

Brookland Infant and Nursery School



Volunteer Policy

Governors: 2024

Reviewed every 3 years by the Safeguarding Committee



Introduction

We positively welcome and encourage volunteers at Brookland Infant and Nursery School. We recognise the benefits that volunteers can bring to our children by widening the skills and experiences of our staff and enhancing the learning opportunities of our children. This policy sets out the practices and procedures which will be followed by appointing, managing and supervising volunteers. It also includes a code of conduct which all volunteers are asked to follow, in order for us to provide a safe environment and positive educational climate for our children and to ensure that that the volunteer's time spent in school is productive and enjoyable.

Our volunteers include:

- Parents and Carers.
- Ex-members of staff.
- Members of the governing body.
- Members of the local community.
- Work experience students.

Activities that volunteers are engaged in might include:

- Hearing children read
- Working with small groups of children.
- Working alongside individual children.
- Undertaking activities directed by the class teacher e.g., arts and crafts activities, helping on the laptops or helping in the library.
- Helping in the dining room and on the playground at lunch time.
- Assisting children when changing for swimming.
- Accompanying school visits / trips.

Your main contacts in the school are:

- The Headteacher.
- The Deputy Headteacher.
- Key Stage Leaders.
- The class teacher.

Safeguarding

This school recognises our legal and moral duty to promote the well-being of children, and protect them from harm, and respond to child abuse.

We believe that every child regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically harmed.

We agree that we have a primary responsibility for the care, welfare and safety of the children in our care, and we will carry out this duty through our teaching and learning, extra-curricular activities, pastoral care and extended school activities. In order to achieve this, all members of staff (including volunteers and governors) in this school, in whatever capacity, will at all times act proactively in child welfare matters especially where there is a possibility that a child may be at risk of significant harm.



We understand that some people may be unsuitable for working with children and may use volunteering to gain access to children; for this reason, any volunteers in the school, in whatever capacity, will undergo the same robust safeguarding checks as paid staff.

The DfE's statutory guidance 'Keeping children safe in education' (KCSIE), latest version, says that as volunteers are often considered by pupils to be safe and trustworthy adults, and the nature of voluntary roles varies, schools "should undertake a written risk assessment and use their professional judgement and experience when deciding what checks, if any, are required".

In line with statutory guidance, we obtain an enhanced DBS check (which includes children's barred list information) for all volunteers who will be working in regulated activity with children, i.e., where they are unsupervised and teach or look after children regularly or provide personal care on a one-off basis in school.

Where a parent or other volunteer helps on a one-off basis, such as accompanying teachers and children on a day trip, for a school fair or concert, the same measures are not required, as long as the person is not left alone in charge of children. They will only work under the direct supervision of a member of staff and at no time have one to one contact with children. We are not permitted to request barred list information on a supervised volunteer, as they are not considered to be engaging in regulated activity.

If the volunteer is recruited by another organisation to work in a school, for instance, sports coaches from a local club, the school will receive evidence from the organisation that the person has been properly vetted.

Becoming a Volunteer

Anyone wishing to become a volunteer, for a one-off event such as a school trip or mystery reader, can approach their child's class teacher directly.

Anyone wishing to become a volunteer on a more regular basis, e.g., hearing children read, or supporting children in classes must contact the Deputy Head teacher directly.

Procedure for Becoming a Volunteer

To become a volunteer at Brookland Infant & Nursery School, the following procedure will be followed to ensure suitability and safeguarding of children.

1. Volunteer Application Form (Appendix 1) completed by the candidate and returned to the Deputy Headteacher.
2. Volunteer Risk Assessment (Appendix 2) completed by the Deputy Headteacher. Details of the risk assessment are then used to inform the appropriate level of DBS check is completed in line with latest KCSIE guidance.
3. Appropriate level of DBS check is undertaken. This is charged to the school.
4. Volunteer will attend an induction meeting with the Deputy Headteacher to ensure suitability. At the meeting, the volunteer will be made aware of the role and responsibilities they will be undertaking. School policies and other relevant documentation are explained and issued. This includes:
 - Safeguarding and Child Protection Policies.
 - Behaviour Management Policy.
 - Health & Safety Policy.
 - SEN and Inclusion Policy.
 - Complaints Policy.
 - Equality Policy and Public Sector Equality Duty.



