



# Tylers Green First School Volunteers Policy & Code of Conduct

## **Introduction and aims**

We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience. We are committed to using volunteers in a way that supports the school's ethos, vision and values. The aim of the Tylers Green First School volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

### **How we use volunteers**

At TGFS volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art

This is not an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA

This is not an exhaustive list.

Members of the governing board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our governor code of conduct.

### **Legal requirements relating to volunteers**

- The Health and Safety Executive expect the same health and safety standards to apply to voluntary workers as it does to employees exposed to the same risks, irrespective of the strict legal duties.
- If the risk assessment shows that the risks are different to volunteers than to employees then the risk assessment must reflect this.

### **Managers of volunteers will:**

- Ensure that a written risk assessment has been carried out covering the activities of volunteers.

- Reduce the risks identified from the risk assessment as far as reasonably practicable.
- Ensure that volunteers have sufficient skills, experience and training to carry out the activities asked of them without risk to themselves or other people.
- Ensure that volunteers are provided with equipment and protective clothing necessary to protect their health and safety and that of other persons affected by their activities.
- Report any accidents, violence, near misses or other incidents occurring to volunteers in the same way as for school employees (except for HSE reporting where a volunteer would be classed as a member of the public).
- Ensure that volunteers know how to report problems and defects.

#### **Volunteers are expected to:**

- Co-operate with school employees in all health and safety matters.
- Follow work instructions and training given.
- Use equipment and protective clothing supplied.
- Report any problems or defects that they find.

#### **How to apply to volunteer**

Approach Mrs Turner in the school office who will deal with the process in collaboration with the Headteacher.

#### **Appointment of volunteers**

Volunteers are appointed by the Headteacher in collaboration with the teaching staff. Appointment and induction of new volunteers can take time and are dependent on the candidate and available spaces within the school.

All ongoing and recurring volunteering placements are conditional upon the completion of an enhanced DBS check and other appropriate safeguarding and recruitment checks, and relevant training.

The Headteacher reserves the right to terminate a placement at any time. The school will carry out its own enhanced DBS check before a volunteer is allowed to start work at the school.

#### **Volunteering for School Trips**

Not all trips require additional volunteers. The school will prioritise school staff and those volunteers who are on the single central register.

If the school does not have sufficient adults for a school trip then the Headteacher or Lead Teacher will invite parents to volunteer to accompany the trip.

In the event there are more volunteers than places on the trip, the Lead Teacher will select volunteers based on the best interests of all of the pupils attending the trip. The Headteacher will take the final decision on which adults will attend a trip.

The purpose of taking parent volunteers on a trip is to lower the ratio of adults to children. Parents who volunteer to attend a trip should expect to be allocated a group of children, which may not include their own child.

Volunteers on a school trip should follow the instructions of school staff.

## **Safeguarding**

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we are upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks with a barred list check on volunteers who will be deemed to be in 'regulated activity' which means:
  - Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
  - Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
  - Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Require volunteers to agree and adhere to our code of conduct (see appendix 1) and to read, and adhere to, the school's policies on:
  - Safeguarding
  - Use of mobile phones
  - ICT and Internet-acceptable use
  - Online safety
  - Behaviour
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils and determine on a case-by-case basis whether a volunteer who is not working in regulated activity needs an enhanced DBS check. If they do not need a DBS check, a risk assessment will be carried out on them instead.
- If a DBS certificate is required, the school will always conduct its own check and will not accept certificates from other organisations. Checks will be renewed every three years or if the volunteer has had a gap in volunteering of six months or more.
- DBS checks will be recorded on the school's single central record by the Bursar.

## **Induction and training**

Volunteers will be asked to read and sign this document at their first session of volunteering if they are deemed to be regular volunteers who require a DBS check. Volunteers who are only helping out occasionally will not be required to read the document.

Volunteers must complete appropriate training prior to beginning work at the school; requirements will be determined by the headteacher or the appropriate member of staff. This may include safeguarding training.

### **Confidentiality**

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation. If volunteers have concerns, they should raise these with the appropriate member of staff. They should not discuss them with pupils or parents. This does not prevent volunteers from adhering to the school's Child Protection Policy (with regard to reporting safeguarding concerns or disclosures). If concerns relate to safeguarding, volunteers must follow the guidance in the school's Child Protection Policy and inform the designated safeguarding lead. If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

### **Conduct of volunteers**

Volunteers must comply with the TGFS Staff Code of Conduct which will be supplied if they are having a DBS check and are expected to volunteer in school on a regular basis.

Volunteers must follow the instructions of school staff.

### **Insurance**

The school's insurance policy covers volunteers in the event of an accident or emergency.

### **Data protection and record keeping**

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it. We will:

- Retain records relating to volunteers in line with our records retention schedule.
- Remove details of DBS checks on volunteers from the single central record (SCR) once they no longer work at our school.

### **Disabilities and impairments**

TGFS is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

## **Appendix 1: code of conduct for volunteers**

### **Code of conduct for volunteers**

By signing this form, volunteers agree to the following:

#### **1. School rules and policies**

- 1.1. Volunteers will follow all school rules and policies. Copies of the school policies are available online on the school's website [www.tylersgreenfirst.co.uk](http://www.tylersgreenfirst.co.uk) or from the school office.

#### **2. Professional conduct**

- 2.1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, which could be a teacher or learning support assistant.
- 2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy or are struggling to manage the behaviour of pupils with whom they are working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.
- 2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:
  - 2.3.1.1. Dressing in a way that is professional and appropriate to the work they are doing
  - 2.3.1.2. Refraining from using inappropriate language
  - 2.3.1.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values
  - 2.3.1.4. Behaving in a way that is appropriate for the role they are undertaking
  - 2.3.1.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute
- 2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you".
- 2.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.
- 2.6. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff or to monitor their child.
- 2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

#### **3. Safeguarding**

- 3.1. Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy.
- 3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is Jude Talbot, Headteacher and the deputies are Laura Gregory and Rachel Mustoe.
- 3.3. Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.

- 3.4. Volunteers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
  - 3.4.1. Exchanging contact information
  - 3.4.2. Making contact with pupils outside of school, including on social media
  - 3.4.3. Arranging to meet pupils outside of school
- 3.5. Volunteers should not take or share photos of pupils in school including their own child.
- 3.6. Volunteers must not use their mobile phone whilst volunteering in school. Mobile phones should be kept in the school office.
- 3.7. Any belongings (eg handbag) containing items such as medication must be placed in a secure location and must not be left unattended at any time.
- 3.8. Volunteers must not take children to the toilet unaccompanied.

#### **4. Health and safety**

- 4.1. Volunteers must abide by the school's health and safety policy and supporting pupils with medical conditions policy. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- 4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- 4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge and lanyard at all times.

#### **5. Confidentiality**

- 5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers should not discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date that you have read this policy and the accompanying risk assessment for volunteers below:

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

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

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

