



Coatham Church of England School VOLUNTEERS POLICY

**Written
Review
Chair of Governors.....**

Date.....

Head Teacher.....

Date.....

**DSL P Maudsley
DDSL S Wilkinson-Black, S Greer
Governor SL A Whitton**

“Learn not for school, but for life”

Our school is tolerant and caring; it is a place where everyone is accepted.

We believe in working together as a real school community, and using our different abilities to support each other and to succeed. Friendship, respect, and fairness are the values that lead us.

Through the learning experiences and opportunities which we offer, we want our children to believe in themselves, deal with set-backs and have clear aspirations for their futures. We want them to realise their potential in all areas of their lives.

We want our children to understand both what their community has to offer them as they grow up, and, what they have to offer it.

We hope that all of our children learn that, whatever they do, they should work at it with all of their heart.

Introduction

Coatham Church of England School recognises the vital contribution volunteers can make to improve the quality of life in school and the local community. Volunteers are regarded as a valuable resource to the organisation and the school is committed to increasing voluntary opportunities where possible.

Volunteers enhance our school provision and are not a replacement or substitute for paid staff.

1. Aim

The school recognises the important role it needs to play in developing the next generation of volunteers and endeavours to promote equality of opportunity for those wishing to pursue volunteering within the school.

This Policy outlines the process to be followed when pursuing voluntary opportunities within our school.

2. Identification and Attraction of Volunteers

Individuals wishing to volunteer must arrange to meet with the HT or DHT before beginning the placement.

An informal interview must be held. Volunteers will be given guidance given relating to health and safety, safe guarding and reference will be made to the Recruitment and Selection Policy

Placement will only go ahead following the informal meeting and DBS is in place (see below).

3. Clearances

Regular Volunteers require DBS clearance to be in the school. Regular volunteers always work in classrooms with a member of staff present. Occasional volunteers, eg a parent supporting their child on a school trip will always be with a member of staff.

4. Induction and Training of Volunteers

An induction meeting will be held before commencement of placement (see Para 2). In this meeting, volunteers who work with children must be made aware of the arrangements for:

- A Safeguarding and their responsibilities, including ID of DSL, DDSL, Governor or SL
- B Confidentiality
- C Evacuation procedures and drills
- D That all mobile phones are to be switched off (except for staffroom)
- E Toileting facilities

It is the HT/DHT and or a senior teacher who will ensure that an induction takes place. The class teacher will have daily responsibility for monitoring the volunteer. Class teachers will be responsible for training, supervision, support of volunteers.

5. Handling Disciplinary and Grievance Issues

Volunteers are not employees however they are required to comply with school policies and rules of conduct. If an issue arises discussion can be held with the individual, if necessary a formal investigation can be carried out before a decision is made as to whether the placement will continue. A volunteer can be asked to remain away from their placement whilst this process is being undertaken. The spirit of the discipline/capability procedure will be applied.

Allegations of abuse involving children or vulnerable adults will be dealt with under the arrangements set out in paragraph 6.

Although not employees the school I would encourage any volunteer to express their concerns and this would be handled in the spirit of the grievance procedure.

6. Allegations of Abuse against Volunteers

Allegations of Abuse made against volunteers must be dealt with fairly, quickly and consistently. A strategy meeting must be held (involving the LADO if children are involved) to take the matter forward. This will include the issue of whether or not the volunteer should attend the placement during the investigation.

If the volunteer has ceased because they are considered to be unsuitable to work with children, or as a result of misconduct, or because of a medical condition that raises a possibility of risk to the safety or welfare of children then the school will be required to inform the Secretary of State.

7. Code of Conduct of Volunteers

Volunteers are expected to display the highest levels of courtesy, conduct, integrity and behaviour towards staff and children and not do anything which may bring the school or any member of staff's reputation into disrepute.

All visitors and volunteers are asked to comply with the following:

- Report to the main Reception area in the East building and speak to a member of the admin team'
- Sign in using the school's signing in procedure
- As part of the signing in process, visitors are asked to read information detailing the school's procedures for Safeguarding and Health & Safety,
- Wear the adhesive visitors badge and lanyard badge prominently on clothing,
- Not use personal photographic equipment or mobile phones
- Sign out upon completion of their visit.
- regular volunteers who are familiar with the school buildings will be asked to go directly to the area of school relevant to their visit as directed by a member of the admin team. New or

infrequent visitors will be escorted to the relevant area of the school by a member of the admin team

- All Visitors will be required to dress in a professional manner.

8. Health and Safety

Volunteers are protected by Health and Safety Legislation.

Volunteers should ensure that the health, safety and welfare of members of the public and staff are considered at all times and must be aware of their individual responsibilities under the Health and Safety at Work Act.

The Health and Safety Policy must be made available to volunteers and explained in detail in the local induction process. A personalised Risk Assessment will be produced where necessary.

10. Equal Opportunities

Through its commitment to equal opportunities, when considering individuals for voluntary placements the school will ensure that no individual receives less favourable treatment on the grounds of race, disability, gender, religion, religious beliefs, sexual orientation or age.

Where a candidate for a voluntary post is disabled, the selection process will identify adjustments to the workplace needed to facilitate the voluntary placement taking place.

Volunteers must comply with all policies and procedures with regards to Equality and Diversity.

11. Monitoring

The school will monitor this policy in accordance with the specific Employment Equalities Legislation.