

The Raglan Schools Policy



Volunteers Policy

Draft

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The school's volunteer policy is part of the school's safeguarding systems.

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Board of Governors therefore, welcomes and encourages volunteers from the local community.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that volunteers engage in, on behalf of the school, include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- 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, e.g. hearing pupils read, usually approaches the Head Teacher, Senior member of Staff or Class Teacher directly.

Volunteers should complete the Volunteer Application Form (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Head teacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

Supervision

All volunteers work under the supervision of a teacher or full time member of staff.

Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking. Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Health & Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks.

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/SBM/Head teacher.

Child Protection

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

- All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2)
- All of our volunteers must have been cleared by DBS.
- A DBS Disclosure will be issued to the individual to present to the designated member of staff in school.
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff, must read and sign our Off-Site Visit Agreement (Appendix 3) and have had the volunteer safeguarding training.
- Any concerns a volunteer has, about child protection issues, should be referred to the designated supervisor or Head Teacher.



Please complete in black ink or type

To: Applicants for Voluntary Work

Thank you for your interest in carrying out voluntary work at this School/Service. You will understand that we need to know a little about you and your background. This is to ensure that you are suitable to carry out work at this School/Service and it will also enable us to find you work or other activities that may suit you. In these circumstances, please complete the details requested on this form. You should then return the form to:

Personal Details (Please complete in BLOCK CAPITALS)

Surname..... Previous Surname(s).....

First Name(s):..... Title (Mr/Mrs/Ms/Miss/Other).....

Home Address:

Tel:..... Mob:

E-mail

Previous Employment, Voluntary Work or Other Activities

Please provide as much information as you can about any employment you have (or have had in the past). Please also tell us about any other voluntary work or activities you currently carry out, or have carried out in the past.

Employer/Organisation	Nature of Business	Position held	Full time/Part time	Inclusive dates Month & Year From To	Reason(s) for Leaving (if applicable)



Referees

Please supply the names and addresses of two referees, who know you well, and can comment on your suitability to undertake voluntary work, e.g. current or previous employer, Headteacher, previous volunteering project etc. If your employer, or the organisation with which you have undertaken work, is/was a school, the referee provided must be the Head teacher. Please note that references cannot be accepted from a relative or someone who knows you just as a friend.

Name:

Name:

Address:

Address:

Tel:

Tel:

E-mail:

E-mail:

Status:

Status:

Draft

Declaration

I confirm that I am not barred, either totally or to a limited extent, from work involving regular contact with children, young persons or other vulnerable people nor subject to any prohibition, sanctions, conditions or restrictions imposed by the Secretary of State or a regulatory body. I understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer of voluntary work. I hereby declare that the information given on this form is complete and accurate.

Signature Date

**DECLARATION OF UNSPENT AND RELEVANT
SPENT CRIMINAL OFFENCES**

**BEFORE COMPLETING THIS FORM
PLEASE READ THE FOLLOWING NOTES CAREFULLY.**

It is the policy of this Council and the School to require successful applicants for certain posts to disclose certain information on previous criminal records they may hold. This does not mean that possession of a criminal record will automatically prevent you from working for the Council or the School, rather, as part of the recruitment process such information will only be considered in the light of its relevance to the post for which you are applying. In many cases, a particular conviction will be of no relevance and so can be discounted for the purposes of your application. In assessing your suitability for a post, the Council and the School comply with the Code of Practice recommended by the Disclosure and Barring Service.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Therefore you must give details on this form of relevant convictions, cautions, reprimands and warnings that you have and any court cases that you have pending.

The Council, or School, will use information provided by the Disclosure and Barring Service when assessing your suitability for such jobs. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Council or the School. Any information you give us about convictions will be kept confidential and will only be considered in relation to the job for which you are applying.

DECLARATION OF CRIMINAL OFFENCES

Using the guidelines below please list **all your unspent, and relevant spent, convictions, cautions, reprimands and final warnings**, including any convictions in a Court of Law outside Great Britain. Do not forget to include any pending convictions and indicate that they are pending.

