



## **ALBOURNE C.E. PRIMARY SCHOOL**

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www.albournecep.co.uk Headteacher: Ms F Keeling



# Volunteer Policy

**Approved by:** Full Governing Body

**Date:**

**Next review due by:** September 2025

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We are a caring Church school rooted in the heart of our community. Through living out our Christian values we enable our children to develop and experience "life in all its fullness." John 10:10

Our vision, values and ethos are the basis for the development of the whole child academically, emotionally, morally, socially and spiritually. Everything we do is based on the teachings of Jesus. We encourage children to consider how we model our values through our actions and thereby to develop the attributes that enable them to develop as reflective learners and citizens who will make a successful contribution to society.

The distinctive Christian ethos of our school can be seen through all that we do in school - through our daily Collective Worship, through the opportunities that children have to explore the wonders of the world around them, and through the way that we help our children to develop as individuals who respect each other, themselves and all other members of the school community.

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers' and visitors to share this commitment.*

### **Introduction**

Our school benefits from developing well planned, active parental and community links. Participation by adults in the activities of the school on a voluntary basis helps to achieve this. Albourne CEP School believes that volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all pupils. Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children without encroaching on the professional teaching responsibilities of the class teacher.

### **Aim**

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

### **Categories of Volunteers**

Volunteers could include any of the following (this list is not exhaustive):

- Members of the governing body
- Parents, carers, older siblings or grandparents of pupils
- University students and students on work experience or placement
- Ex-members of staff
- Local residents and friends of Albourne CEP
- Staff family members
- Clergy, staff and members of our parish churches and Hurst College

### **Types of Activities**

Activities volunteers may be engaged in could include any of the following:

- Hearing children read
- Working with small groups of children

- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks and to swimming lessons at Hurst's swimming pool
- Running or assisting with an after school club
- Social activities such as running a disco
- Fund raising activities such as running a cake stall or Summer Fair
- Helping at lunchtime

### **Becoming a Volunteer**

Anyone wishing to work as a volunteer who will be in school on a regular basis or a one-off occasion, for example, completing a work placement will be given a **Volunteer Application Pack** from the school office. This must be completed and returned with the necessary original Identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check. Where the volunteering is a placement linked to a course of study the cost of the DBS (if required) will be met by the volunteer (or his/her/their college) unless a portable DBS has been activated.

Only when a clear enhanced DBS has been received by the school, will the Headteacher (or staff member with delegated responsibility) interview the potential volunteer and agree an appropriate opportunity/ opportunities.  
A regular day and time (where appropriate) will be agreed.

The applicant will be required to sign a copy of the volunteer's form, confirming that they will adhere to all relevant policies and procedures including the school's Safeguarding and Child Protection Policy and Confidentiality policy.

An entry will be made on the school's **Single Central Record** and a file maintained with the confidential details of the volunteer.

The exceptions to this are:

Work experience students or university placements who apply via their educational establishment where the educational establishment will provide evidence to the school of all necessary safeguarding checks have been carried out before the student arrives at Albourne CEP School. The student will be expected to sign a confidentiality agreement, share their DBS certificate with the business manager and will not be placed in a class with any family connection.

One-off volunteers i.e. assisting with a school walk, a fund raising event or a school visit will not require a DBS. The school will ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care.

If there is any doubt as to the level of checks required, a decision should be sought from the Headteacher.

### **Information on the Role of a Volunteer**

All volunteers should have access to this policy as well as being available from the school's website [www.albournecep.co.uk](http://www.albournecep.co.uk) or from the school office:

- Health and Safety Policy
- Staff Code of Conduct
- Data Protection Policy
- Safeguarding Policy
- Keeping Pupils Safe in Education Part 1 and Part 5
- Equal Opportunity Policies
- Positive Behaviour Policy
  - ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)
- Confidentiality Policy

### **School vision and values**

All adults who work in school are expected to work and behave in such a way as to promote our school vision and values, see above.

### **Volunteers' Expectations from School**

Volunteers in school should expect to:

- be recognised for their valuable contribution to the learning experience for the children they support
- be assigned worthwhile tasks
- have access to any school policies or procedures that are relevant to their role have access any training that is necessary for the success of their activities.

### **School's Expectations from Volunteers**

School expects all volunteers to:

- Adhere to the name protocol for staff, i.e. title and surname e.g. Ms Keeling
- Adhere to the school's
  - Health & Safety Policy,
  - Safeguarding Policy,
  - Data Protection Policy,
  - Code of conduct regulations and
  - ICT Acceptable Use (where appropriate).
  - Equal Opportunity Policies
  - Positive Behaviour Policy
  - Confidentiality Policy
- Read and work within the Keeping Pupils Safe in Education Part 1 and Part 5
- Work under the supervision and direction of staff.
  - Be role models for the children they work with e.g. please think about the language and gestures used.
- Wear appropriate, smart but casual dress in line with the schools Dress Code.
  - Refer any behavioural or safeguarding concerns to the class teacher and not to attempt to deal with any such issues themselves.
  - Commit to a regular window of time (where appropriate) to allow teachers to plan activities to include the volunteer.
- Advise school as soon as possible when it is not possible to attend.
- Be familiar with the school evacuation procedure and follow staff instruction.

- Disclose any information of a criminal nature straight away to the headteacher.

### **Safeguarding**

All volunteers working regularly in school must undertake a short safeguarding induction before commencing their voluntary role and undertake basic Safeguarding and Child Protection Training, Prevent Training and Health and Safety overview.

### **Security**

All volunteers must sign in and out of school and wear a visitor badge for the duration of their volunteering session.

### **Complaints Procedure**

Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher (or a delegated staff member) for investigation.

The Headteacher (or delegated staff member in her absence) reserves the right to take the following action:

- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated.
- Offer an alternative placement or activity for a volunteer.
- Inform the volunteer that volunteering at the school has been terminated or that a placement has been withdrawn.