



**Bell Lane  
Academy**

# **Volunteer Helpers Policy**

**May 2017**

Review date May 2018

## **Bell Lane Academy's volunteer policy is part of the academy's safeguarding systems.**

### **Introduction**

As an academy, it is our aim to involve parents in their children's education and to develop and maintain links with the local community. In order to enrich the lives of the children in academy, and to enable us to deliver the curriculum more effectively, we actively encourage the involvement of parents and volunteers from the community in the work of the academy, both during academy hours and in extra-curricular activities.

Volunteers at our academy bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The academy therefore, welcomes and encourages volunteers from the local community.

Our volunteers include:

- Members of the Governing Body
- Parents (or other relatives) of pupils
- Ex-pupils
- Students on work experience
- University students
- Local residents
- Friends of Bell Lane Academy P.T.A

The types of activities that volunteers engage in, on behalf of the academy, include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Accompanying academy visits

### **Becoming a Volunteer**

Anyone wishing to become a volunteer, either for a one off event such as an academy visit or on a more regular basis should contact the academy office.

### **Selection of Volunteers**

- The experience, qualities, skills and needs of any volunteer will be taken into account when deciding about the recruitment of a volunteer in the academy. Please note that there is no guarantee that a volunteer will be found an immediate placement or any placement at all within the academy.
- The placement should be mutually beneficial to the academy and volunteer.
- A meeting with the headteacher will take place with a view to agreeing a placement in order that the academy and volunteer will have the opportunity to find out about each other and to agree a role, timetable, support, dress code etc. The headteacher will outline relevant academy policies at the meeting, in particular Safeguarding, Health & Safety and Behaviour Policies as well as any relevant curriculum policies.
- Any placement may be terminated by the academy at any time without notice if the headteacher deems this to be in the best interest of the academy, pupils or staff. Such termination need not involve any fault, shortcoming or wrongdoing attributed to the volunteer.

**Process for recruiting the Volunteer who will be working frequently or intensively**

- Identify the need and the role of the volunteer dependent on their skills etc.
- The candidate attends the academy for an informal discussion with the headteacher to ensure the applicant is suitable for the role
- A DBS check undertaken
- The volunteer will be made aware of the role and responsibilities they will be undertaking
- Induction by the headteacher to academy policies and documentation explained and issued. These to include Safeguarding, Health and Safety and Behaviour Management Policies,
- Volunteer records to be kept securely in the academy office

**Management of Volunteers**

The academy will ensure that:

- Volunteers are given suitable induction training at the beginning of their placement by a relevant member of staff.
- Regular supervision of the volunteer will be provided as appropriate to the task undertaken and the needs of the volunteer.
- The volunteer's role, including status with pupils, will be made clear.
- Volunteers will be given opportunities to contribute their ideas and opinions about the work that they are engaged in.
- Volunteers will be given guidelines/training regarding Child Protection issues/procedures, especially pupils disclosing possible abuse.

**Support to Volunteers**

As an academy, we value the work of volunteers and in order to demonstrate this we aim to:

- Show appreciation for the volunteer's work.
- Ensure volunteers have appropriate and up to date information they need to do their work.
- Ensure that they are introduced to staff and other volunteers and have access to a support network.
- Allow volunteers to access refreshments in the staffroom.

**Confidentiality**

Volunteers will be told that information relating to pupils, parents and staff is confidential and volunteers will maintain confidentiality at all times. Volunteers in the academy are bound by a code of confidentiality. Any concerns that volunteers may have about the pupils they work with/come into contact with should be voiced with the designated member of staff and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the academy which may affect their work, should raise the matter with the Headteacher (who is the designated safeguarding lead) or appropriate senior member of staff. Any information gained at the academy about a child or adult should remain confidential.

Information about volunteers is also a matter of confidentiality and personal details will be kept securely in the academy office and not divulged to others except on a need to know basis.

**Health and Safety Policies**

Relevant academy policies will be explained to the volunteers at the outset.

An appropriate member of staff 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 D T equipment/accompanying pupils on visits).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated member of staff /headteacher.

Volunteers are covered by Wakefield Council Public Liability Insurance.

### **The Volunteer**

The Volunteer agrees to carry out all reasonable tasks assigned to him/her to the best of their ability and to generally promote the interests of the academy and to abide by the terms and conditions set out in this policy and agreement.

### **Safeguarding**

Wakefield Council, Wakefield City Academies Trust and Bell Lane Academy are committed to safeguarding pupils, young people and vulnerable adults and expect its volunteers to share that commitment.

### **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 an appropriate induction including all the necessary information with regard to Child Protection and Named Persons
- All of our regular volunteers must have been cleared by the Disclosure and Barring Service (DBS).
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, will be under the constant supervision of academy staff.
- Any concerns a volunteer has about child protection issues should be referred to the designated member of staff or headteacher.

