

VOLUNTEERING WITH EBOR ACADEMY TRUST

Thank you for offering to volunteer with Ebor Academy Trust! We really appreciate you giving your time and support to enhance our children's learning.

To ensure all our volunteers know both what to expect and what is expected of them, we ask everyone to read this policy document and sign the attached Confidentiality Contract. If you have any questions at any point, please do not hesitate to ask a member of staff who will be more than happy to help.

INTRODUCTION

We are fortunate to have a number of voluntary helpers who come into our schools on a regular basis. This help takes a number of forms, some of it being provided during school hours, some in the form of help with activities outside school hours such as visits/trips, whilst other adults are concerned with improving the physical environment or resources of the school.

It should be recognised that such help is in no way intended as substitution for the work of the staff of the school. The primary objective in the involvement of such volunteers is to enhance provision for the children. An important benefit is promoting a better understanding between our parents and the local community with the teachers and pupils of the school.

Volunteer helpers are expected to respect confidentiality in every respect. All voluntary helpers should be aware that it would be inappropriate for them to discuss **any matter relating to individual pupils and / or staff members inside or outside the confines of the school**. The importance of this cannot be underestimated and, therefore, we ask all volunteers to sign a Confidentiality Contract as shown below. Even the most innocent remark about an individual child can cause unnecessary anxiety for parents.

Key Tasks

Voluntary helpers will be working under the direction of school staff and tasks may include: listening to children reading, assisting with group work, swimming and individual projects, general administration tasks and organisation of resources, sewing, baking and other classroom activities.

The School's Requirements/Guidelines

- It must be recognised that the responsibility for the general welfare, behaviour and safety of the children remains that of the class teacher and so volunteers must operate under the teacher's guidance and instruction.
- The whole school community operates within our School Behaviour Policy, which you should read through before starting volunteering. Pupils not adhering to this code should be referred directly to a member of staff. Should a child become distressed for any reason or should you become concerned about any aspect of your dealings with a child, you should refer these to the class teacher without delay.
- We have high expectations of our pupils' behaviour and expect no less from all adults visiting the school. **Everyone** should be spoken to in a polite and friendly manner and all adults should be good role models for our pupils. If you have not already done so, please read the school's Code of Conduct for adults visiting the school which is available on the school website and at the end of this document.
- Procedures for accessing the school grounds are clear. **Please remember to sign in and out yourself as you arrive and depart. Please ensure your visitor's badge is visible at all times.**
- In the event of a fire alarm all visitors must make their way to the visitor assembly point in the front playground near the bike shed using the nearest exit to evacuate the building. You must make yourself known to the member of staff checking visitors.
- School provides tea and coffee for all visitors and you are welcome to help yourself at break times. Visitors must be aware, however, that other things in the staff room may well belong to individual members of staff and should be respected as such.
- School policy states that mobile phones are not to be used within school at any time unless within the staffroom or in an emergency. NO communication of events within school or on school trips must be made by volunteers. All official information regarding school must come directly via official school communication lines.
- The dress code for volunteers is smart/casual but no jeans, please. If you are helping with swimming lessons and going in the pool a t-shirt must be worn over your swimming costume / shorts whilst in the pool.

