

# **SHELTON INFANT SCHOOL**

## **POLICY ON SUPERVISION OF VOLUNTEERS**

### **INTRODUCTION**

Volunteers at Shelton Infant School bring with them a range of skills and experiences that can enhance the learning opportunities of all the pupils. The school therefore welcomes and encourages volunteers and visitors from the local and wider community.

A person is considered to be a volunteer if they work unpaid in the school – this therefore includes not only parents and family members but also students on placement or work experience.

Activities in which volunteers may be engaged could include any of the following or similar activities:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Preparing resources
- Accompanying school visits
- Escorting children on local walks
- Working with children on ICT equipment, computers, tablets etc.

### **BECOMING A VOLUNTEER**

Anyone wishing to become a volunteer on a regular basis may either approach a teacher directly or send in a CV and/or covering letter explaining why they wish to volunteer in the school, what they can offer and when they are available.

If a suitable volunteering opportunity can be identified, then the following process will be carried out:

1. The person will be invited to attend school for a discussion with our Learning Mentor, Carolyn Taylor, to ensure they are suitable for the role. The school reserves the right to refuse an approach at any time and not give a reason for this.
2. The person must complete a Derby City Council job application form and provide the name of two referees who the school will contact to confirm their suitability as a volunteer. Where appropriate, one of the referees must be the person's most recent or current employer.
3. Students from a university (including Schools Direct students) will complete induction with their mentor or the headteacher. It is also understood that

these students need to participate more fully in school life. They will receive guidance from their mentor/headteacher.

4. A Risk Assessment for Volunteers (Appendix 2) will be carried out to determine whether an Enhanced DBS Check needs to be undertaken and whether this will also include a Barred List Check. A Barred List Check will be completed for any volunteer who is in Regulated Activity (see Appendix 1).
5. The volunteer will be given appropriate school policies, procedures, health and safety information and safeguarding information to read. They must sign to say they have read and understood this information. The volunteer will also be given a copy of the school's Volunteer Handbook.
6. The volunteer will be linked to a designated teacher, whose responsibility it is to make them aware of the role and responsibilities they will be undertaking. The designated teacher will oversee the work of the volunteer.
7. Volunteer records will be stored securely in the headteacher's office.

Before starting to volunteer in school, the above steps must be completed. No volunteer may start regular volunteering without the appropriate checks, unless with the written permission of the Headteacher.

This is not required where a volunteer is engaged in a one-off activity, for example, helping on a school trip, or coming into class for a specific activity. However, these volunteers must be supervised at all times, and never left alone with a child(ren).

## **SCHOOL AIMS AND OBJECTIVES**

All volunteers are expected to observe the aims and objectives of Shelton Infant School. Our school vision is:

***“Achieve Well, Aim High, Have fun!”***

Shelton Infant School encourages everyone to participate by:

- Providing a welcoming, safe, happy school where everyone is respected and listened to; a school where we foster a strong sense of belonging that enables all children to become confident and successful learners.
- Being the hub of our local community.
- Working in partnership with our parents and wider community in the education of our pupils.

Shelton Infant School encourages everyone to excel by:

- Striving for the highest possible standards of achievement and behaviour in an environment that emphasises kindness and optimism.
- Valuing independence, developing a deeper level of learning and providing a creative and innovative curriculum which enables our pupils to become active citizens of the future.

- Aspiring to be a centre for truly excellent practitioners, where high quality leadership is extended to professionals in other schools and where the staff are committed to their own learning journey and the sharing of good practice.

Shelton Infant School enables everyone to be proud of their achievements by:

- Encouraging everyone to do their very best.
- Developing a love of learning inspired by high quality teaching.
- Building and developing upon individual strengths and talents.

## **CONFIDENTIALITY**

All volunteers in school must adhere to the strict code of confidentiality as described in the School's Code of Safe Conduct for Staff & Volunteers. All volunteers must sign a copy of this code to confirm that they will adhere to this Code of Practice. Any concerns that volunteers have about the children they work with/come into contact with, should be voiced with the class teacher and NOT parents/carers of the child/persons outside school. If persons out of the school ask for information regarding pupils and/or staff in the school, the volunteer should direct them to the headteacher at Shelton Infant School and must not make any other comment to them.

Comments regarding children's behaviour or learning can be highly sensitive and, if taken out of context, can cause distress to the parents/carers of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the headteacher or assistant headteacher. A copy of the school's Whistleblowing Policy will be handed to all volunteers as part of their induction.

## **SUPERVISION**

All volunteers work under the supervision of a member of staff, eg, teacher, hta, teaching assistant. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of a query/problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Teachers will be made aware of this policy and their responsibilities within it.

## **HEALTH AND SAFETY**

At induction, the Learning Mentor will ensure the volunteer is clear about emergency procedures (e.g. Fire Alarm, Evacuation). All classrooms and corridors have fire

evacuation and lock down procedures clearly displayed. Any volunteer in school at the time of a drill must participate in the process.

All volunteers must sign the Visitors' Book in the Reception area before commencing work in school and must sign out using the same book before they leave the school. All volunteers must wear a Visitors' Lanyard and badge whilst they are in school and ensure this is visible at all times.