You must provide details of the following:

Cautions relating to an offence from a list (see below) agreed by Parliament

Cautions given less than 6 years ago (where you were over 18 years old at the time of the caution)

Cautions given less than 2 years ago (where you were under 18 years old at the time of the caution)

Convictions relating to an offence from a prescribed list (see below)

Convictions that resulted in a custodial sentence (regardless of whether served)

Convictions given less than 11 years ago (where you were over 18 years old at the time of the conviction)

Convictions given less than 5.5 years ago (where you were under 18 years old at the time of the conviction)

Irrespective of the above list, **if you have more than one conviction then ALL convictions must be declared.**

The list referred to above includes a range of offences which are serious and which relate to sexual offending, violent offending and/or safeguarding. It would never be appropriate to withhold details of offences on this list. A list of offences which **must always** be declared has been derived from the legislation and can be accessed using the following link:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

If you have no unspent, and no relevant spent, convictions, cautions, reprimands or warnings please write 'none' and sign the form. If you have any queries about the completion of the form, please contact the telephone number given in the covering letter.

Nature of Offence(s)	Name of Court and Date of Conviction(s) and/or Date of Caution(s), Reprimand(s) or Warning(s)	Sentence(s)

All information given will be treated in the strictest confidence. Following receipt of this form

you may be contacted to discuss the information you have given.

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false, misleading or incomplete in any way, I may be disqualified from future engagement with the Council and/or the School and that any current engagement may be terminated with immediate effect.

Please complete this form and enclose it in the attached envelope.

Signed: _____

Name (please print in CAPS): _____

Position applied for: _____

Date

Draft

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at school.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at school.

You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Aims
- I agree to treat information obtained from being a Volunteer in School as Strictly Confidential
- I understand that an enhanced Disclosure & Barring Service (DBS) check will be undertaken
- If you already have a DBS Certificate, please hand it to the school, the number will be recorded and checks made with the issuing body. A new enhanced DBS check must be undertaken.
- I have been made aware of who is my designated supervisor

Signed: _____

Name: _____

Date: _____

Off-Site Visits Volunteer Agreement

School trips are an integral part of learning at our school and afford many pupils opportunities, which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school trip.

Please read and return this appendix, and sign and return the helper's slip.

This is part of our school's risk assessment planning and safeguarding arrangements.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip
- To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour

Working alongside school staff

- School staff expect volunteer helpers to:
- Comply with all of the above whilst being under the direct supervision of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest
- Follow guidance from the school staff

What is not permitted

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip

- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties
- Volunteer helpers are not permitted to take photographs of pupils
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets – before, during or after the school

First Aid

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless you are the Parent/ Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid box(es) will be carried by staff.

Emergencies

- You are expected to inform a member of staff as soon as possible.
- If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.
- I have read the Volunteer Policy
- I agree to the terms and conditions as stated in the policy
- I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.
- I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Signed: _____ Date: _____

Name: _____

The Raglan Schools

A Guide for Volunteers at our School

We welcome parents, carers and other members of the community who wish to come and help in the school. This can involve many different things including

- Helping in the classroom
- Helping in the library
- Helping with practical tasks such as cooking, design technology and art
- Supporting children with reading
- Helping on a school visit
- Helping with a club or activity

There are many things you should know and be aware of if you are a regular helper in school and this booklet is designed to provide you with that information. However, we are a friendly and approachable team so please ask us if you are not sure.

Key People you should know

School Leadership Team

Martin Kelsey - Headteacher		
Claire Daly – Deputy Head		Louise Prodromou – School Business Manager
Lisa Bennett- AHT- EYFS	Carolyn Ruff – AHT	Candice Ferrand – AHT (KS1)
Corrine Giles – Assistant Head (Lower KS2)		Shahir Khan- AHT (Upper KS2)
Carly Jones- AHT (Maternity)		

Office Staff

Debbie Garwood
Jennie Street
Nicky Mullen
Vera Cepeda
Emma Zurnadji

ICT Support Staff

Ila Naik
Sandra Hurt

Site Team

Steve Ashford
Liam Duffy

Contact

School telephone: 0208 360 5121
School email: office@raglanschools.org

Before you Start

If you want to help out in school then contact the school office who will give you a policy to read and an application form to complete.

