



'Trying our best to be our best'

*Service and Stewardship. Justice. Peace and Forgiveness
Generosity. Thankfulness. Equality
Love and Compassion*

Welbourn Church of England Primary School

Volunteers Policy

Date Ratified by Governors:	May 2022
Review Date:	May 2025
Signed by Chair of Governors:	
Name of Chair:	Sabrina Smith

Introduction

- 1.1.** It is widely recognised that volunteers provide invaluable services to organisations including schools. Volunteers can help to enhance learning opportunities, raise achievements of pupils and complement the work of paid staff.
- 1.2.** Welbourn C of E Primary School views volunteering as enriching and a something which brings mutual benefits to pupils, staff, parents, volunteers and the local community.
- 1.3.** Volunteers may include:
 - School governors,
 - Parents or Carers,
 - Members of the local community,
 - College and university students
 - Students on work placements

1.4. The aims of this policy are to:

- demonstrate our commitment to working with and supporting volunteers.
- recognise the value added contributions that volunteers make.
- ensure good quality work experience and safe working practices for volunteers.
- provide a clear framework for working with volunteers that is recognised by all stakeholders of Welbourn C of E Primary School.

1.5. Definition of Volunteer:

The legal definition of a “volunteer” is one who gives or receives “for nothing” – i.e. no payment i.e. exchange of money or money’s worth. Like a gift, voluntary work is treated as a non-legally binding arrangement – **that is, there is no “contract”**. This means that the volunteer cannot be compelled to come to work or do a particular task.

2. Deployment of volunteers

2.1. Examples of ways in which volunteers support Welbourn C of E Primary School include;

- General administration;
- Classroom support;
- Listening to pupils read;
- Supporting learning projects;
- After school clubs and activities;
- Supporting staff on school trips.

2.2. All volunteers will be assigned to and supervised by a named member of staff following an induction meeting with the Headteacher or Admin staff

2.3. Volunteers will be allocated to a year group or class based on the needs of the school. Should a volunteer request a placement in a particular class, the SLT will discuss this request before making a decision on allocation. Any decisions will be approved by the Headteachers, whose decision will be final.

2.4. Work of volunteers should not replace the duties undertaken by paid staff nor cover absences of paid staff.

3. Supervision of volunteers

3.1. Volunteers will be supervised by a member of staff whom they are assigned to work with; they will be provided with clear instructions on how they are expected to support learning and will be encouraged to ask for help and support from members of staff if queries or problems occur.

3.2. A member of the schools’ staff will oversee all volunteers and meet with them regularly to ensure that key messages and ideas are being communicated and to minimise any problems.

4. Safeguarding

4.1. The law requires schools to abide by safeguarding legislation. Therefore, it is required by the law that enhanced DBS checks are made on anyone with responsibilities that could give them regular and unsupervised access to pupils under the age of 19. All volunteers will complete a Local Authority application form, which provides the school with two references for the volunteer. This process is in line with the school’s safer recruitment practices for all members of staff; for volunteers, this applies to any persons who regularly do one or more of the following:

- Assist in the classroom;
- Assist in extracurricular activities;

- Supervise pupils on school organised holidays or residential visits;
- Have ongoing, substantial and unsupervised access to pupils

4.2. Welbourn C of E Primary School will ensure that a volunteer's DBS status is current and will arrange and monitor volunteer DBS clearance before they commence their role in school.

5. Health & Safety

5.1. Welbourn C of E Primary School has a duty to ensure, as far as reasonably practicable, that volunteers are not exposed to unnecessary risks to their health and safety whilst undertaking their role in school.

5.2. Welbourn C of E Primary School has the same responsibility of care for volunteers as it does to paid employees. However, in the light of this, volunteers also have a duty of care towards themselves and to others. Volunteers must abide by the Health and Safety policies of Welbourn School. Failure to adhere to the school's Health and Safety policies could be construed as negligence.

6. Confidentiality

6.1. Volunteers must abide by the same requirements for confidentiality as paid staff. All information pertaining to volunteers will be treated with confidentiality. Volunteers should maintain the confidentiality of all information, to which they are exposed whilst volunteering at Welbourn C of E Primary School.

7. Insurance

7.1. Welbourn C of E Primary School will, as far as reasonably practicable, ensure that insurance is in place to cover volunteers serving in the school. Schools have a duty to inform volunteers regarding the extent of the insurance cover available and this will be made available upon request to a member of the admin team or headteacher.

8. Induction

8.1. Welbourn C of E Primary School will provide volunteers with induction including:

- An insight into Welbourn C of E Primary School key areas for development and identification of ways to support these developments;
- An introduction to the school environment, including the areas they will be working;
- A discussion regarding emergency and evacuation procedures;
- An introduction to the school policies which volunteers need to be aware of, these being:
 - Volunteer Policy,
 - Health and Safety policy,
 - Child Protection Policy,
 - Behaviour Policy,
 - Anti-Bullying Policy,
 - Confidentiality Policy,
 - Equal Opportunities Policy.

9. Conduct and Complaints

9.1. Volunteers will not be subject to the Welbourn C of E Primary Schools' disciplinary procedures nor have access to grievance procedures; both of which are for employees only. However, if issues arise volunteers will, in the first instance, be given the opportunity to discuss them or raise any concerns they have with their appointed member of staff;

9.2. In the case that a complaint is made regarding the volunteer's conduct, it will automatically be referred to the Headteacher or designated member of staff, who will reserve the right to:

- Make the volunteer aware of their breach of the Volunteer Agreement;
- Offer an alternative placement within school (if appropriate); or
- Terminate the volunteer activity.

10. Recruitment

10.1. Welbourn C of E Primary School will accept volunteers using the following recruitment process.

- An expression of interest in a particular area or placement and completion of a simple application form, this will form part of the initial meeting with a member of the staff;
- Following the initial meeting the member of staff will arrange for an opportunity for the volunteer to meet with their designated teacher or year group;
- Following these meetings and prior to commencing volunteering, the school will arrange for a Disclosure and Barring Service (DBS) clearance through the use of the volunteers' email address. Should the volunteer already have a transferable DBS from another setting, evidence of this should be provided to the school office.

11. Reference

11.1. Welbourn C of E Primary School will be obliged, if asked during the volunteering period or after, to provide a reference based on the volunteer's service at the school and to complete a application form provided by Lincolnshire Local Authority(s).

12. Leaving

12.1. Volunteers have the right to withdraw from their services provided they notify in advance to their appointed member of the staff. However, volunteers can terminate their services at any time they wish.

13. Data Protection

13.1. Welbourn C of E Primary School can assure all volunteers that their personal information will be kept securely.

13.2. Volunteer information will not be passed on to third parties without prior consent unless legally obliged to do so.