- Whistleblowing Policy

5. The Volunteer Agreement (Appendix 3) is completed and signed by the volunteer.
6. Once the necessary safeguarding checks have been completed and confirmed by school, agreed volunteer timings will be communicated with volunteers and they will be able to start volunteering.
7. Volunteer records are kept in a central place within the school. This is currently in the Deputy Headteacher's office.
8. Volunteer's relevant checks information is stored on the School's Single Central Record.

Procedure for Becoming a Volunteer – Swimming.

In line with statutory guidance, we obtain an enhanced DBS check (which includes children's barred list information) for all volunteers who provide personal care on a one-off basis in school which includes volunteering to help the children change during their school swimming sessions. Parents provide the main school office with their Enhanced DBS check confirmation evidence which is stored on School's Single Central Record. Class teachers ensure all parents are clear to help with swimming before swimming sessions. All parent helpers need to adhere to the Swimming Volunteer Guidelines (Appendix 4). These emailed to all parents prior to the swimming volunteers starting.

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 or Deputy Headteacher and not with the parents of the child. Volunteers who break this confidentiality rule will be asked to leave.

Supervision

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

All Volunteers work under the supervision of a permanent member of staff; the Class teacher of the class to which they are assigned or the Deputy Headteacher. Staff retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. Volunteers are given clear guidance from the Staff as to how an activity is carried out and what the expected outcome is. In the event of any query/problem regarding the children's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from the class teacher or Deputy Headteacher.

Health & Safety

Volunteers will follow the Health & Safety Procedures. They will be made aware of the relevant documentation and procedures during a health & safety induction

Absence

Volunteers are required to inform the school if they are unable to attend when they are expected. If they are called away in the event of an emergency while volunteering, let the class teacher / office know before leaving the premises and sign out.



Equal Opportunities

At Brookland Infant & Nursery School, we do not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender, sexual orientation or marital, social or financial status. All volunteers are required to make a commitment to this policy and treat everyone with respect at all times.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher or Deputy Headteacher 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.
- Based upon the facts identified in the investigation it may be necessary for the school to inform the volunteer that the school no longer wishes to use them.
- Provide the volunteer with a copy of the school's full Complaints Procedure.

If you have any questions, please email the school on: office@brooklandinf.barntetmail.net for the attention of the Deputy Headteacher.



Timings of the Day

Nursery (YN)

9.00 – 11.30 Session 1 - Lion Cubs

12.45 – 3.15 Session 2 - Tiger Cubs

Reception (YR)

8.50 – 11.50 Morning session

1.00 – 3.15 Afternoon session

Key Stage 1 (Y1 & Y2)

8:45	Classroom doors open
9:00	Registers are taken
10.00	Y1 Playtime (Wednesdays – 10:20)
10.40	Y2 Playtime (Wednesdays – 11:00)
11:45	Lunch Time - YR
12.00	Lunch Time – Y1 and Y2
1.00	Lunch Time ends – YR
1:15	Lunch Time – Y1 and Y2
3.15	School ends



Appendix 1

Volunteer Application Form

Title:		First Name:		Surname:	
DOB:		NI No.		Telephone:	
Address:					
Postcode:					
Email:					
Emergency Contact details:					
Name:		Relationship to you:			
Telephone:					

Are there any particular age groups/classes you would like to work with?
What activities/areas of the school's work would you like to help with?
Is there any information you think that we need to take into account to help you to work as a volunteer at our school? (Please give details)
When would you like to start volunteering?

Availability:

Day	Time

Thank you for taking time to complete this Volunteer Application Form.

Please return this form via email to office@brooklandinf.barnetmail.net



Appendix 2

Volunteer Risk Assessment Form

The DfE’s statutory guidance ‘Keeping children safe in education’ (KCSIE), latest version, says that as volunteers are often considered by pupils to be safe and trustworthy adults, and the nature of voluntary roles varies, schools “should undertake a written risk assessment and use their professional judgement and experience when deciding what checks, if any, are required”.

In line with statutory guidance, we obtain an enhanced DBS check (which includes children’s barred list information) for all volunteers who are new to working in regulated activity with children, i.e., where they are unsupervised and teach or look after children regularly or provide personal care on a one-off basis in school.

We are not permitted to request barred list information on a supervised volunteer, as they are not considered to be engaging in regulated activity.

Details of the risk assessment are recorded, and this form is used to help ensure adherence to KCSIE when appointing a volunteer and that the appropriate level of DBS check is completed.

Brookland Infant and Nursery School - Volunteer DBS check risk assessment	
Name of volunteer	
Name of person completing risk assessment	
Date volunteer will commence work at the school	
Date assessment completed	

Factors to consider to determine the appropriate level of DBS check, if any, required	Comments
Will the volunteer be engaging in regulated activity?	[For all individuals engaging in regulated activity, an enhanced DBS certificate and barred list check must be obtained.]



