



Reviewed on:	April 2020
Next Review:	April 2022
Staff Responsibility	SBM
Governor responsibility	FGB
Signed by Chair	

Volunteers, Students and Agencies in School Policy

Introduction

Barton Primary School recognises that volunteers have an important role to play in the life of the school.

Volunteers bring a wealth of experience, knowledge and skills, which they offer for no financial gain. They offer the school support, which can vary from hearing readers to helping with school events. Each and every action is valued by the staff, pupils and governors.

Students come into our school to learn and gain experience of working with children. They also enrich the school community with their enthusiasm.

Agencies that come into school bring a valued expertise in certain areas of education, health or community awareness. All these subjects enrich the learning and wellbeing of the pupils.

Aims

The aim of this policy is to set out procedures for the safe recruitment and efficient deployment of volunteers and students in the school. The school wants to promote an environment that welcomes the volunteers and benefits the whole school community. Barton Primary promotes equality of opportunity when asking for volunteers.

It also aims to set out a guide for agencies and official visitors on the school's expectations of them.

Recruitment of volunteers

- Potential volunteers should enquire at the school office for a current list of volunteer opportunities.
- Volunteers will be asked to complete an application form to be submitted to the Head teacher.
- An informal interview will be arranged to discuss the volunteering position and the expectations of both sides.
- If the volunteer and the Head teacher wish to proceed, and they meet the criteria for regulated activity (<http://media.education.gov.uk/assets/files/pdf/r/regulated%20activity%20children%20full%20information%20ewni%20final%202012-06-01.pdf>) a DBS check will be made. This involves filling in an online form and providing proofs of identity. Barton Primary School has a legal obligation to safeguard its pupils and the DBS check is **not** optional. A criminal record will not necessarily preclude a volunteer from the school but it is at the discretion of the Head Teacher and Chair of Governors. A cleared DBS check is required before any unsupervised activity can be undertaken. Supervised activity is at the Head teacher's discretion.
- The school has the right to refuse any potential volunteer.
- The Head teacher will make the role of the volunteer clear and provide support and mutual feedback during the period of initial visits.
- The school will not place the volunteer in any position where they feel unable to fulfil their role or believe expectations of them to be unreasonable.
- Volunteers will be required to wear a Visitors' pass at all times.

Working in School: Volunteers, Students, Agencies and Official Visitors

- All are expected to conform to the high standards of conduct and behaviour pertaining to the whole school community; which includes appropriate standards of dress.
- All should adhere to the school's policies; in particular Safeguarding and Health & Safety. Copies are available to view via the school website and paper copies are available from the office.
- Mutually acceptable times will be arranged for working in the school.
- All must sign the Visitor log in reception on entering and leaving the premises.
- A visitor badge must be worn by volunteers and official visitors. Agencies must wear their official name badges along with a school visitors pass.
- No device capable of taking photographs or images must be used in school. These items can be left in the Office safe if required.
- If the volunteer, student, visitor or agency worker is using a computer and/or the Internet as part of an activity or on a regular basis, then a Computer and Internet Agreement must be signed. Internet and email activity can be monitored at any time.
- If anyone visiting the school has any concerns or complaints then they should approach the head teacher or deputy head teacher. Health & Safety issues can be raised with the Business Manager.
- Volunteers, students, agencies and visitors are reminded that information directly relating to individual pupils and staff at the school is confidential and covered under the Data Protection Act.

Students in School

The school has a particular duty of care to the Students who come to gain work experience in school. They will receive instruction on:

- Where to access the Safeguarding and Health and Safety policies (on the school website), issues surrounding confidentiality, what to do if a disclosure is made to them by a pupil and where the relevant forms are, the fire drill procedures, and the policy on the use of mobile phones in school.
- They will be asked to complete any necessary paperwork on time.
- They will be asked to sign to acknowledge all the above items and to sign the Computer and Internet Use Agreement.

The students will have a designated member of staff as a contact point for any questions.

Ending Involvement: Volunteers

- Either the school or the volunteer can end the arrangement at any time. However, the school will offer 2 weeks' notice to volunteers in the event of the position ceasing and we hope that the volunteer will offer the school the same.
- If, in the school's view, behaviour equivalent to gross misconduct has occurred then the arrangement ceases immediately.
- If asked, either during the volunteer's time with the school or after, the school will be happy to supply a reference concerning the volunteer's time with the school and activities they have undertaken.
- Any materials obtained by the volunteer during their involvement with the school remain the property of the school.
- Volunteers should be aware that information produced by them during their time with the school can be requested by the public under the Freedom of Information Act.

Review

The Governing Body will review this policy every two years and monitor via the Head teacher's report the implementation of the Volunteer arrangements.

School ICT - Acceptable Use Agreement for Volunteers, Students and Agencies

The school has installed computers and internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

- I will not access other people's files.
- I will use the computers only for school work.
- I will not bring floppy disks, CDs, Memory sticks etc into school unless I have permission.
- I will only e-mail people I know in the school
- The messages I send will be polite and sensible.
- To help protect pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.

For further information please see the E-Safety procedure and Data Protection Polices available on the college website. By signing this document you are showing that you understand and agree to all of the policy terms.

I have discussed the above rules and agree to using the Internet in school.

Name (Please Print Full Name):

Signed:

Date:

Mobile devices

Mobile phones, iPods and MP3 players are not allowed to be used in the school, at any time. This includes breaks and lunchtimes, in the corridors and outside on the school site. If a student is seen with a mobile phone, iPod or MP3 then it will be confiscated.

Volunteer Application Form

Name.....

Address.....

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Contact Details:

Home Phone.....

Mobile Phone.....

Email address.....

Next of Kin and contact details.....

Do you have any previous or current connection with the school? Yes/No

If yes, please give details:

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What would you like to do in school?

.....

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OFFICE USE ONLY

Date Received	
Interview date	
DBS check	Clear/Not Clear
Volunteer Position	