



Bourne Education Trust

Volunteer Policy

School: The Mead Infant and Nursery School

Introduction

The Mead Infant and Nursery School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The school's Volunteer Policy is part of the school's safeguarding systems.

Becoming a Volunteer

We welcome and encourage volunteers into our school and acknowledge the benefits they bring to enhance the learning opportunities for our children. Volunteers are required to understand that volunteering will not be in their child's own class. Year group leaders will seek to ensure that help is shared fairly across the school. In order to best meet the needs of our pupils, there may be times we are not able to accommodate volunteers in school. You will be notified by the school if we have allocated you a volunteering role. We do not have volunteers in our nursery.

Our volunteers include:

- Governors
- Parents/Carers/Grandparents
- PA members
- Ex-pupils
- Students from university/or on work experience
- Ex-staff members
- Local residents

The types of activities that volunteers might engage in include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with children
- Undertaking jobs to help the teacher in class
- Helping at PA events
- Accompanying school visits

For anyone wishing to become a volunteer, either for a one-off event such as a school trip or on a more regular basis, the registration process is as follows:



- Complete the 'Volunteer Application Form', available on our website;
- Attend a volunteer discussion in school if you wish to help regularly in school;
- Obtain an Enhanced DBS with children's barred list checks via the School Business Manager. We recommend all our volunteers register their DBS with the Update Service. If you are not registered with the Update Service, a gap in volunteering of 3 months or more will render your DBS obsolete and you will need to obtain a new certificate;
- Read, sign and agree to adhere to this Volunteer Policy;
- Read our Safeguarding, Health & Safety (and School Addendum), Whistleblowing and Data Protection Policies;
- Read and sign the Bourne Education Trust Adult Code of Conduct;
- Complete and sign a Childcare Disqualification Declaration (if applicable), available from the School Business Manager;
- Complete the school's Volunteer Safeguarding training;

Disclosure and Barring Service (DBS) Clearance

All volunteers are required to obtain an enhanced DBS check. If during the course of your volunteering you are arrested, or summonsed for an offence or receive a conviction, a bindover order or a warning given by a police force you are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children and compliance with statutory child protection procedures. Failure to disclose such information may result in the school informing the volunteer they are no longer able to volunteer in school.

Childcare Disqualification

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some volunteers in educational settings to disclose relevant information. Volunteers will be notified by the school if they are required to disclose this information. This requirement will apply to volunteers in an Early Years setting with children (from birth until 1 September following a child's fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare. Failure to disclose such information may result in the school informing the volunteer they are no longer able to volunteer in school.

Safeguarding

Children's welfare is paramount. Our safeguarding procedures seek to ensure that children and adults working with them remain safe at all times. All volunteers will be required to have appropriate DBS clearance, read our Safeguarding policy, complete safeguarding training, to have a volunteer discussion and to sign and agree to adhere to all aspects of this policy document. If a



volunteer has any safeguarding concerns or a child makes a disclosure or says something that causes concern, the volunteer should immediately refer this to one of the school's Designated Safeguarding Leads (DSLs).

Designated Safeguarding Leads (DSLs)

Our Designated Safeguarding Leads are:

- Mrs Creasey – Headteacher
- Mrs Bedford – Deputy Headteacher
- Mrs Temko – Teacher of the Deaf
- Mrs Fagan – Senior Teacher

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they encounter should be voiced with the class teacher and not with parents/carers. If a child makes a disclosure or says something that causes concern, volunteers should refer this immediately to one of the DSLs. Comments regarding children's behaviour or learning can be highly sensitive and, if taken out of context, can cause distress to the parents/carers of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about another adult's actions or behaviour in school should refer this immediately to one of the DSLs. If a parent/carer seeks information from you, please refer them to the class teacher.

Supervision

All volunteers work under the supervision of the class teacher to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activities they are undertaking.

Health and Safety

The school has a Health and Safety policy which we require all volunteers to read before commencing volunteering. Class teachers ensure that volunteers are clear about emergency procedures and about any safety aspects associated with a particular task or activity. Volunteers are expected to exercise due care and attention and to report any obvious hazards or concerns to the class teacher/Headteacher. If you have an accident whilst in school, no matter how minor, this must be reported to the school office

Welfare of Volunteers

It is essential that we have details of a person we can contact on your behalf in the event of an accident or emergency whilst you are volunteering. This information should be included on your Volunteer Application Form and it is your responsibility to update us with any changes to your information.

