

Drifffield Church of England (VC) Infant School



'Learn to let your light shine'

Matthew 5: 14-16

Volunteer and Student Policy

September 2023

Driffield CE Infant School
Volunteer and Student Policy

Statement of intent and ethos

Driffield CE Infant School welcomes all God's children and their families and is a place where children of all faiths and none flourish and are inspired by the Christian character and values of our school and learn to love God, one another and themselves (Mark 12:30-31) in order that they can 'Live life in all its fullness' (John 10:10)

It is this ethos underpinned by the words from Matthew 5: 14-16 'Learn to let your light shine' that underpins the way we welcome volunteers and students into our community.

Policy Statement

All adults and young people who work in our school - whether a paid member of staff, trainee or a volunteer - are expected to work and behave in such a way as to actively promote our church school values and ethos and our educational purpose, as identified below.

We are distinctively Christian in our ethos and outlook and are inclusive of all. At the heart of our school are our Christian values: Friendship, Peace, Respect, Honesty, Perseverance and Creativity.

We welcome those of all faiths and none to let their light shine.

Becoming a Volunteer

Anyone wishing to become a volunteer should be directed to the Headteacher. It is the school's decision whether to take on volunteers and this will depend on the time of year, the number of volunteers we already have in school and the potential impact on the children.

The following procedures will be followed:

1. Volunteers will be asked to speak to the Headteacher about what you would like to do and why.
2. A DBS check (including a Children's Barred List check) will be carried out for all regular volunteers (with the exception of work experience students & parent helpers on school trips)
3. An initial meeting will be arranged in order to assess the applicant's suitability to become a volunteer. Proving the applicant is deemed suitable at this stage, the School Business Manager will:
 - I. make expectations of the volunteer role clear using the Job Description (appendix 1) and the Volunteer Code of Conduct (appendix 2)
 - II. go through the Volunteer Procedures and other relevant policies including health and safety, safeguarding and behaviour, medical needs information
 - III. ensure that relevant documentation including FGM, CSE, KCSiE, Safeguarding Booklet and Safeguarding school leaflet have been read, completed and understood
 - IV. ask the applicant to read and sign the Volunteer Agreement (appendix 3)
 - V. familiarise the volunteer with the school building and introduce members of staff
 - VI. familiarise the volunteer with the school's code of conduct for volunteers
 - VII. ask the applicant to complete an Emergency Contact Form
 - VIII. arrange when and where the volunteer will be based within school

The applicant will be offered a volunteer role within school providing all the above checks have been met satisfactorily.

Child Protection and Safeguarding

At Driffield CE Infant School, the health, safety and well-being of every child is our top priority. We expect all staff, governors and volunteers to share this commitment to safeguarding our pupils. The process of recruitment of volunteers mirrors the safer recruitment of paid staff to ensure that only the most suitable adults work within our school. Volunteer details will be kept on the school's Single Central Record.

To ensure the safety of our pupils, we adopt the following procedures:

- All of our volunteers must have been cleared by the Disclosure and Barring Service (DBS) (with the exception of parents who are helping on school trips)
- All volunteers will have an induction meeting with the Headteacher or School Business Manager prior to their start date
- Volunteers have a clear *Job Description* (Appendix 1) and their supervisors will address any concerns in their work
- Volunteers agree to and sign the *Volunteer and Student Code of Conduct* (Appendix 2)
- All volunteers are made aware of key policies including health and safety, child protection, e-safety safeguarding, the school's code of conduct, behaviour policy and medical needs information
- All volunteers are given a copy of the Volunteer Procedures and asked to sign a *Volunteer Agreement* (Appendix 3)

All school staff are trained in Child Protection, and children are made aware that they can talk to adults if they have any worries. Staff are also trained to look out for signs of physical/emotional harm or neglect and are required to report these to the Designated Safeguarding Lead (DSL) – Mrs. Victoria Jackson (Assistant Headteacher).

If you become concerned about the welfare of a child in the school, please contact the school's Designated Safeguarding Lead (DSL)

- Mrs. Victoria Jackson
- Mrs. Louise Callaghan (Deputy DSL)

If you have a concern about an individual who works at the school, please contact the Designated Safeguarding Lead, who will then contact the LADO (Local Authority Designated Officer).

