



Vale of Evesham School

'a specialist school for cognition and learning - enabling inclusion in the community'

Volunteer Policy

Date:

Jan 2016

Review date:

Jan 2018

Staff responsible: Ruth Barton

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils at our school. We welcome and encourage volunteers from the local community.

Our Volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils (who have been left at least 3 years)
- Students on work experience
- University students
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that Volunteers are engaged in include:

- Supporting Forest School and swimming
- Working with small groups of children
- Working alongside individual children
- Undertaking various activities with children
- Working with children on the computers
- Accompanying school visits

Becoming a Volunteer

Anyone wishing to become a volunteer either for a one off event such as a school visit or on a more regular basis must complete an application form (Appendix 1) in the first instance providing two referees.

Before starting to help in school, volunteers will complete a DBS application form and the *Volunteer Agreement (Appendix 2)* at the induction meeting; this sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

Our School Vision Statement

All adults who work in our school, whether a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our school vision, mission and aims.

“As a special school in Evesham we intend to develop as a Centre of Excellence for children with special needs that will serve both the children in our school and the local community of Evesham and Pershore.

We will do this by sharing our good practice, in curriculum and teaching strategies for pupils with SEN, with our colleagues in mainstream schools and we will develop as an extended service school and provide a facility which supports Children's Services in the delivery of integrated services for children in the community”.

This vision is underpinned by the following aims and values.

Mission Statement

Our mission is to provide an inclusive, holistic provision that will enable all members of the school community to attain their full potential in an encouraging and supporting environment which is happy, safe and secure, caring and positive with Every Child Matters as central to our ethos

Aims

- To provide a warm and safe environment in which everyone is valued and enabled to develop as happy and confident individuals who appreciate their own worth
- To develop skills, qualities, knowledge and understanding for life
- To ensure the pupils have a voice in aspects of school life
- To prepare our pupils for adulthood – becoming caring, confident and responsible citizens in the community
- To enable individuals to become informed, responsible and caring through use of appropriate learning and teaching styles and practice
- To offer at an appropriate level a stimulating, challenging and enriching curriculum in a variety of environments during school and beyond which enables the achievement of full potential
- To promote a climate of high expectation in which the achievements and successes of all are celebrated
- To create an environment in which individuals are empowered to accept responsibility for their own development
- To encourage mutual respect and understanding of others so that our pupils become caring and responsible individuals both within school and the wider community
- To have an inclusive and consultative style of leadership and management that respects and takes account of the views of all
- To continually evaluate current working practices to ensure work/life balance, staff well-being and good continuing professional development
- To encourage individuals to participate in the growth and development of the school environment

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/carers 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/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 anything another adult in the school does or says should raise the matter with the Head of School – Mr. Stephen Garside. There is a Whistleblowing Policy in place.

Supervision

All volunteers work under the supervision of the Class Teacher & staff team of the class to which they are assigned. Teachers retain responsibility for children at all times, including

the children's behaviour and the activity they are undertaking. Volunteers should have clear guidance from the Teacher as to how an activity is carried out / what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the Teacher in the event of any query / problem regarding children's understanding of a task or behaviour.

Health & Safety

The school has Guidance for Safe Working Practice for the Protection of Children and Staff in Educational Settings leaflet which is part of the volunteer induction pack. Class Teachers ensure that Volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment / manual handling / positive physical intervention). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Head of School. All volunteers undergo an induction.

Child Protection/Safeguarding

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- A copy of the Child Protection Advice Leaflet is included in the induction pack.
- Copies of ***Safeguarding Children and Safer Recruitment in Education; What to do if you're worried a child is being abused-summary*** are available from Stephen Garside – Head of School
- To ensure the safety of our pupils at all times, all of our Volunteers must have been cleared by the DBS (Disclosure and Barring Service). A certificate is issued to the individual to produce in school who receive confirmation from the Local Authority when issued.
- Volunteers are able to access and attend any relevant in-house training sessions in their own time.

Complaints Procedure

Any complaints made about a Volunteer will be referred to the Head of School/ Deputy Headteacher for investigation. Any complaints made by a Volunteer will be referred to the Executive Principle/Head of School.

The Head of School reserves the right to take the following action:

- To speak with a Volunteer about a breach of the Volunteer Agreement 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.

The full Complaints Procedure is available from the school.

Monitoring and Review

This Policy will be reviewed bi-annually (Jan 2018) and updated in the light of new guidance from either the DFE or LA.



Volunteer Application Form

Please complete and return this Volunteer Application Form by email to beckyharris@advancetrust.org . Please send your application in MS Word format or similar.

Induction interviews will take place half termly with the Assistant Headteacher, Ms Ruth Barton – dates are shown on the website www.valeofevesham.worcs.sch.uk

The school is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. All personnel are required to complete a DBS enhanced disclosure prior to commencing voluntary work.

Personal Details

Name		Title	
Contact address		Email address	
Home Telephone number		Mobile phone number	

Which school area/activity are you interested in supporting (please tick as many as you like):

Nursery First School Middle School Sixth Form

Forest School Swimming Sports General/ no preference

Availability: Monday Tuesday Wednesday Thursday Friday

Time (between 9.00 am – 3.00 pm)



1. Please can we ask why you would like to take on voluntary work at our school? (Max 200 words)

Work/Voluntary Experience (Last 3 years)

Employer's name and dates of employment	Position held and main duties

Health

Do you have any health problems or disability of which we should be aware?
(please delete as appropriate)

No If **Yes**, please give details:



References

Please supply the names and addresses of **two character referees**.

1. Name	Address, email and telephone number if possible please
2.	

Criminal Convictions:

Do you have any criminal convictions or any pending? **Yes / No** (*please delete as appropriate*)

If yes please give details. A prior or pending criminal conviction may not prevent you from volunteering but **failure to disclose relevant information may result in an unsuccessful application**. Under the Rehabilitation of Offenders Act 1974 you do not need to disclose any convictions which are considered 'spent' under the provision of the Act.

Personal Declaration:

I hereby apply to become a volunteer with Vale of Evesham School. I also agree to abide by all school Health & Safety, Child Protection/Safeguarding policies together with guidelines and risk assessments and understand that I have a responsibility for my own and others Health and Safety while volunteering with the school.

If accepted, I will abide by the principles of volunteering outlined at induction.

I agree that the Vale of Evesham School may hold and use the data on this form for the purposes of administering and supervising my work with the school and that such data may be available to those who reasonably need to know within the same Local Authority.

You MUST tick the box below:

I understand that I am not applying for a paid position (please tick)

(Our Volunteer Policy can be viewed at www.valeofevesham.worcs.sch.uk . For a hard copy, please contact the school 01386 443367)

*Signed:.....

Date:.....

*As you may be returning this form electronically, please type your name here and this will be considered confirmation of your acceptance of the above terms and conditions.



VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Vale of Evesham School. Your offer of help is greatly appreciated and we hope that you will both gain from and enjoy your experience here.

Please read and sign this volunteer agreement sheet and hand it in at school. You will receive a copy for your records.

- ⤴ I have read a copy of the school's Volunteer Policy
- ⤴ I agree to support the school's Vision, Mission and Aims
- ⤴ I agree to treat all information I learn from being a volunteer in school as confidential
- ⤴ I agree to work only as directed by school staff
- ⤴ I understand that I am required to undergo a Criminal Records Bureau check to advise the school as to my suitability as a volunteer
- ⤴ I have been given access to the volunteer induction pack, which includes copies of Health & Safety and Child Protection Advice.

Signed: _____

Print name: _____

Date: _____

Signed: _____ (member of school staff)

Position: _____