Anyone who wants to work with children on a regular basis will need to complete a DBS (Disclosure and Barring Service) application. This can now be done online which speeds up the process. This check simply looks to see if anyone has any convictions and alerts the Head teacher. You will be required to show some identification so your details can be checked on the national database.

Getting Started

You will discuss and arrange with a member of staff when you will start and what you will be doing. All visitors must sign in and out of the visitor's book at the office and wear a badge or sticker provided by the school office. As a general rule we refer to staff and helpers by their surnames around children. If you are unable to attend on a day that you are expected, please call the school office to inform them in good time.

TIMES OF THE SCHOOL DAY

YEAR GROUP	DOORS OPEN	REGISTRATION	PLAYTIME	LUNCH	REGISTRATION	END OF DAY
NURSERY	8:30/45 – 11:30 (Morning Session)				12:30 – 3:15/30 (Afternoon Session)	
RECEPTION	8:40	8:50	N/A	11:30/45	1:00	3:10
KS1	8:40	8:50	10:50 – 11:10	12:20	1:20	3:10
KS2	8:35	8:45	11:00 – 11:20	12:20	1:20	3:20

Staffroom

You are very welcome to join us for a break in the staffroom. It is nice to see the more informal side of staff who are taking a few minutes break away from the children. The staffroom does hold some confidential information for staff so please note the next section.

Confidentiality

One key aspect of school is that all staff, helpers and visitors follow our confidentiality rule. You may see or hear information about pupils, you may witness the behaviour of a pupil or see

when a child has had a fall or is upset. However, you should never approach another parent to pass on information or contact them to share what you have seen or heard, this includes the use of social media such as Facebook, it is the school's responsibility to do that role. If you are the only person to witness and incident the please speak to a member of staff and pass on your observations. If you are concerned about what you have seen or feel that something has not been dealt with then speak to a member of the School Leadership Team.

Behaviour

Behaviour at our school is usually good and it is the role of staff to deal with any behaviour issues. However we do encourage all our helpers to support our policy and procedures. We have a school-wide set of Golden Rules that the children follow and a clear step system for when they break one of the rules regardless with whom / or where they work. If you have a concern about the behaviour of a child you are working with please speak with the class teacher.

Our Golden Rules are

We are gentle – <i>We don't hurt others</i>	We are honest – <i>We don't cover up the truth</i>
We are kind and helpful – <i>We don't hurt anybody's feelings</i>	We work hard – <i>We don't waste our own or others' time</i>
We listen – <i>We don't interrupt</i>	We look after property – <i>We don't waste or damage things</i>
We keep ourselves and others safe – <i>We behave in a calm and safe way</i>	

Pupils are issued with a variety of age appropriate rewards for following the Golden Rules and showing positive behaviour. Children who follow the Golden Rules are rewarded with Golden Time on a Friday. This is a 40-minute activity chosen from a menu. Each member of the staff run different activities over the term such as: football, sports, bench ball, art and crafts, cookery, board games, story sacks, DVD, creative writing and ICT games.

When children do not follow the Golden Rules, they are given a reminder. If they continue to break the same rule or another rule then part of their Golden Time is removed. You can see from the steps below how the rest of the system works. Golden time can be earned back with an improvement to behaviour and each child starts at the bottom step each day. Children in the Foundation Stage will gradually be introduced to the system over the course of the year.

Step 1 – Verbal Reminder is given.

Step 2 – Lose 5 minutes of Golden Time

Step 3 – Lose 10 minutes of Golden Time

Step 4 – Lose 15 minutes of Golden Time, a 15 minute lunchtime behaviour review with a member of the Leadership team and a letter home to parents/carers.

Step 5 – White Card – if a pupil has deliberately hurt someone or deliberately ignored an adult's instruction they are sent to the Head teacher. A letter will be sent home and the

pupil's name entered into a behaviour book. A pupil may also reach Step 5 having worked through the first 4 steps in one day.