If you need to carry or take any medication whilst volunteering, please notify your class teacher and ensure this is stored out of reach of the children. Please make the school and/or your class



teacher aware of any allergies or medical conditions you have that may affect your health whilst volunteering. If you need to be contacted whilst you are volunteering, please give the school's phone number (020 8393 0966) and our office staff will locate and notify you of any necessary information or messages.

COVID-19

Please ensure you familiarise yourself with the school's latest guidance for COVID-19, available on our website. Hand washing facilities, hand sanitiser and facemasks are available throughout the school. Please do not come into school if you have symptoms of COVID-19.

Identity Badges and Lanyards

All adults in school and those accompanying children for activities, trips and visits outside of school, including volunteers, must wear an identity badge and lanyard. Volunteers must sign in on the electronic InVentry screen at the school office on their arrival, which will print their identity badge. A member of office staff will allocate the appropriate lanyard. Volunteers must sign out on their departure and leave their badge and lanyard at the office.

Lanyard colours:

Blue lanyards are worn by school staff

- Purple lanyards are worn by volunteers who have completed our volunteer registration process and visitors who can supply proof of a valid DBS. All volunteers helping with children in school or attending outside activities, trips and visits must be DBS checked to wear a purple lanyard
- Red lanyards are worn by volunteers in school without a DBS check (e.g. those helping with PA events, book and cake sales, etc.) and visitors who do not have proof of a valid DBS, and must be accompanied at all times by a member of staff or a person with a purple lanyard

Expect to be challenged if you are in our school and not wearing an identity badge and lanyard. If you see an adult in school without an identity badge and lanyard please report it to a member of staff.

Mobile Phones and Valuables

Mobile phones must be turned off whilst in school. Volunteers should put mobile phones and any other valuables in the classroom locker. The taking of photographs is prohibited. Mobile phones and other valuables are brought at the volunteers own risk. The school accepts no liability for lost or damaged personal items, howsoever caused.

Social Media

Social media can be a very positive tool, but it can also be very negative. We expect volunteers to respect our school and staff by not posting anything on social media concerning their time or experiences while volunteering.



Staff-Only Areas

You are very welcome to help yourself to a drink in the staffroom however we ask that you do this either prior to or after playtime. There are staff toilets near the main reception which you are welcome to use. The School Office is out of bounds for volunteers due to the confidential nature of information stored here

The carpark is for staff, blue-badge holders, Surrey transport taxis and official visitors only. We regret we do not offer car parking for volunteers.

Food and Drink.

We have children in school with life-threatening allergies, so please do not bring any items containing nuts into school. Volunteers must not bring food and drink from home to give to pupils.

Smoking and Vaping

The school operates a no smoking or vaping policy in its buildings and grounds. This also applies when on school trips.

In School / In the Classroom

Volunteers should have clear guidance from the class teacher as to how an activity should be carried out and what the expected outcome of the activity is. Volunteers should feel comfortable to seek further advice and guidance from the teacher in the event of any query or problem regarding children's understanding of a task or their behaviour.

We encourage our children to be independent. Please support children in their learning and give them lots of encouragement to try things on their own. If you feel a child is struggling with their learning, please advise the class teacher.

When you work in the classroom you will see a wide range of ability and behaviour. We ask that you do not discuss this outside of school. Everything that you see and hear in school is confidential, but if anything causes you concern, speak to the class teacher in the first instance or one of our DSLs. If a parent/carer seeks information from you, please refer them to the class teacher.

First Aid is available in every classroom and in the school offices. Please report any children's accidents to the class teacher so that they can be recorded.

Fire drills take place once each half term. In case of evacuation, please ensure that you read the fire instructions on display in your classroom and follow instructions from staff if the fire bell sounds.

Please do not answer the school phones.

