

BURCHETTS GREEN CE INFANT SCHOOL

ADULT VOLUNTEERS POLICY

BACKGROUND

Voluntary helpers have always been actively encouraged by this school and make a valuable contribution to pupils' overall attainment, both by supporting the work of teachers and providing assistance to individual pupils. In accepting the services of adult volunteers the governing body has due regard for its overall responsibilities for the welfare, health and safety of pupils and paid staff as well as that of volunteers and for the conduct and actions of volunteers when they are with pupils, either on or off the school site.

AIMS

The purpose of this policy is to clarify responsibilities within the school with regard to adult volunteers which will enable the governing body to exercise its duties and responsibilities with regard to the welfare, health and safety of volunteers, and in particular to their legal liabilities under Health and Safety legislation as well as safeguarding the interests of all involved in the life of the school.

OBJECTIVES

- 1) To establish and maintain an overall strategy by which adults other than teachers can be involved safely and effectively in the work of the school.
- 2) To define the role and responsibilities of adult volunteers and provide guidance on school induction procedures.
- 3) To ensure the provision of sufficient information, instruction and supervision to enable all adult volunteers to make a positive and effective contribution.

SCOPE OF THE POLICY

This policy applies to all adults working without remuneration to enhance the education of the children at this school whether or not they have direct contact with pupils, and whether the work is undertaken within or outside school hours, or on- or off-site.

For the purpose of this policy, the term "adult volunteer" includes the following categories of voluntary or other unpaid assistance :

- parents or other adult volunteers who carry out duties in the school on an unpaid basis, or who plan to do so, on one or more occasions.
- trainees/students spending time in school as part of a training course, or young people undertaking work experience.
- adults invited into school to provide input on a particular specialism or area of experience where there is no professional connection with the school (police, visiting clergy, speakers, charity representatives)
- members of the governing body acting in other than their statutory role.
- the Headteacher has discretion to waive any part of the policy in circumstances where an adult volunteer attends the school to provide special presentations on a fully supervised basis, provided all regulations and legislation are fully complied with.
- Swimming volunteers will need to read and comply with the swimming guidelines, in conjunction with this policy document.

RESPONSIBILITIES

In assuming its overall responsibility for implementation of this policy within the school the governing body shall

- ◆ ensure that volunteers are not used as substitutes for paid staff and that their involvement is always in addition to, rather than instead of, work done by staff employed at the school.
- ◆ take appropriate steps to ensure as far as possible that the requirements of Health and Safety legislation will be met in respect of all volunteers.
- ◆ establish and keep under review clear guidelines for adult volunteers working for the school.
- ◆ monitor the effectiveness of the policy and revise and amend as necessary on a regular basis.

As the person with delegated responsibility for the day-to-day implementation of the policy, the Headteacher will as far as possible ensure that

- ◆ all volunteers who could be regarded as having unsupervised access to a pupil or pupils will have had appropriate Disclosure and Barring Service (DBS) check. A delegated member of the Governing Body will ensure that the DBS checks have been conducted
- ◆ all volunteers sign the Acceptable Use Policy/Code of Conduct
- ◆ an appropriate balance of adult helpers to teachers is maintained at all times which is manageable within health and safety requirements and which ensures most effective use of resources.
- ◆ all adult volunteers complete an initial information form prior to starting work in the school.
- ◆ all necessary insurance cover is in place (e.g. personal accident and third party insurance and vehicle insurance if appropriate).
- ◆ where volunteers are involved in areas of specialist activity, they possess the appropriate skills and are competent to carry out essential safety procedures.
- ◆ written records are maintained for all volunteers including name, address, date of commencement, nature of role and name of staff member supervising.
- ◆ all adult volunteers are provided with
 - the name of a member of staff who will act as their key contact person and who will accept supervisory responsibility for the volunteer.
 - written guidance on the extent of their roles and responsibilities.
 - general school procedures including information on the school's emergency evacuation procedures and other safety routines.
 - guidance on any restrictions on access within the school and information on places/equipment whose use is restricted by health and safety considerations.
 - a copy of the school's policies on health and safety, behaviour, administration of medicines and relevant curriculum policies for inspection as appropriate.

In accepting supervisory responsibility for any volunteer as defined within the scope of this policy, a teacher shall become responsible for ensuring that the volunteer

- ◆ has been made aware of the school's policy for adult volunteers and has completed the necessary written formalities.
- ◆ has been provided with written guidelines on their role and responsibilities and general school procedures.
- ◆ reports to the school office and signs the visitors' book on arrival and departure.
- ◆ has been properly briefed on relevant health and safety issues.
- ◆ is aware of food handling regulations if relevant.
- ◆ is clear about the aims and objectives of the tasks to be undertaken and the desired eventual outcome.
- ◆ has sufficient information about how the school approaches the topic and about the expectations for the pupil or group of pupils assigned
- ◆ knows where he/she will be working and what resources and equipment are required.

- ◆ is provided with appropriate resources to undertake the tasks.
- ◆ is competent to use any specialised equipment and resources.
- ◆ has received advice on visual checking and safe handling of equipment if required.
- ◆ is comfortable with what he/she has been asked to do.

LIMITATIONS ON THE USE OF VOLUNTEERS

Adult volunteers shall not be asked to carry out tasks which involve any of the following:

- a) food handling/preparation for others, with the exception of curriculum-based work with small groups such as the weekly baking sessions.
- b) taking sole responsibility for the security of children, school premises or equipment.
- c) access or potential access to personal details of staff, pupils or their families.
- d) any other area where confidentiality may be a particular issue.

HEALTH AND SAFETY

Volunteers should not attempt to administer first aid unless their competence to carry out essential safety procedures for a specialist activity has been previously established by the headteacher. In the event of accident or injury to a pupil, volunteers should immediately alert a member of staff.

APPLICATION

This policy statement should be issued to all staff and be made available for inspection to all adults providing voluntary help as defined within the scope of this policy.

EQUAL OPPORTUNITIES

Adult volunteers at the school will be judged on their merits and in accordance with the School's Equal Opportunities Policy.

MONITORING

The Headteacher's Report shall include a section on the deployment of adult volunteers in the school, outlining:

- the number of adult volunteers being used in the school
- the curriculum areas and pupil groups receiving assistance
- the kind of support offered
- the average number of hours each week contributed in total by volunteers
- an evaluation of the effectiveness of their contribution
- a summary of future planned deployment including any proposals for future improvements.

REVIEW

This policy statement will be subject to review, by the Education Committee, every two years or more frequently in the light of changes in legislation, advice from the LA or Diocese or following consultation with the professional teaching staff of the school.

This policy was approved at a meeting of the Education Committee on 27th April 2022