

**GREAT CHESTERFORD C. OF E. PRIMARY ACADEMY**



Two are better off than one, because together they can work more effectively.  
**Ecclesiastes 4:9**

**PROCEDURES AND GUIDELINES FOR VOLUNTEERS**

**Approved by the Full Governing Body 2023**

## ***'Together we are great'***

At Great Chesterford C. of E. Primary Academy, we aim to provide the best possible education for each child within the context of a caring Christian community. Our school values underpin all aspects of school life, including behaviour and relationships within our school. Our school values are: God's Guidance, Respect One Another, Excellent Behaviour, Aiming High and Tremendous Teamwork.

We endeavour to provide a broad and balanced curriculum, which will enable each and every child to develop confidently to the very best of their ability. Our curriculum promotes the spiritual, cultural, intellectual, moral, mental, physical, health and social well-being of each child. We strive to provide a high standard of education for all children, irrespective of gender, culture, ability or aptitude.

Great Chesterford C. of E. Primary Academy actively encourages the involvement of parents and other members of the Church and local community to enhance the experiences of children within our school. It is recognised that when parents are involved, children do better in their education and that involvement by parents and other members of our community, appropriately directed, will benefit the whole school community and enrich the curriculum. We endeavour to involve volunteers as fully as possible in school life whilst ensuring safe boundaries for all involved. To ensure the health, safety, well-being and enjoyment of everyone we have drawn up the following procedures and guidelines:

1. School Procedures
2. Guidelines for Class Teachers
3. Guidelines for Volunteers

Appendix A: Code of Conduct for Volunteers

Appendix B: Guidelines for Volunteers Assisting with School Trips

Appendix C: Child Protection and Safeguarding Confirmation Document

Appendix D: Non-Disclosure Agreement

### **1. School Procedures**

Members of the school community who would like to volunteer in school should approach the Headteacher in the first instance. In accordance with the School's Equal Opportunities Policy, volunteer placements will be open to individuals irrespective of race, gender, disability, sexuality, age or religion.

### **Disclosure checks**

Where there is to be regular contact with children and/or a volunteer is in a supervisory capacity a Disclosure and Barring Service (DBS) check will be completed. Disclosure checks must be completed for activities such as reading afternoon, assisting in the classroom, school clubs, swimming. For any volunteers that are requested to assist on school visits, there is an additional guidance sheet (Appendix B) which should be read and completed prior to the visit taking place. There are activities such as 'Friends' events (fetes, discos etc.) where there is not necessarily direct supervision of children. Decisions to carry out DBS checks for these events should be based on Risk Assessment, with the key questions being:

- Do helpers have unsupervised contact with children (other than their own)?
- Are these activities regular?

The administration of volunteer disclosure checks is coordinated by the MAT Office Manager, Mrs Dyster, for further information on this, please speak to a member of the school office.

In addition, parents/volunteers who assist in school organised transportation of children to sports/extra - curricular events will be required to undertake a driver's check which includes: MOT, insurance and driving licence in advance of the activity. The school office coordinates checks for drivers and has the full details of these requirements. Anyone providing transport arranged by the school, will be required to have a DBS unless a member of school staff is accompanying them.

Volunteers will be covered by the School's insurance policy while engaged in approved work. However, personal belongings, including any motor vehicles, are not covered by the School's insurance.

The school will provide an induction in the form of a discussion with the Headteacher, Deputy or MAT Office Manager prior to volunteers spending time in school. This will include guidelines surrounding safeguarding, the importance of confidentiality and emergency procedures. The Volunteer Code of Conduct must be signed before any work is undertaken with a child/group/class of children. Copies of these will be kept in the School Office. The Child Protection and Safeguarding confirmation document (Appendix C) must also be completed, signed and returned to the School Office each academic year.

As such, arrangements are by mutual agreement. Both staff and volunteers should be aware that it can be terminated at any point. The Headteacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Code 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.
- Inform the volunteer that the school no longer wishes to use them.

