

# Easton Royal Academy: Volunteers Policy

Status: Non-Statutory

Last Review: September 2024

Next Review Due: September 2025



## 1. Aim

We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible and are provided, at the same time, with the best possible security. **NB: Secondary school-aged children of staff should be considered as volunteers and all safeguarding protocols apply.**

## 2. Statement

The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

- Paid full or part-time staff employed by the school
- Adult workers employed by another organisation
- Volunteer helpers:
  - parents or other adult helpers working alongside teachers;
  - students on work experience.
  - secondary-school-aged children of members of staff.

This policy sets out the arrangements for volunteer helpers only.

## 3. Volunteer helpers support the school in a number of ways, including:

- supporting individual pupils;
- hearing pupils read;
- helping with the supervision of children on school trips;
- helping with group work;

- helping with art or subjects involving other practical activities.

#### **4. Volunteer helpers are not allowed to do the following;**

- Take responsibility for all or most of the class;
- Change very young children, or supervise them changing on a one to one basis;
- Have sole supervision of children engaged in PE or other specialisms;
- Take children off the school site unless accompanied by a member of staff;
- Take photographs of children, unless under the specific direction of a member of staff.

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

#### **5. Roles and Responsibilities**

- a. The office staff are responsible for ensuring all administration procedures are in place, in accordance with the procedures listed below.
- b. Teachers / club leaders are responsible for monitoring the adults who are supporting their class.
- c. The Principal is responsible for overseeing all staff and volunteers.

#### **6. Relationship to other policies / procedures. This policy relates in particular to:**

- Safeguarding & Child Protection Policy
- Behaviour Policy
- Anti-bullying Policy
- Code of Conduct for Staff, Supply and Volunteers
- Online safety handbook
- Health and Safety Policy

- IT Acceptable Use document

The school requires volunteers to be aware that these policies are readily available through the school website. A hard copy can also be provided, if requested.

## **7. Procedures for volunteers engaged by teachers or the Principal to come into school on a regular basis:**

- a) The teacher or office staff will inform the Principal that an adult has volunteered to help in school on a regular basis and consult with the Principal about the suitability of the volunteer. The Principal, in consultation with the teacher, will assess whether the volunteer will be working in a regulated or non-regulated activity (see Keeping Children Safe in Education, September 202)
- b) The principal will meet with the potential volunteer to assess suitability. The office staff will then be informed that the person has been accepted as a volunteer. The principal will explain the online CP & safeguarding training requirement to the volunteer and will set up an Educare training log-in.
- c) The office staff will ensure all enhanced DBS checks are carried out before the adult is allowed into school to work with children.
- d) The volunteer will complete the EduCare training and the principal will add their certificate to the file. **Volunteers should not work alone with children until we have received their certificates.**
- f) The office staff will record the relevant DBS and training details on the Single Central Record (SCR) and book an induction date for the volunteer.
- g) The principal/DSL will conduct the induction meeting (including contextual safeguarding information and procedures, fire and H&S procedures and first aid procedures) with the volunteer and arrange a start date, schedule and activities for volunteering.
- h) The office staff will ensure volunteers always sign the Visitor's book when entering and leaving school.
- i) The office staff will issue all volunteers with a visitor's badge and blue lanyard.
- j) The teacher will advise the adult helper on day-to-day issues and be responsible for monitoring the work / actions of the adult volunteer whilst they are supporting the class, to ensure that the volunteer is making a valuable contribution.

## 7. Procedures for the occasional 'one-off' volunteer;

- a) The teacher will inform the Principal that he / she has engaged the help of an adult volunteer on a specified occasion.
- b) The Principal will authorise (or not) the use of the adult volunteer.
- c) **The teacher will ensure that this volunteer is never left unsupervised with children.**
- d) They will wear a red lanyard to indicate that they do not have a cleared DBS.