What will be the nature of the volunteer's work with pupils and what level of supervision will they be subject to?	
Why does the volunteer want to work at the school?	
How often will the volunteer be working at the school?	
What does the school know about the volunteer? Consider both formal and informal information offered by staff, parents, and other volunteers.	
Is the volunteer employed elsewhere, and/or do they undertake other voluntary activities where referees can advise on their suitability, including their suitability to work with children where applicable?	
Has the volunteer's identity and their right to work in the UK been verified?	
Are there any other relevant factors?	

Decision	Rationale												
<table border="1"> <tr> <td>Level of check decided upon:</td> <td></td> </tr> <tr> <td>No check required</td> <td></td> </tr> <tr> <td>Basic DBS check</td> <td></td> </tr> <tr> <td>Standard DBS check</td> <td></td> </tr> <tr> <td>Enhanced DBS check</td> <td></td> </tr> <tr> <td>Enhanced DBS with Barred List check</td> <td></td> </tr> </table>	Level of check decided upon:		No check required		Basic DBS check		Standard DBS check		Enhanced DBS check		Enhanced DBS with Barred List check		[Outline of the reasons behind the decision.]
Level of check decided upon:													
No check required													
Basic DBS check													
Standard DBS check													
Enhanced DBS check													
Enhanced DBS with Barred List check													
Headteacher signature													
DSL signature													

Appendix 3

Volunteer Agreement

Thank you for offering your services as a Volunteer at Brookland Infant and Nursery School. Your offer of help is greatly appreciated and we hope that you will enjoy your experience of volunteering here.

Please remember to:

- Show respect other volunteers, members of the staff and children, and make them feel safe and valued.
- Treat all children and members of staff equally.
- Be approachable, pleasant and be a positive role model for the children.
- Follow all school policies.
- Treat information learnt from being a Volunteer in School as confidential.
- Report any incident of negative behaviour to the class teacher immediately.
- Accept and follow directions from the class teacher / Headteacher / Deputy Headteacher and seek guidance through clarification where you may be uncertain of tasks or requirements.
- Turn your mobile phone off while you are on school premises.
- No photographs or videos to be taken on a personal mobile phone or camera.
- No smoking or drinking alcohol on school premises.

I understand that I am volunteering in the school and will therefore not receive any payment as a volunteer for my duties.

Name: _____ Signed: _____ Date: _____

I have attended a meeting with the Deputy Headteacher and been informed of the procedures for the following policies and know where to access them.

Safeguarding & Child Protection	
Behaviour Management	
Health and Safety (including Fire Safety Guidelines).	
SEN and Inclusion Policy	
Complaints Policy	
Equality Policy and Public Sector Equality Duty	
Whistleblowing Policy	

Agreed volunteer timings:

FOR SCHOOL USE:

A copy of DBS has been checked by school (date): _____



Appendix 4

Brookland Infant & Nursery School Swimming Volunteer Guidelines

At Brookland Infant & Nursery School, we recognise and value the effort taken by parent volunteers who assist during swimming sessions.

These guidelines set out the practices and procedures which will be followed by swimming volunteers, in order for us to provide a safe swimming experience.

In line with statutory guidance, we obtain an enhanced DBS check (which includes children's barred list information) for all volunteers who are working in regulated activity with children, i.e., where they are unsupervised and teach or look after children regularly **or** provide personal care on a one-off basis in school. Volunteers will not be able to assist the children when changing for swimming until the DBS check has been completed and the appropriate paperwork has been verified by the school office.

All staff, visitors and volunteers are required to be identified and located at all times. For this reason, please make sure the following process is adhered to:

- Make sure you sign in and out of the building at the school office
- Wear the visitor's badge at all times.
- 2-4 volunteers are needed to assist with changing for swimming in KS1.
- 6 volunteers are needed to assist with changing for swimming in Reception.
- Volunteers to meet the class by the school office.
- Volunteers need to help supervise the whole class and not just their own child.
- Volunteers need to stay for the whole session.
- **No mobile phones or cameras to be used at any time.**
- No food to be shared or consumed at any time.
- Any concerns/observations made should remain confidential and must be shared with school staff immediately and not with other parents.
- In the event that the swimming pool needs to be evacuated, volunteers must follow direction from the school staff present.

Thank you for taking the time to help us with these arrangements.