## **2. Guidelines for Class Teachers**

Recognising the benefits that volunteers bring to the life of the school, class teachers should identify opportunities to involve members of the school community in curricular and extra-curricular activities wherever practical and discuss these with the Headteacher. However, the involvement of volunteers is an optional arrangement and therefore will only be undertaken if the individual class teacher feels comfortable about doing so. It is usual practice at our school, that regular volunteering is carried out in classes other than those where the individual's own child is taught.

The class teacher remains responsible for all pupils. The role of the volunteer is to support the class teacher. While the teacher may delegate some authority to the helper, for example within a group work situation, ultimate responsibility for discipline lies with the teacher at all times. We expect children to behave with the same respect and politeness to any visitors/volunteers in the school as they would with members of staff. Volunteers will be given support and clear guidance from the teacher as to how an activity is to be carried out and its expected outcome.

## **3. Guidelines for Volunteers**

### **Safeguarding**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All those visiting the school should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, pupils and the general public. This means that no adult should act in a manner which would lead any reasonable person to question their suitability to be with children or act as a role model. The school's Child Protection Policy makes it clear that all adults have a duty to report concerns they have about the welfare of a child. Any volunteer, who finds themselves in this position, must speak to the Designated Safeguarding Lead, Mrs Sargeant or either Deputy Designated Safeguarding Lead - Mrs Mitchell or Mrs Raper. Safeguarding policies are available on the School Website or by request. Volunteers will be required to read and follow all the safeguarding documents and policies listed in Appendix C. Any relevant policies, not available on the school website, will be provided as a hard copy for each volunteer.

### **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with/come into contact with should be voiced with the class teacher and NOT with the parents of the child/persons outside school. Comments regarding children's behaviour or learning can be highly sensitive and, if taken out of context, can cause distress to the parents of a child if they hear about

such issues through a third party rather than directly from the school. Volunteers, who are concerned about anything another adult in the school does or says, should raise the matter with the Headteacher.

### **GDPR**

All organisations that process or have access to personal data must comply with the provisions of the General Data Protection Regulations (2016). As a volunteer you may have access to pupil, parent and staff personal data. The school's policies relating to GDPR are available on the website, in the staff room and/or upon request, and we encourage volunteers to familiarise themselves with these policies and procedures. All volunteers will be required to sign a Non-disclosure Agreement (NDA) which covers circumstances where information held and owned by the School will be accessed (Appendix D).

### **Health & Safety**

The school has a Health and Safety Policy and this is made available on request to volunteers working in the school. The induction discussion will ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation). Any safety aspects associated with a particular task (e.g. using DT equipment, accompanying children on visits) will be included in directions regarding specific activities with the class teacher. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher/Headteacher.

Volunteers are encouraged to seek further advice or guidance from the Teacher in the event of any query or problem regarding children's understanding of a task or behaviour.

In the event of absence, volunteers are expected to telephone or email to inform the school office, prior to their start time, so appropriate arrangements can be made if any cover is required.

All volunteers will be asked to read and sign to say that they understand and will abide by the Code of Conduct for Volunteers. They will also be required to complete and sign the Child Protection and Safeguarding confirmation document each academic year (Appendix C).

### **Evaluation and Review**

This policy was updated in March 2023. It will be reviewed in three years' time or before, if it is felt appropriate. It was drawn up in consultation with, and reflects the consensus of opinion of, the Headteacher, members of the teaching staff and members of the Governing Body. In addition to this review, Appendix C will be updated each academic year to reflect any statutory/ school safeguarding requirements.

Signed:	Date: March 2023
Headteacher	
Signed:	Date: March 2023
On behalf of the Governing Body	
Next Review Date:	March 2026

## APPENDIX A



### Great Chesterford C of E Primary Academy **CODE OF CONDUCT FOR ALL VOLUNTEERS**

Thank you for volunteering at our school. It is intended that this is a positive experience that will benefit the learning of the children.