It is not possible that a behaviour system fits all children and our approach may be different for some children. For this very small minority of pupils an individual behaviour plan will be drawn up and shared with the pupil, parents and staff. This may include a more frequent reward and sanction approach.

Anti-Bullying Policy

Bullying is defined as a persistent, deliberate attempt to hurt or humiliate someone. Our behaviour and discipline policy also includes the school procedures for tackling bullying. A key issue in relation to bullying is informing a member of staff that it is happening. Not all incidents that are reported as 'bullying' are substantiated but we treat them all seriously. If you know or suspect your child is being bullied please inform the school immediately. There is a staged response that is adhered to within the school.

Child Protection

As a school we must:

- Provide a safe environment for children and young people in our care:
- Be able to identify those who are suffering, or likely to suffer, abuse or neglect:
- Take appropriate action to make sure those children and young people are safe:
- Refer concerns and play our part in multi-agency work to protect them.

As a helper in school we ask that you share any concerns with the appropriate member of staff (see below). A concern could be:

- An unusual comment directly or indirectly
- A change in behaviour
- The use of sexual and inappropriate language or behaviour
- Unusual marks or bruises

Staff are required to record any nagging doubts or concerns and these are kept but the Designated Person for Child Protection. In our school that is Martin Kelsey, Head teacher.

When children need to share something they will often do so to someone they know and trust. This could be a parent helper. So for regular helpers we will offer a brief training session on Child Protection so you know what to do if you find yourself having concerns or doubts about a child.

Key Information

If you have a concern, speak to your class teacher or the designated personnel below.

The lead designated person is **Martin Kelsey (Head teacher)**. Other designated staff are **Claire Daly (Deputy Head teacher)**, **Louise Prodromou (SBM)**, **Carolyn Ruff (Assistant Head teacher)**, **Corrine Giles (Assistant Headteacher)** and **Candice Ferrand (Assistant Headteacher)**

Logging concern forms are available from the Staff rooms, PPA room (juniors) and Resources room.

The child protection policy and procedures are kept in the staffroom, on the school server and on the school's website www.raglanschools.org. The whistle blowing policy is kept in the staffroom, on the school server and on the school's website.

The designated governor for Child Protection is **Anna Williams (Chair of Governors)**

Health and Safety in School

Raglan Schools has a health and safety policy and there are copies of this policy in the Staff room if you wish to read it. Health & Safety is everyone's responsibility and if you have any concerns you should report them to Steve Ashford (Site Manager). There is also a job book on the drive, to advise the site team of any jobs, which need doing around the site. Please see link to the job book, [Site Job Book](#).

Outlined below are the main points concerning Health and Safety which you need to know whilst in school. Maps of the school are available in the fire evacuation pack in your working area.

Fire Procedures

In the event of a fire, the bell will sound. This will be a constant ring. In every class and working area there are fire evacuation procedures please make yourself aware of these procedures and your nearest fire exit.

The class should be evacuated via the nearest exit into the playground and should line up in two lines away from the school building. A plan of this is available in your classroom or working area.

If you are having a break in the staff room or on route to the classroom, please evacuate the building via the nearest door and make your way to the playground to meet your class. All adults are responsible for themselves and you should not re-enter the building until the Head teacher has told you that it is safe to do so. Children and adults should NOT collect belongings. The children line up in the playground. The class teacher will take the register. **The Head teacher will advise as to returning to the building.**

First Aid Procedures

First Aid boxes are located in both Welfare rooms.

We have a number of qualified First Aiders amongst our staff, although our nominated person responsible for First Aid is Hilary Wick & Maria Buttergieg (Infants) and Margaret Nicolas (Juniors). The Welfare Room in the juniors is located on the Year 6 corridor around the corner from the main entrance. In the Infants it is located next to the Head teacher's office.

Helping on Visits and School Trips

Usually, when helping on a school trip, you will be given a small group of children. This group may or may not include your own child. Please keep your group with you at all times. Make sure that you are familiar with the names of all the children in your group. Never leave your group unattended or take them off away from the main group without first telling the teacher. Encourage them to stay close to you and to hold a friend's hand when walking from one location to another. Don't forget to consider your own clothing and footwear! You will want to be comfortable and also be prepared for changes in the weather.