Safeguarding

- Safeguarding is paramount and this applies to both children and volunteers. No volunteer is able to support any school without obtaining satisfactory Disclosure and Barring Service clearance.
- Occasionally, incidents may arise in school where, as a volunteer, you may wish to act spontaneously. However, your action may then leave yourself open to compromise, so it's really important that, at any point in time, volunteers must always refer directly back to members of staff. Training will be given to make you aware of safeguarding risks and how to protect yourself as well as the children.
- If you witness anything that concerns you, please speak to the most appropriate adult; either the class teacher, Designated Safeguarding Lead, Deputy Head or Headteacher in private. The names of the people to speak to regarding a safeguarding concern, along with photographs, are publicised on posters throughout the school.
- If a child discloses concerning information to you please calmly reassure them they were right to tell you. Listen, don't stop them talking, and don't ask leading or closed questions. Don't express an opinion or judgement. NEVER promise to keep a secret, but explain that you will have to tell someone who will try to help them. You then need to speak to the class teacher, Deputy Head, Headteacher or Designated Safeguarding Lead (sometimes called the DSL).
- If the Designated Safeguarding Lead requests written information, record the child's words and/or describe their demeanour. This should then be given to the Designated Safeguarding Lead. Ensure that you distinguish between fact and opinion and keep all your notes secure at all times until passed on.
- The role of the Designated Safeguarding Lead is specified in the Children Act 2004 and ensures that every organisation has a "named person" for safeguarding children and young people. The Designated Safeguarding Lead has a responsibility at both a strategic level within an organisation and on a day to day basis. **XXXXX** is our named DSL.
- All volunteers must complete the Online Safeguarding course. The link is on our website. They must also watch the Trust's video on the government's Keeping Children Safe in Education document and its Prevent initiative; the video recording explains what these mean for staff and volunteers in school.

CONCLUSION

All our helpers are provided with this policy statement which outlines how to work in school and they are expected to accept its contents. Experience tells us that volunteers in school hugely enjoy their time working with the children and that the school benefits greatly from their input - we hope that this is true for you too.

The Headteacher has the ultimate discretion over whether to offer volunteering opportunities or not.

Please sign and return the attached slip to confirm you have read and agree to work within these guidelines.

Thank you for your support!

Code of Conduct for Adults on School Premises**Purpose**

- All adults entering the school grounds do so as invited guests of the staff and directors. This code is designed to give clear guidance on the standards of behaviour all adults are expected to observe. It will be part of the school's induction programme for new parents, staff, directors and volunteers.

Setting an example

- All adults who enter the school premises set examples of behaviour and conduct which can influence children. All adults must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same. Their behaviour must never fall below the standard we expect of our pupils.

Expected behaviour

- Adults should respect all parents and carers, all children and staff and be polite to pupils and other adults. They should consider how what they have to say will be received and speak in a courteous and non-confrontational manner.
- There should be no rude or aggressive behaviour, bad language, racism or sexism directed towards parents, carers, pupils, members of staff or other adults.
- Every effort should be made to avoid interrupting individuals or school activities.
- The tone and volume used by adults must be appropriate and adults are expected to use good judgement about where and when they voice their opinions. Some conversations are best held in private.
- Complaints/concerns should go through the correct channels. Any issues relating to school or another child should be brought to the attention of a member of the Senior Leadership Team or the relevant member of staff at an appropriate time and place and in a non-threatening manner.
- If a parent has an issue with a pupil other than their own child, it must not be raised directly with that pupil but through a member of staff. Personal issues not involving school must be dealt with away from the school site and anything else must be addressed via the staff or Headteacher.
- No adult should ever enter the school site under the influence of alcohol or drugs.
- No animals should be brought on to the site without the permission of the Headteacher.

If an adult continues to behave in an unacceptable way, they will be asked to leave the school premises.

We appreciate your support in helping the staff and directors provide an environment of mutual respect and good manners.

Volunteer Confidentiality Contract

Name: _____

- ☐ I have read and understood the above Volunteering Policy and the Code of Conduct for adults on the school premises and agree to abide by the requirements of these documents policy.
- ☐ I have completed the online safeguarding course.
- ☐ I have watched the Trust's video on Safeguarding, which includes coverage of the government's Keeping Children Safe in Education document and Prevent initiative.
- ☐ I have completed a Disqualification Declaration for Volunteers
- ☐ DBS Check (*Delete as appropriate)
 - ☐ I have applied for my DBS and I will bring it into school before I can begin to volunteer*
 - ☐ I have brought my DBS certificate into the school office*

Signed: _____ Date: _____