



# Volunteer Policy and Code of Conduct

Full copies of our policies and procedures can be found on our website or are available from the office

[www.newburland.leics.sch.uk](http://www.newburland.leics.sch.uk)

Adopted by the governing body at the meeting held in October 2019 – see minutes

Due for review every 2 years

# **Newton Burgoland Volunteer Policy and Code of Conduct**

- The support of parents and other volunteers is very much valued at Newton Burgoland Primary School.
- We encourage your assistance and acknowledge that many school activities would be at risk if it were not for your help.
- We aim to make sure that you feel valued and welcomed.
- Your deployment will depend upon the needs and welfare of pupils
- We have a duty to ensure that pupil welfare is promoted and safeguarded.

This policy sets out the practices and procedures, which will be followed by appointing, managing and supervising volunteers. It also contains a code of conduct which all volunteers are required to comply with, in order for us to provide a safe environment and positive educational climate for pupils.

Our volunteers may include:

- Parents.
- Ex-members of staff.
- Members of the governing body.
- Members of the local community.

Your main contacts in the school are:

- The Head teacher.
- The class teacher.

Activities that volunteers are engaged in might include:

- School visits / trips.
- Activities during lessons.
- Working with individual children.
- Reading clubs for children.
- Supporting staff to run breakfast and after school clubs.
- Assisting practically during events in the school eg assemblies/school play.

## **Statutory guidance on the recruitment of a volunteer**

- The school will regard the DfE statutory guidance, 'Safeguarding children and safer recruitment', which states that if a school seeking volunteers has little or no recent knowledge of the individual, it should adopt the same recruitment measures as it would for paid staff.
- In circumstances where a school approaches a parent volunteer who is well known to the school, a streamlined procedure can be adopted: background checks, references, conducting an informal interview to gauge the person's ability and aptitude, and undertaking a List 99 and a Disclosure and Barring Service (DBS) check.
- If the volunteer's role is a one-off, such as accompanying teachers and pupils on a day trip, for a school fete or concert, measures are not required, as long as the person is not left alone in charge of children.
- If the volunteer is recruited by another organisation to work in a school, for instance, sports coaches from a local club, the school should receive assurance from the organisation that the person has been properly vetted.

## **Safeguarding children and child protection**

Volunteers will be asked to fill out a DBS and declaration form. This is standard practice for anyone in regular contact and / or in a position of trust with children. Any criminal convictions must be declared.

In September 2012, the Independent Safeguarding Authority (ISA) and Criminal Records Bureau merged functions to create a new Disclosure and Barring Service (DBS). The law requires any persons who will come into unsupervised regular contact with children in any of the following capacities to undertake a DBS check:

- Teach.
- Train.
- Instruct.
- Care for or supervise children.
- Provide advice / guidance on well-being.
- Drive a vehicle only for children.
- Personal care for a child.
- Child-minding / foster care.

The minimum age at which someone can be asked to apply for a DBS check is 16 years old

## **Welfare and Safety of Volunteers and Pupils**

Newton Burgoland Primary School wants to make sure activities are planned properly and safely, and that you are informed of these plans. We strive to ensure that you have access to a member of school staff, should you wish to discuss difficulties or report on issues that may arise.

All staff, visitors and volunteers are required to be identified and located at all times. For this reason, please make sure the following process is adhered to:

- Make sure you sign in and out of the building at the office / reception.
- Please let the contact person be aware of where you are working.

**Please note: all volunteers complete school induction**

## **School Policies and Regulations**

Volunteers need to complete a school induction, understand their role and responsibility and agree to abide by all relevant policies and procedures. See School Induction.

## **Code of conduct for volunteers**

### **You should:**

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other volunteers, members of staff and pupils, and make them feel valued.
- Be approachable, pleasant and be a positive role model for pupils.
- Adhere to all school policies, see induction.
- Maintain confidentiality of personal information at all times, unless there is a need to report something – see Data Policy/GDPR
- Treat all children and members of staff equally.
- Report any incident of bad behaviour to the class teacher immediately.
- Dress and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from your supervising staff member and seek guidance through clarification where you may be uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report to the supervising staff member any potential hazard in the workplace.
- Avoid waste or extravagance and make proper use of the resources of the school.
- Conduct your voluntary work in a professional co-operative manner.
- Follow our Cameras and Mobile Phones In School & on Trips Policy.

### **You should never**

- Tell a child off. As a volunteer, you are not expected to discipline children. If there are any problems, tell the class teacher straight away and he or she will deal with the situation.
- Swear in school
- Shout, hit, threaten or manhandle a child.
- Take photographs in school without the prior permission of the headteacher.
- Develop 'personal' or sexual relationships with pupils.
- Work with children when you are not in the proper physical or emotional state to do so. For example: under medication which makes you drowsy, or under extreme stress which may impair your judgement.
- Behave in an illegal, improper or unsafe manner. For example: smoking or drinking alcohol.
- Share your personal contact details with pupils or make personal arrangements to meet children outside school. This includes all social media, eg Facebook and Instagram. – see all Safeguarding and Child protection policies - Induction
- Discriminate favourably or unfavourably towards a child.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the school into disrepute when representing the school.
- Give or receive (other than 'token') gifts, unless arranged through your Headteacher, for example, outgrown sports kit, football boots or uniform. These would be given to the school, for the school to distribute accordingly.

## APPLICATION TO JOIN NEWTON BURGOLAND SCHOOL AS A VOLUNTEER

Name:	Date of Birth:
Relationship to pupil/member of staff/governor at school – details	
Address:	
Postcode	
:	
Home Phone:	Mobile phone

Is your application connected to a college course / qualification **Yes No**  
 If yes, please complete the following:

Name of college:	
College Address:	
Postcode:	
Course Details:	
Link Tutor Name:	
Telephone	Email address:
Qualification:	Length of course: years / months

College Course applicants will need to complete a full school application form as well as attend an interview.

**Please note: in general we only accept volunteers during the afternoon at school unless it is for a college course – please speak to the headteacher.**

Please complete the following to give accurate details of when and how long you are available for. I am able to volunteer to work in school on the following days:-

Day	Tick	Time from	Time to
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

If accepted, I understand that I will need to attend a meeting with the head teacher, other staff members

I will need to complete a school induction to enable me to understand my role and responsibility in school

I will agree to abide by all relevant policies and procedures

I understand that I need to complete a job application form if my application is connected to a college course / qualification

I understand that my voluntary role may be subject to a probation period

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## VOLUNTEER AGREEMENT

Please complete the following agreement:

Volunteer Name	
Class you will be supporting	
Teacher Name	
Times you will volunteer	
Start Date	
End Date if applicable	

Please note that all voluntary posts in school are reviewed each term

I understand that I am volunteering in the school and will therefore not receive any payment as a volunteer for my duties.

I have completed a school induction, read Newton Burgoland Primary School's Policies including the Volunteer Policy and Code of Conduct and agree to abide by them.

Signed \_\_\_\_\_ Date \_\_\_\_\_