This Code of Conduct reflects relevant legislation, expectations and principles for those working with children, and outlines an expectation for only the highest standards of probity and integrity. The Code sets out the minimum requirements that apply, and is not exhaustive. Inevitably, some issues affect some groups more than others and a 'common sense approach' should be employed to the application of the Code of Conduct. However, all volunteers are covered by this Code, and as a result, non-compliance or claimed ignorance of the code will normally result in action by the Headteacher as outlined in the School Procedures.

#### General Requirements

As a Volunteer within the school, you must:

- Be honest and trustworthy
- Follow Health and Safety procedures
- Take care of yourself, your colleagues and others whilst at the school
- Dress and behave in a manner which promotes healthy and safe working practices and is mindful and respectful of cultural diversity
- Display commitment to the aims and ethos of the school conducting yourself in a manner consistent with these at all times
- Respect the confidentiality of information relating to children unless its disclosure is either required by law. Any concerns or queries must be discussed with the school's Designated Safeguarding Lead – Mrs Amy Sargeant or either Deputy Designated Safeguarding Lead – Mrs Sarah Mitchell or Mrs Angela Raper
- Follow appropriate lines of communication for concerns or complaints
- Disclose as required on appointment, or at any time, any civil, criminal charges or convictions
- Represent the school positively at all times
- Not knowingly distort or misrepresent facts about the school

## With Children

- Remember that the emotional, physical, intellectual and moral welfare of all the children is the prime purpose and first concern of our school
- Behave with compassion and impartiality
- When communicating with children, be positive and constructive and avoid hurtful comments of a personal nature
- Do nothing to abuse, exploit or undermine the staff/pupil relationship, which is based on trust
- Do not take photographs unless directed to do so by the class teacher using the school camera / Ipad provided
- Do not take photographs of children on personal mobile devices

## Social Networking Sites

Use of social networking sites should be undertaken with due care and attention. In particular, use of such sites must not involve communication regarding your involvement at this school or any activities which may bring the school into disrepute and / or may question your suitability to work with children.

I have read and understood the school's Volunteer Code of Conduct and am aware of the possible consequences of breaching it.

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

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

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

## APPENDIX B



### Great Chesterford C of E Primary Academy **Guidelines for Volunteers Assisting with School Trips**

School trips are an integral part of learning at our school and afford many opportunities for children which are outside their usual experience. We are pleased that you have volunteered to help on this trip. Your participation has an important role in its safety and success.

As part of the school's risk assessment planning, please read these guidelines carefully and ensure that any queries are discussed with the Class teacher responsible prior to the trip.

#### **Role of the volunteer**

- Responsibility for and care of, in equal measure, all children in your allocated group
- To read and comply with all relevant risk assessments
- To stay with your allocated group of children, ensuring that their well-being and safety is maintained for the total duration of the school trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public being mindful that we are ambassadors for the school
- To ensure that your group keep up with the body of the school visit party, whether walking, entering or exiting transportation or following speakers on the trip
- If there are any issues with first aid, safety and/or behaviour, contact must be made with the class teacher

#### **Working alongside school staff**

Great Chesterford C of E Primary Academy staff expect volunteers to:

- Comply with all of the above whilst being under the direct line management of school 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 explain areas of interest
- Follow guidance from the school staff

#### **What is not permissible**

- Volunteers are not permitted to bring additional siblings on the school trip
- Volunteers are not allowed to reorganise school visit groups
- Volunteers are not permitted to take photographs of children unless directed by the class teacher to do so and only on a school camera / Ipad
- Volunteers are not permitted to take photographs of children on personal mobile devices
- Volunteers are not permitted to give/purchase their group treats such as ice-cream, biscuits, sweets before, during or after the trip

## **First Aid**

For each class on the school visit, there will be a nominated staff First Aider. You will be informed if any child in your group has medical needs. Medication and a First Aid kit will be carried and administered by a staff member.

In special circumstances, a parent may need to accompany their own child for medical reasons. Where this is the case, the parent will be required to carry and administer the medication.

