



# Hunnyhill Primary School

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|------------------------------|----------------------------|
| Date of Review               | 26 <sup>th</sup> June 2018 |
| Next Review Due              | June 2020                  |
| Staff Responsibility         | Headteacher and SBM        |
| Responsibility FGB/Committee | FGB                        |
| Signed by Chair of Governors |                            |

## Volunteers and Agencies in School Policy

### Introduction

Hunnyhill Primary recognises that volunteers have an important role to play in the life of the school. Volunteers bring a wealth of experience, knowledge and skills which they offer for no financial gain. They offer the school support which can vary from hearing readers to helping with school events. Each and every action is valued by the staff, pupils and governors.

Agencies that come into school bring a valued expertise in certain areas of education, health or community awareness. All these subjects enrich the learning and wellbeing of the pupils.

### Aims

The aim of this policy is to set out procedures for the safe recruitment and efficient deployment of volunteers in the school. The school wants to promote an environment which welcomes the volunteers and benefits the whole school community. Hunnyhill promotes equality of opportunity when asking for volunteers.

It also aims to set out a guide for agencies and official visitors on the school's expectations of them.

### Recruitment of volunteers

- Potential volunteers should enquire at the school office for a current list of volunteer opportunities.
- Volunteers will be asked to complete an application form to be submitted to the Headteacher.
- An informal interview will be arranged to discuss the volunteering position and the expectations of both sides.
- If the volunteer and the Headteacher wish to proceed with the application then a DBS (Disclosure & Barring Service) check will be made. This involves filling in an online form and providing proofs of identity. Hunnyhill School has a legal obligation to safeguard its pupils and the DBS check is **not** optional. A criminal record will not necessarily preclude a volunteer from the school but it is at the discretion of the Headteacher and Chair of Governors. A cleared DBS check is required before any unsupervised activity can be undertaken. Supervised activity is at the Headteacher's discretion.
- The school has the right to refuse any potential volunteer.
- The SBM (School Business Manager) will make the role of the volunteer clear and provide support and mutual feedback during the period of initial visits.
- The school will not place the volunteer in any position where they feel unable to fulfil their role or believe expectations of them to be unreasonable.

### Working in School: Volunteers, Agencies and Official Visitors

- All are expected to conform to the high standards of conduct and behaviour pertaining to the whole school community; which includes appropriate standards of dress.
- All should adhere to the school's policies; in particular Safeguarding, Social Media, and Health & Safety Policies. Copies are available to view via a link on the school website.

- Mutually acceptable times will be arranged for working in the school.
- All must sign the Visitor Log in reception on entering and leaving the premises.
- A visitor badge must be worn by volunteers and official visitors. Agencies must wear their official name badges.
- No device capable of taking photographs or images must be used in school by volunteers. These items can be left in the Office safe if required.
- If the volunteer, visitor or agency worker is using a computer and/or the Internet as part of an activity or on a regular basis then a Computer and Internet Agreement must be signed. Internet and email activity can be monitored at any time.
- If anyone visiting the school has any concerns or complaints then they should approach the Headteacher or Deputy Headteacher. Health & Safety issues can be raised with the School Business Manager.
- Volunteers, agencies and visitors are reminded that information directly relating to individual pupils and staff at the school is confidential and covered under the Data Protection Act.

### **Ending Involvement: Volunteers**

- Either the school or the volunteer can end the arrangement at any time. However the school will offer 2 weeks' notice to volunteers in the event of the position ceasing and we hope that the volunteer will offer the school the same.
- If, in the school's view, behaviour equivalent to gross misconduct has occurred then the arrangement ceases immediately.
- If asked, either during the volunteer's time with the school or after, the school will be happy to supply a reference concerning the volunteer's time with the school and activities they have undertaken.
- Any materials obtained by the volunteer during their involvement with the school remain the property of the school.
- Volunteers should be aware that information produced by them during their time with the school can be requested by the public under the Freedom of Information Act.

### **Review**

The Governing Body will review this policy every two years and monitor via the Head teacher's report the implementation of the Volunteer arrangements.

## Volunteer Application Form

Name.....

Address.....

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### Contact Details:

Home Phone.....

Mobile Phone.....

Email address.....

Next of Kin contact details.....

Do you have any previous or current connection with the school? Yes/No

If yes, please give details: .....

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What would you like to do in school? .....

.....

Please give any medical information/conditions of which the school should be aware:

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### OFFICE USE ONLY

|                    |                 |
|--------------------|-----------------|
| Date Received      |                 |
| Interview date     |                 |
| DBS check          | Clear/Not Clear |
| Volunteer Position |                 |