the pupils.

The following statements define the behaviour and attitudes that set the required standard for a member of staff at St Mary's Church of England Primary School.

Staff must uphold public trust in the school and maintain exacting standards of ethics and behaviour, within and outside school (including in the use of social media), by:

- *Treating all stakeholders – especially pupils - with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to a professional position*
- *Having regard to the need to safeguard pupils' well-being, in accordance with statutory provisions*
- *Showing acceptance of and respect for the rights of others*
- *Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs*
- *Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law*

Staff must have a proper and professional regard for the ethos, policies, and practice of the school, and maintain ambitious standards in their own attendance and punctuality.

Staff must understand, and always act within, the statutory frameworks that set out their professional duties and responsibilities. Failure to do so and to comply with the requests of the Head Teacher will result in disciplinary action.

We believe that our school should provide a caring, positive, safe, and stimulating environment in which pupils can learn and which promotes the social, physical, and emotional wellbeing of each individual pupil.

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.

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 complete 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 that are located outside the women's 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 not permitted; 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 that promote pornography, violence or bullying. Volunteer's mobiles or hand held devices might 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 and Facebook account and will use these in a professional context as a form of future communication to parents and the wider community.

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 the 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 (Volunteer/Deputy Head Teacher) copy of the Induction Checklist below will be kept on file with the School Business Manager and monitored by the Head Teacher. 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.**

Regular Volunteer Support in School

All staff must complete the pro forma at Appendix 2 before inviting volunteers in to carry out regulated activity. They must ensure the Head Teacher is aware of any new potential regular volunteers, is satisfied that they are safe to work in school and has **authorised** them as a regular volunteer. The member of staff responsible for the volunteer must then notify the School Business Manager of regular volunteers (excluding trip volunteers) who have been invited to come into school. Information about who/when/where the volunteers will be working must be confirmed with the School Business Manager prior to them starting.

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:

- Whole School Handbook
- Staff Handbook
- Child Protection and Safeguarding Policy
- Behaviour Policy
- Health and Safety Policy
- Inclusion Policy
- Positive Handling Policy
- First Aid and Medicines Policy
- School Visits Policy
- Equality information and Objectives Policy
- UK GDPR Data Protection Policy
- Online Safety Policy

Consultation and Participation

The policy has recently undergone a comprehensive and rigorous review and rewrite. Following the Pupil 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**

Name/s and job title of reviewer	Date of review	Date of governor approval	Suggested date for review
Mrs W Livingstone & Mrs A Bishop –Deputy Head Teachers	November 2013	November 2013	June 2015
Mrs W Livingstone & Mrs A Bishop –Deputy	June 2015	February 2018	February 2020

Head Teachers			
Mrs W Livingstone & Mrs A Bishop –Deputy Head Teachers	January 2020	January 2020	January 2022
Mrs Amanda Bishop Deputy Head	May 2022 Updated Sept 2022 – changes to DDSL	July 2022	January 2024
Mrs Amanda Bishop	January 2024		

Induction Checklist for Volunteers

Name: _____ (Child/ren _____)

Volunteering for: Trips/Class Support/Both (Please circle)

List of Induction Tasks	Task Undertaken and Date of Completion
Child Protection and Safeguarding <ul style="list-style-type: none"> • Designated Safeguarding Leads • Confidentiality • Reporting Procedures • Protecting self against allegations • Site security 	
Key Information	
Confidentiality and Conduct	
Mobile Phones and other personal hand held devices	
Social Networking and personal publishing	
Inclusion	
Timetables and Routines	
Behaviour Management <ul style="list-style-type: none"> • Responsibilities • Rewards and Sanctions 	
Health and Safety <ul style="list-style-type: none"> • First Aid arrangements • Accident reporting • Fire and Emergency Procedures • Personal Safety 	
Sign post links to Policy/ Documents on website <ul style="list-style-type: none"> • The School Handbook • Child Protection and Safeguarding • Pupil Behaviour and Discipline • English • Health and Safety • Inclusion • Positive Handling Policy • First Aid • E-Safety Policy 	
Any questions?	

Many thanks for your time today and in the future!

Signature/Date Volunteer: _____

Signature/Date Deputy Head: _____

Monitored/Date Head Teacher: _____

<p>Does the volunteer have ALL the necessary clearances in place – please check in P:Staff/Parent Volunteer folder or see the SBM.</p> <p>Enhanced DBS Clearance</p> <p>Have they attended an Induction Session in School</p> <p>Is an Overseas Check in place [if applicable]</p>	<p>YES / NO</p> <p>YES / NO</p> <p>YES / NO / NOT APPLICABLE</p>
<p><u>SBM to complete this section:</u></p> <p>Are references required</p>	<p>YES / NO</p>

**ON COMPLETION PLEASE PASS THIS FORM TO THE SBM
AND AWAIT APPROVAL**

Approved By: _____

Not approved By: _____

Date: _____