On-line Safety and Social Networking

Online Safety relates to the teaching and learning of technology in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM),

viruses and spam. Volunteers, like staff, are expected to follow the ICT Acceptable Use Policy, which will be issued at the initial meeting and signed to evidence that it has been read and understood.

Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in school during class time. Volunteers should not make or receive calls during time in contact with pupils. Staff and volunteers must only use school owned devices for capturing, recording and storing data or photos of children.

The school is aware and acknowledges that increasing numbers of adults and children are using social networking sites. The four with the widest use are Instagram, Facebook, Twitter and Snapchat. No pupil under 13 should be accessing social networking sites. This is the guidance from both Facebook and MSN. However, we realise that many of our pupils do have access to these platforms.

Unless there is an existing family/friend link to a pupil in school, no volunteer working at the school should have any contact with pupils via social media. If a pupil requests to make contact with a volunteer via a social media network, the school should be informed immediately. Where volunteers already have contact with pupils due to existing family/friend links, the volunteer should make the school aware of this at the point of induction.

Volunteers for school visits

School visits are an integral part of learning at our school and afford many pupils opportunities that are outside their usual experiences. The class teacher or staff member leading the visit will brief the volunteer regarding the risk assessment, daily schedule and any other important pieces of information. The visit lead, who will be a staff member, has ultimate responsibility for the pupils.

Work Experience and University (ITT) Students

Drifffield CE Infant School has a long-standing relationship with various local secondary schools, colleges and universities. We are happy to take students on placement if we have suitable capacity to support them. Correspondence from secondary schools, colleges and universities wanting students to be placed should be directed to the Headteacher.

We aim to make students' time in our school as beneficial as possible offering high quality teacher and mentor support, a variety of learning opportunities and a supportive staff. Our Initial Teacher Training school based student mentors are Mrs. Callaghan, Mrs. Dixon, Mrs. Lee, Mrs. Try, Mrs. Percival and Miss Peacock; they have a wide experience of mentoring students. Class teachers also provide very valuable support throughout the teaching practice.

Mentors will ensure that the school meets the requirements of the University handbook for the placement. They will attend briefing/end of placement moderation meetings as appropriate. They will support the student in all areas of development, offering advice and practical support and provide appropriate documentation for all students to be fully informed about the school. Mentors will ensure the student has chances to observe other classes in the school and offer fair and constructive observations of lessons. Mentors will also ensure that the student and college are informed of both good practice and also where there are causes for concern [providing appropriate support, targets and advice]

In case of illness or lateness, students are expected to telephone the school before 8.15am. If the student was responsible for planning lessons for the day, students are expected to email a copy of planning to the school before the start of the school day.

Students/trainees on placement will be given guidance about suitable attire.

Driffield CE Infant School retains the authority to refuse or terminate a placement to ensure the smooth running of the school and the safety and well-being of its staff and pupils.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with or come into contact with should be voiced with the designated supervisor – usually the class teacher- and NOT with the parents of the child. If these concerns are of a Safeguarding nature, the volunteer should report these immediately to the Designated Safeguarding Lead (DSL) or the Deputy DSL. The school's DSL is Victoria Jackson (Assistant Headteacher) and the Deputy DSL is Louise Callaghan (Headteacher).

Volunteers who are concerned about anything in the school that may affect their work should raise the matter with the Headteacher or appropriate senior member of staff.

Any information gained at the school about a child or adult must remain confidential.

Supervision

All volunteers work under the supervision of a teacher or full time member of staff. 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 class teacher as to how an activity is carried out and what the expected outcome of an activity is. In the event of any query or problem regarding the pupils' understanding of a task, their behaviour or their welfare, volunteers must seek further advice and guidance from their class teacher or a member of the Senior Leadership Team.

Health and Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school. At the point of induction, the School Business Manager will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using DT equipment/accompanying pupils on visits). Volunteers are required to exercise due care and attention and report any obvious hazards or concerns to the class teacher, school office, school business manager or member of the Senior Management Team.

First Aid

The school's main First Aid facilities are located in the Year 2 corridor near the exit to the playground. Volunteers will be made aware of procedures for when a child requires medical attention but it is the responsibility of school staff to deal with this. Class Teachers will use their professional judgement as to whether it is necessary to inform volunteers of pupils with medical conditions.

Behaviour Management

The school has a Behaviour Policy, a full copy of which can be obtained via the school office or on the school website.