Local Visits and Walks

Encourage the children to walk sensibly and to keep facing front. Please encourage your group to walk safely on the pavement well back from the kerb. Do talk to the children and point out features along the way, but remember to listen out for when the teacher stops the children to address the class as a whole.

Coach Trips & Travelling on Public Transport

Some children may feel nervous about travelling on a coach. Such children are usually comforted by the thought that they have a 'special' adult to help look after them for the day. Please help to settle your group on the coach, fasten their seatbelts and ensure their lunch bags are safely placed in the rack above the seat. Whenever possible try to sit close to your group on the coach. Talk to the children and encourage them to spot landmarks out of the window. Usually children are not permitted to eat or drink on the coaches we hire.

Cooking

Please remember to ensure that the children wash their hands and put on an apron before embarking on the cooking.

Do model reading the recipe with the children. Ensure that the children are familiar with basic cooking vocabulary such as 'peel', 'sieve', and 'blend', etc. Encourage the children to be as independent as possible. Remember you are helping them and not the other way round!

Washing up and clearing away is an important part of the activity, but it will take time! Make sure you leave enough time for this to happen. Please help the children to return all ingredients, aprons and utensils to their rightful place. Unless the class teacher informs you otherwise you will be cooking enough food for just the group. Once you have finished cooking, help the children to lay the table and serve the food on plates. Sit down together at the table in order to eat the 'meal'. Please remember to turn off the cooker at the switch on the wall at the end of the session.

Art and Craft Activities

When supporting the children with art and craft activities, please encourage them not to waste resources. We always ask children to cut out shapes from the edges of a piece of paper. Remind the children to write their name on the back of the paper before commencing with their picture. Do talk with the children about their design and encourage them to be individual and not to copy their friend or another child at the table. When using paints, please encourage the children to keep their paint brush clean and change the water frequently. The children should wash their palette when they have finished their picture and leave their workspace tidy ready for the next person. Remind the children to hang up their apron and wash their hands. Many young children will find it easier to paint and draw standing up, particularly when working on a larger piece of paper. If this is the case, make sure the children tuck their chair safely under the table to avoid accidents. At the end of the session, please make sure the table is left clean and tidy. Palettes, brushes and glue spreaders should be clean. Newspaper and other discarded paper and card off cuts should be put in the classroom recycling bin.

Playing Games

Games are a wonderful means of reinforcing learning and concepts. They also enable the children to practice their social interaction skills by following rules and turn taking etc. Remind the children of the rules of the game before you begin playing. If the game has cards, encourage them to place them neatly in front of each player. If there is a baseboard, make sure that the board is placed in a central location. Encourage the children to think and plan ahead by asking questions such as 'where will you land? Who do you think will finish first? Etc. At the end of the game, please make sure that all the pieces are returned to the box and that one of the children checks the floor to make sure that pieces haven't fallen there.

Hearing Children Read

Most children will enjoy sharing a book with an adult. Children learn lots about reading aloud by listening to adults read with appropriate expression. Reciting familiar books an important stage in a child learning to read. Looking at pictures and using pictures as a clue to help you read is not cheating! Spend a long time talking generally about the book with the child and looking at the front cover. 'Is it a story/information book', 'How do you know?' etc. Please don't worry if the child cannot read every word. Encourage him/her to think about what the word could be/what letters/letter sounds are in the word and then make a sensible guess.

Thank You!

Thank you for helping in our school. It does make a difference and we appreciate your time and efforts in helping us to provide the best we can for our children.

We hope you have found this booklet useful. If you have any further suggestions please let us know.