## **Emergencies**

In the event of an emergency, you are expected to inform a member of staff as soon as possible. If you become separated from the school party, please telephone the number provided on the visit 'Z' card. If this is not possible, the school should be contacted as a matter of urgency.

**Please indicate that you have read these guidelines and sign below:**

Name of Trip: \_\_\_\_\_

Lead Teacher: \_\_\_\_\_

I have read the Guidelines for Volunteers Assisting with School Trips and will abide by them for the duration of the trip.

I will support the children in their enjoyment of the trip and actively contribute to the smooth running of the occasion.

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

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



## APPENDIX C

This document will be updated each academic year to reflect any statutory/ school safeguarding requirements.

### Great Chesterford C. of E. Primary Academy



### Confirmation of Child Protection documents received

<b>Name of volunteer:</b>	
<b>Role of volunteer:</b>	
<b>Key documents read:</b>	<ul style="list-style-type: none"><li>• <a href="#">Keeping Children Safe in Education 2022 Part 1</a> and Annex B</li><li>• School Child Protection Policy including the safeguarding response to children who go missing from education – please see school website <a href="http://www.greatchesterfordprimary.co.uk">www.greatchesterfordprimary.co.uk</a></li><li>• School Behaviour Policy – please see school website <a href="http://www.greatchesterfordprimary.co.uk">www.greatchesterfordprimary.co.uk</a></li><li>• Procedures and guidelines for volunteers – please see the school website <a href="http://www.greatchesterfordprimary.co.uk">www.greatchesterfordprimary.co.uk</a></li><li>• Fire procedure</li><li>• Lock down procedure</li></ul>
<b>Other documents to be aware of:</b>	<ul style="list-style-type: none"><li>• Working Together to Safeguard Children (DFE, 2018) – please see the school website <a href="http://www.greatchesterfordprimary.co.uk">www.greatchesterfordprimary.co.uk</a></li><li>• <a href="#">PREVENT Duty Guidance (Home Office, 2015)</a></li></ul>

I confirm that I have read and understood the key documents above, and that I will work in accordance with the guidance and statutory requirements.

I confirm that copies of any certificates relating to safeguarding training that I have completed are given to the MAT Office Manager – Mrs S. Dyster.

Signed by:	
Date:	



## Non-Disclosure Agreement

I agree that:

- I will only access information which is relevant to the support I am providing to the school.
- I will abide by Data Protection legislation.
- I will protect the confidentiality of information whilst working on behalf of the school.
- I will not discuss my work for the school, or talk about staff or pupils on social media
- I will not copy or replicate information relating to the school and remove it from school property
- I will read and abide by the school's policies
- I will complete any relevant induction training deemed by the School to be appropriate
- I will immediately report any security breaches I become aware of to the school office

Print name:	
Signature:	
Position:	
School:	
Date:	

## Non-Disclosure Agreement for System Access

My role requires access to the system(s) noted below:

<b>System Name(s):</b>	
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This will provide access to data held and owned by the school.

I must maintain the security of such data and must comply with relevant legislation and guidance, including:

- [The Data Protection Act \(2018\)](#)
- [The General Data Protection Regulations \(2016\)](#)
- [The Computer Misuse Act \(1990\)](#)
- [The Freedom of Information Act \(2000\)](#)
- [The Environmental Information Regulation 2004](#)
- System Guidance (to be advised by the System Owner)

I understand that I must treat the information held within the system identified above with the strictest confidence and must not publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or my own benefit to the detriment of any individual.

I acknowledge that I must only access information within the system identified above that is solely relevant to my work on behalf of the school.

I understand that breaches of this agreement will be investigated and may result in disciplinary action. Serious breaches may result in criminal prosecution.

### Signed by the Applicant:

Print name:	
Signature:	
Position:	
School:	
Date:	

### Approved on behalf of the School

Print name:	
Signature:	
Position:	
Date:	

**You must complete this form before access is given to the requested System.**