Good behaviour is rewarded in a range of ways including certificates, class treats, stickers and verbal communication with other members of staff.

Complaints Procedure

Any complaints made about a volunteer the person concerned must follow the school's complaints policy or whistle blowing policy, which can be found on the staff notice board and on the school website.

Monitoring and Review

These procedures have been approved by the Governing Body and will be regularly reviewed and updated.

APPENDIX 1

VOLUNTEER JOB DESCRIPTION

PERSON REPORTS TO: Headteacher with work directed by class teachers

PURPOSE OF JOB: To support the education and welfare of pupils as directed by class teachers. Having due regard for the school's values and ethos, schemes of work and policies, and relevant national requirements.

To share in the corporate responsibility for the well-being and safeguarding of all pupils.

DUTIES AND RESPONSIBILITIES

1. To take every opportunity to develop pupils' language, reading, numeracy and related skills as directed by class teachers
2. To assist in monitoring and recording the progress of individual pupils in accordance with school procedures, and reporting to class teachers
3. To give oral feedback to pupils in order to promote further progress
4. To work with teachers to identify and respond appropriately to pupils' individual needs, assisting pupils in areas of specific difficulty
5. To assist the teacher in promoting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these
6. To help promote and reinforce pupils' self-esteem, encouraging inclusion of pupils with special educational needs
7. To help create and maintain a purposeful, orderly and supportive environment for pupils' learning, ensuring that pupils are able to use equipment and materials provided
8. To work with individuals and/or groups of pupils. The number of pupils included will reflect the nature of the task, the pupils concerned, the location involved and the length of time to be supervised. At all times a named teacher will have ultimate responsibility and be available to be called to give support and take appropriate decisions
9. To work alongside other adults, including teachers, trainee teachers, and other support staff
10. To maintain confidentiality at all times with regard to both supported pupils and the wider school

APPENDIX 2

Volunteer and Student Code of Conduct

All visitors, students and school volunteers must:

1. Use appropriate language and behaviour with children
2. Arrive in good time
3. Sign in at the reception area on entering and leaving the premises
4. Wear a visitors lanyard at all times
5. Report any breakages or accidents
6. Discuss with the DSL if they feel any way uncomfortable about the behaviour of a child
7. Refrain from using a mobile phone when working with children
8. Refrain from photography and filming within school unless permission is granted from the Headteacher or Assistant Headteacher
9. Inform the school immediately and not respond if a child attempts to make contact with them through a social networking site. The volunteer should also screen print the page if possible
10. Be aware that Driffield CE Infant School has Whistleblowing, Child Protection, Safeguarding and Online Safety Policies - these are available on the school web site or at the main office
11. Wear clothing that is appropriate and respectful of pupils, staff and the working environment and community
12. Volunteers should inform the school if they are unable to volunteer on an agreed day

Signed: _____ Name: _____ Date: _____

APPENDIX 3

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Driffield CE Infant School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and return it to the School Business Manager

- I understand that Driffield CE Infant School is entirely committed to safeguarding and promoting the welfare of children and young people, and expects all those working and volunteering on the school site to share this commitment
- I have been made aware of the key principles of the school's Child Protection policy, including, the procedure for reporting concerns, the requirement for pre-employment checks to be undertaken as appropriate, and the boundaries and behaviours that are acceptable and appropriate within the school context, and those which are not. I have read Keeping Children Safe in Education (2023 Part 1): information for all school and college staff
- I understand that adults are in a position of trust when working with young people and that appropriate boundaries must be maintained at all times. This means that language, demeanour and content of conversations, whether in person/face-to-face or via electronic must all be professional and relevant
- I have undertaken an induction to the role of volunteer with the School Business Manager
- I have read and understood the school's Volunteer Policy
- I agree to support the school's Aims and Values
- I will follow the Volunteers' Job Description and Code of Conduct (appendix 1 and 2)
- I agree to treat information obtained from being a volunteer in school as strictly confidential
- I have been given clear direction as to the location, frequency and nature of the volunteering I will be undertaking
- I understand that the school has the right to terminate the work of a volunteer at any time if it is deemed to be in the best interests of the school's pupils or staff

Signed: _____ Name: _____ Date: _____

Induction completed by: _____

Date: _____

Start date: _____