Volunteers will not be expected to assist with any first aid situations. Any accidents will be dealt with by an appropriate member of staff.

Volunteers will not be part of any discipline procedures. They should defer to a teacher or teaching assistant.

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Headteacher.

## **CHILD PROTECTION**

The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers are given safeguarding information as part of their induction process including signing to say that they have received, read and understood the following documents:-
  - Shelton Infant School's Safeguarding & Child Protection Policy
  - Shelton Infant School's Online Safety Policy
  - Shelton Infant School's Whistleblowing Policy
  - Shelton Infant School's Lock Down Policy & Procedures
  - Keeping Children Safe in Education, Part One including Annex A, September 2023
  - What to do if you're worried a child is being abused - March 2015
  - The Prevent Duty (2023)
- All of our volunteers must have been cleared by an Enhanced DBS check if this is appropriate to their role.
- Where a volunteer is engaged in a one-off activity, eg, supervision of a group as part of class visit, no formal checks are required. However, such volunteers will be under constant supervision of school staff.
- Any concerns a volunteer has, about child safeguarding or child protection issues, should be referred to the Designated Safeguarding Lead.
- The school reserves the right to request a volunteer leaves the school site at any given time.

## **COMPLAINTS PROCEDURE**

Any complaints made about a volunteer will be referred to the Headteacher or Deputy Headteacher, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher or Assistant Headteacher reserves the right to take the following action:

- To speak with a volunteer about a breach of this policy and seek reassurance that this will not happen again;
- Offer an alternative placement for the volunteer, eg, helping with another activity or in another class;
- Based upon the facts identified in the investigation, it may be necessary for the school to inform the volunteer that the school no longer wishes to use them;
- Report the person to an appropriate authority, eg, police, social services, etc;
- Provide the volunteer with a copy of the school's full Complaint Procedure.

## **Appendix One**

### **Regulated Activity Relating to Children**

The definition of regulated activity relating to children comprises only:

1. Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children. This is only regulated activity if done regularly
2. Work for a limited range of establishments with opportunity for contact: for example, schools, children's homes, childcare premises. Not work by supervised volunteers. This is only regulated activity if done regularly
3. Relevant personal care, for example washing or dressing; or health care by or supervised by a professional;
4. Registered child minding; and foster-carers.

For further detail see HM Government Factual Note – Regulated Activity in Relation to Children – Scope (2012) (available on the internet).

## Appendix Two

### Shelton Infant School

#### Risk Assessment for Volunteers Activity

This risk assessment must be used by schools when deciding whether to obtain an enhanced DBS certificate for regular volunteers who are NOT engaged in regulated activity. This would NOT be appropriate for Volunteers who simply assist with day-time school trips.

Name of Volunteer		Start Date
Persons conducting the risk assessment		

Is the Volunteer going to be working in Regulated Activity? [tick one box]

A Yes  (if “Yes” you **must** obtain an Enhanced DBS certificate with Barred List check and you do **not** need to fill out this risk assessment further)

B No  (if “No” you may choose to obtain an Enhanced DBS certificate **without** a Barred List check, based on this risk assessment and your professional judgement)

Factors to Consider	Comments
Will they have direct contact with children?	
Frequency of working directly with children?	
Any contact with children particularly vulnerable?	
Assisting with any personal care?	
What tasks will they be doing?	
Frequency of working in the school?	
Will they be working with children outside of school hours? When?	

Will they be working with children off school premises? Where? When?	
What is the connection of the volunteer with the school?	
How well does the school know the history of the volunteer?	
What do you believe is their reason for volunteering?	
If the volunteer has no previous connection with the school, can the volunteer provide a reference from someone who knows their work with children?	
Does the volunteer have a history of paid or voluntary work with children?	
Does the volunteer have a recent DBS certificate from another role?	
Is the volunteer currently signed up to the DBS update service?	
Is the school aware of any reason that the person should not work with children?	

### Decision



**High Risk** – the person has no previous connection with the school AND is not known to staff at the school, AND cannot provide references from elsewhere.

There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school should consider whether the person's uncorroborated background would raise an unacceptable risk.



**Medium Risk** – the person has no previous connection with the school and can provide suitable references for other work with children (either paid or unpaid), OR the person has a previous connection with the school, and no issues have come to light that would mean they would be unsuitable.

There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so, as no enhanced DBS has been seen.



**Low Risk** – the person is signed up to the DBS Update Service and the checks reveal no negative information OR the person is employed or volunteers elsewhere and has a recent enhanced DBS OR the school knows the person well.

There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, unless the person uses the DBS Update Service, the school may decide to obtain a new enhanced DBS.

**Decision**

Application for enhanced DBS check is not needed. State reason(s) below:

Application for an enhanced DBS check is needed. State reason(s) below:

Application for an enhanced DBS check and a Barred List check is needed because the person is in Regulated Activity.

Headteacher (Print Name) .....

Headteacher (Signature) .....

Date .....

Chair of Governors (Print Name) .....

Chair of Governors (Signature) .....

Date .....