**Volunteer guidance**

Volunteers bring with them a range of skills and experience that can enhance the learning opportunities of pupils. We welcome and encourage volunteers from the local community. A volunteer is an unpaid adult who provides support to the school.

Our volunteers may include:

* Parent of pupils
* Students on university placements or experience
* Ex members of staff
* Local residents

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

* Hearing pupils read
* Working with small group of pupils
* Undertaking arts and craft activities with pupils
* Gardening activities
* Supporting teachers to run after school clubs
* Individually arranged project
* Accompanying school visits

**Becoming a volunteer**

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should approach the school office. Volunteers should complete the Volunteer Information Sheet (Appendix 1). Before starting to help in school, volunteers should complete the Volunteer Agreement (Appendix 2) which sets out the school’s expectations of volunteers.

Before starting in school and to ensure the safety of our pupils at all times, all volunteers will be required to complete a DBS (Disclosure & Barring Service) check. This can be completed online and the school office will provide the necessary information. We are unable to have any volunteers in school work unsupervised with pupils unless they have been cleared by the DBS. Details of the certificate will be recorded on the schools SCR.

**Confidentiality**

Volunteers in school are bound by our Confidentiality Policy. All staff members, voluntary helpers and visitors should be aware that information relating to individual pupils or members’ of staff is totally confidential. Whilst in school volunteers may hear conversations which are of a confidential nature. These cover aspects such as pupils’ academic progress, misbehaviour, or home circumstances. All information relating to individual pupils and staff is totally confidential and volunteers must respect this. Any concerns that volunteers have about the pupils they work with/ come into contact with should be shared with the class teacher and NOT with the parents of the pupil or any persons outside the school.

A situation may arise in school, where the duty to the pupils is greater than that to the parent. If a pupil discloses something, this information should be shared promptly with the pupils’ teacher or Headteacher. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher.

**Supervision**

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

The responsibility for the health and welfare of the pupil remains with the class teacher at all times.

**Health and Safety**

The school has a health and safety policy which is available on the trust website. Class teachers should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school educational visit, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or Headteacher.

Signing in – when helpers arrive in school, they must sign in at reception. They will be given a visitor’s badge, which they should wear at all times. They must also sign out and return their badge before they leave.

**Complaints Procedure**

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

The school has the right to take the following actions:

* Speak with the volunteer about a breach in the volunteer agreement
* Inform the volunteer that they are no longer required to help in school

**Appendix 1**

**Volunteering in school I Expression of Interest from**

***All information will be treated in the strictest confidence***

Thank you for your interest in volunteering at INSERT SCHOOL NAME. This form is the first step to becoming a formal volunteer. Before you become a volunteer in school we need to find out a little bit more about your skills and experience to make sure we can match you with the best opportunities available. Please fill in the form with as much detail as possible. If you have any problems please contact Hena Mahmood on Ruhena.mahmood@emat.uk or on 07711925992.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The post will be subject to a disclosure and barring service in line with safer recruitment guidelines.

|  |  |
| --- | --- |
| **Mr/Mrs/Miss/Ms/Dr** |  |
| **Surname (block capitals)** |  |
| **Other Names** |  |
| **Address (please include postcode)** |  |
| **Contact Telephone # 1** |  |
| **Contact Telephone # 2** |  |
| **e-mail address** |  |
| **Conflict of interest:** do you have any family or close relationship to existing pupils, employees and/or members of the local governing bodies, Trustees or Directors of the East Midlands Academy Trust? If so, please say to whom. |  |
| **Please tell us why you would like to volunteer at one of our schools.** |
|  |

**Please indicate when you are available to volunteer by ticking the boxes.**

*(please note these are for indicative purposes only and these will be discussed in more detail after your form submission)*

**DAYS AVALIABLE (AM/PM)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Morning |  |  |  |  |  |
| Afternoon |  |  |  |  |  |

|  |
| --- |
| Do you consider yourself to have a disability or any medical condition that may affect your volunteering? If yes, please specify.  |
| Qualification studying towards (if applicable): |

|  |
| --- |
| To become a volunteer at SCHOOL NAME we require two references. Please provide details of two referees who we can contact to support your application. At least one of these referees should know you in a professional capacity (i.e. not be a family member).  |
| Referee One  |
| Referee name: |  |
| Referee address: |  |
| Referee email address: |  |
| Referee contact number: |  |
| Referee Two  |
| Referee name: |  |
| Referee address: |  |
| Referee email address: |  |
| Referee contact number: |  |

|  |  |
| --- | --- |
| Signed: |  |
| Print Name: |  |
| Date: |  |

**Appendix 2**

**REGULAR VOLUNTEER AGREEMENT**

Thank you for offering your services as a Volunteer at INSERT SCHOOL NAME. Your offer of help is greatly appreciated and we hope that you will gain from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it in school. You will receive a copy of it for your records.

I have read the Safeguarding policy and KCSIE education part 1

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

|  |  |
| --- | --- |
| Signed: |  |
| Print Name: |  |
| Date: |  |