### **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 pupil's 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 any query/problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

### **Complaints Procedure**

Any complaints made about a volunteer will be referred to the headteacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way. The headteacher or designated member of staff reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class. Based upon the facts identified in the investigation it may be necessary for the academy to inform the volunteer that the academy no longer wishes to use them.
- Provide the volunteer with a copy of the academy's full Complaints Procedure

### **Monitoring and Review**

This policy will be regularly reviewed annually by the Governing Body and updated as needed.

**APPENDIX 1****BELL LANE ACADEMY VOLUNTEER INFORMATION**

I would like to help in the academy on a regular basis.

I understand that if I have a child who attends the academy, I will be asked to help in a different class from the one that my child is in (with the exception of Nursery and when supporting on an academy visit).

I am available on the following days (please tick):

	<b>Morning</b>	<b>Afternoon</b>
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		

Please tick all that apply:

I can offer the following craft/sports/music skills:

\_\_\_\_\_

I can lead a group activity organised by the teacher

I can support children with their reading

I can help with academy visits

I understand that I need to complete a DBS form.

Name: \_\_\_\_\_

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

Address:

Telephone:

Email:

I have a child(ren) in the following class(es):

**APPENDIX 2****BELL LANE ACADEMY VOLUNTEER AGREEMENT**

Thank you for offering your services as a volunteer at Bell Lane Academy. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it in at the academy office.

- I have received a copy of the academy's Volunteer Policy.
- I agree to support the academy's aims and core values.
- I agree to adhere to the academy's safeguarding procedures and policies.
- I agree to treat information I learn from being a volunteer in the academy as confidential.
- I understand that I will be required to undergo a DBS check.
- I understand that my placement may be terminated by the academy at any time without notice if the headteacher deems this to be in the best interest of the academy, pupils or staff.

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

**Name:** \_\_\_\_\_

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

## APPENDIX 3

### BELL LANE ACADEMY OFF-SITE VISITS VOLUNTEER AGREEMENT

Visits are an integral part of learning at our academy and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this academy trip.

Please read and return this appendix, and sign and return the helper's slip.

This is part of our academy's risk assessment planning and safeguarding arrangements.

#### Role of the teacher

The class teacher should fully brief all volunteer helpers on the organisation of the visit. This should include the following:

- Agenda for the day.
- Aim/objectives of the day.
- Sharing of emergency contact information.
- Details of related risk assessments.
- Safeguarding information and guidance.
- Health and safety information (including children who require medication) and guidance.
- Any other relevant information.

#### Role of the volunteer helper

- to be responsible and look after, in equal measure, all of the children in your group.
- to stay with your allocated group of children, ensuring that their wellbeing and safety is maintained for the total duration of the visit.
- to promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our academy!
- to ensure that your group keep up with the body of the academy visit party, be it walking, entering or exiting from transportation or following speakers for the trip.
- to contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour.
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#### Working alongside academy staff

Academy staff expect volunteer helpers to:

- comply with all of the above whilst being under the direct line management of academy staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- follow guidance from the academy staff

#### What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the visit.
- Volunteer helpers are not allowed to re-organise groups of children unless asked by a member of staff to do so.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children unless they have been asked to do so by a member of staff using an academy camera.
- Volunteer helpers should avoid using personal mobile phones during the trip unless in an emergency or as directed by the class teacher.



- Volunteer helpers are not allowed to give/buy their group treats such as ice creams, biscuits or sweets before, during or after the visit.
- Volunteer helpers must not supervise any toilet visits – this must be overseen by a member of staff.
- Volunteer helpers must not take their group out of sight of a member of staff (or member of staff from the place being visited) unless they have a DBS check.
- Volunteer helpers will not oversee a group that contains their own child (with the possible exception of children in Nursery or Reception).

### **First Aid**

At least one member of staff on the visit will have first aid training. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff. If it is your child who requires medicine, you may be asked to administer this if appropriate. All other medicines and first aid box(es) will be carried by staff.

### **Emergencies**

You are expected to inform a member of staff as soon as possible of any concerns or emergency situation. If you have become separated from the rest of the academy party, please telephone one of the members of staff on your contact list or telephone the academy.

I have read the volunteer policy.

I agree to adhere to the policy and guidance given by the class teacher.

I will ensure that safeguarding and health and safety are a key priority throughout the visit.

I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

I will treat any information I may hear about children as confidential and will not discuss it out of the academy.

Place of visit: \_\_\_\_\_

Date of visit: \_\_\_\_\_

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

**Name:** \_\_\_\_\_

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