THE RAGLAN SCHOOLS

VOLUNTEER PROCEDURE

VOLUNTEER INDUCTION CHECKLIST

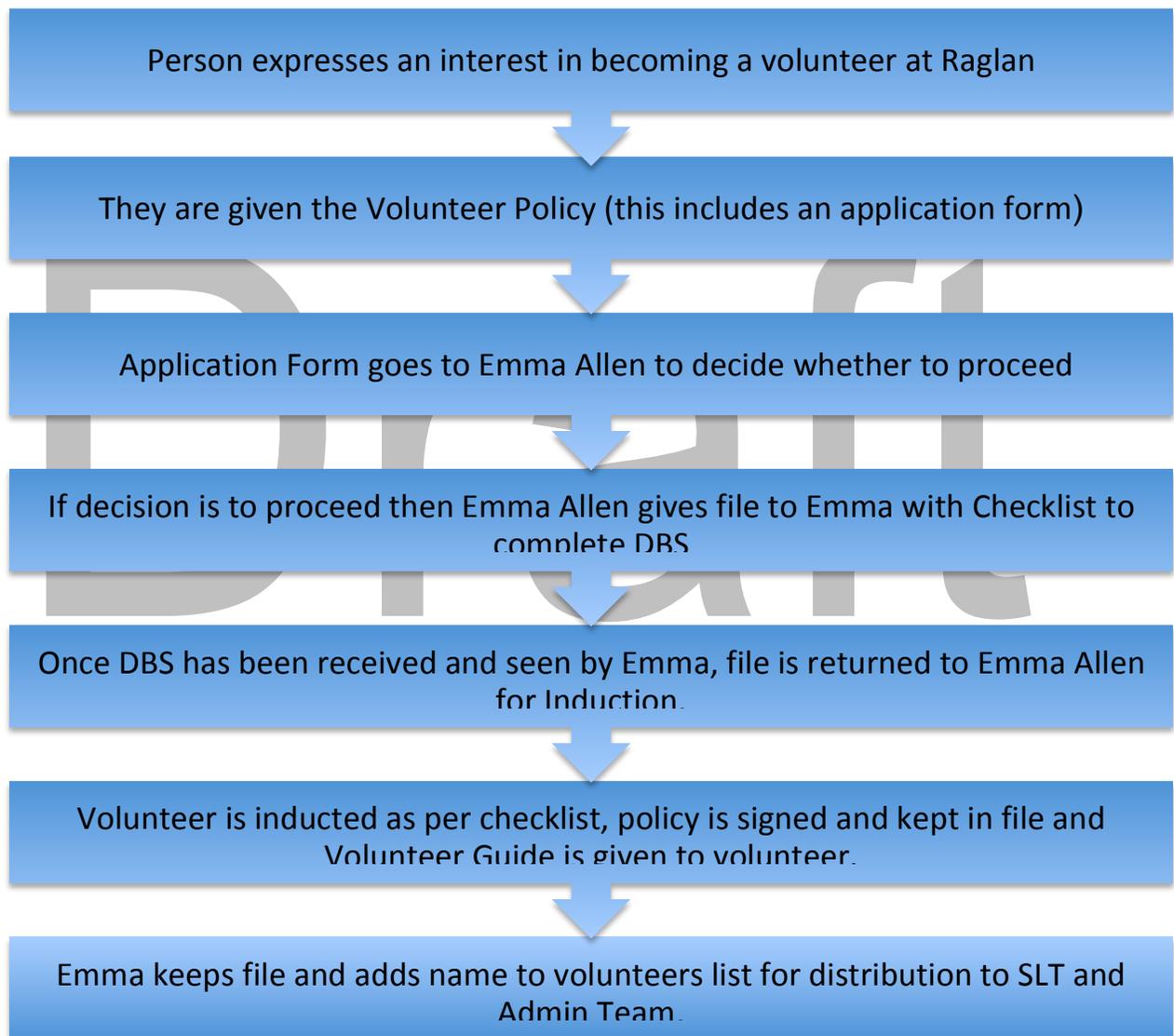
INDUCTION	PERSON RESPONSIBLE	COMPLETED / INITIALS
DBS Seen	EZ	
Childcare Disqualification Declaration	EZ	
H&S Induction	LP	
Safeguarding Talk	CR	
Induction Meeting: Volunteer Booklet given	EA	
Policy Signed	EA	
Staff List & Map	EA	
Class Allocation	EA	
Single Central Register	EA	
Volunteer added to Volunteer list and distributed to SLT and Admin Team	EA	

Name of Volunteer:

Class Allocated:

Days working:

Start Date:





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