ICT

If volunteers are given access to any school ICT equipment (desktops, laptops, tablets, Wi-Fi, etc.) there are strict rules that must be adhered to regarding their use:

- Access to school ICT equipment is strictly for carrying out a specific job for the school, as directed by the class teacher



- It is a criminal offence to use a school ICT item for a purpose not permitted by its owner
- The school's email/internet/Wi-Fi and any related technologies must only be used for the purpose for which access has been given
- Personal ICT equipment is not permitted to be used in school, including mobile phones
- Volunteers must comply with the ICT system security and not disclose any passwords provided by the school or other related authorities
- It is not permitted to install any hardware or software without permission of the Trust's IT operative or the Computing subject leader
- Volunteers must not purposefully browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory whilst using the school ICT systems
- Volunteers use of the internet and other related technologies will be monitored and logged and can be made available, on request, to the Headteacher
- Volunteers must respect copyright and intellectual property rights
- Disregard to any of the above will be reported to the Headteacher and serious infringements may be referred to the police
- Taking photographs is prohibited and mobile phones must be locked in the classroom safe

Trips

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. Volunteers have an important role to play in the success and safety of school trips.

Volunteers who are accepted as helpers on a school trip will be expected to follow all instructions and guidance from the class teacher, and also follow the guidance in this policy.

Role of the Volunteer Helper on a Trip

- To be responsible for and look after, in equal measure, all of the children in your group
- To stay with your allotted group of children, ensuring that their wellbeing and safety is maintained for the total duration of the trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We are all ambassadors for West Ewell.
- To ensure that your group keeps together with the rest of the party unless otherwise instructed
- To contact the trip leader/class teacher in the event of any first aid, safety or behaviour issues
- To attend a pre-visit meeting to receive instructions/advice for the trip

Working Alongside School Staff

We expect volunteers to:



- comply with all of the above whilst being under the direct line-management of the trip leader/class teacher
- show a commitment to their group, an interest in the focus of the visit and to assist children in their learning by questioning, explaining and helping them to engage with information/signs/labels, etc.
- follow guidance from the school staff
- be good role models in every way
- ensure that children do not go into toilets unsupervised

What is Not Permitted

Volunteer helpers:

- must not bring additional siblings on a trip
- must not re-organise groups
- must not smoke, vape, drink alcohol or engage in any illegal practices
- must not take photographs of the children
- should only use their mobile phone in an emergency or as requested by the trip leader/class teacher
- must not buy treats or souvenirs for children on the trip

First Aid

All members of staff undergo first aid training and you will be informed if any child in your group has medical needs. If medicine is needed it will be administered by a member of staff unless it is your own child who needs medication in which case you may be asked to carry the medication and to administer it. Each group on the trip has a first aid kit carried by the group leader.

Emergencies

Please inform a member of staff immediately if there is an emergency. If you become separated from your group please telephone the trip leader/class teacher or, if you cannot reach them, call the school and await instructions.

Complaints

If a volunteer wishes to raise a complaint, this should be directed to the Headteacher or Deputy Head.

Complaints made against a volunteer will be referred to the Headteacher or Deputy Head.

The Headteacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Policy and to seek reassurance that this will not happen again
- Offer an alternative placement for a volunteer



- Terminate a person's volunteering placement

School Authority

The school reserves the right to ask a volunteer to leave the school site and to terminate a person's volunteering placement at any time.

Volunteer Agreement

Thank you for offering to volunteer at The Mead Infant and Nursery School. Your offer is greatly appreciated, and we hope that you enjoy working with us. If you need help understanding this policy or would like any further information, please contact the school office before you sign this agreement.

Declaration:

I have read, understood, and agree to adhere to this Volunteer Policy;

I have read, signed and returned to the school business manager (or HR) the Bourne Education Trust Adult Code of Conduct;

I have read the schools Child Protection and Safeguarding Policy, Whistleblowing Policy, Health and Safety Policy, (and school Addendum) and ICT and Communication Policy (available on our website and Bourne Education website)

I understand my responsibilities regarding safeguarding, confidentiality, volunteering in school, ICT and trips:

I understand that volunteering roles will be allocated to best suit the needs of the pupils and the school, so I may not be allocated a placement.

Name:

Signature:

Date:.....

Please sign this declaration and return this document to the school office before volunteering can commence.