



## Holly Grove School Volunteer Policy

### **Volunteer Policy**

At Holly Grove School we recognise that volunteers can make an appropriate and significant contribution to the work and services of the School. The policy defines the term and sets out the principles, practices and procedures which will be followed in the appointment, management and supervision of volunteers. The contribution of volunteers to the work of the School is especially valued and respected.

At Holly Grove we believe that by providing opportunities for volunteers to work alongside pupils with additional needs, the volunteer will gain a range of skills and work experience. They will develop confidence and motivation to try different things and benefit the community they serve. This policy sets out how Holly Grove School intends to support its volunteers.

### **Our volunteers include:**

- Members of the governing body
- Parents
- Members of the local community
- Those seeking some experience as a route to a change of career
- Students looking to enhance a further education course.

### **Becoming a volunteer**

Anyone wishing to become a volunteer, either for a one off placement or on a more regular basis should read the information on the school website and complete the online student/volunteer application form. If successful, applicants will be invited in to school for an informal interview. They will be interviewed by a member of senior management who will have completed safer recruitment training.

Before starting in school and to ensure the safety of our pupils at all times, all volunteers will be required to complete a DBS (Disclosure and Barring Service) check. This will be arranged with the School Office. They will also need to provide two suitable references (not family members). We are unable to have any volunteer in school unless they have been cleared by the Disclosure and Barring Service, provided two suitable references and have shown their certificate and ID in school. A start date and induction will then be confirmed in advance of the placement.

### **Induction**

Volunteers will receive a full induction on their first day in school by the Deputy Headteacher/ Volunteer Co-ordinator, Eve Taylor. This will include all aspects of Safeguarding, Health and Safety and policies and procedures related to professionalism. Volunteers will also be given an Induction Pack that includes information about the school, Safeguarding information, Confidentiality and our Behaviour Policy. Covid-19 regulations will also be shared to ensure safety for all. Emergency contact details for the volunteer will



be requested. This information is confidential and will be kept in a file in the Deputy Headteacher's office.



### **Confidentiality**

Holly Grove School has a confidentiality policy. All students/volunteers will be asked to follow its principles. Students and volunteers may have access to personal information about some individuals, or other information which may be confidential. Holly Grove needs to be able to trust its volunteers with such information. Volunteers who break this confidentiality will be asked to leave. Any concerns that volunteers have about the children they work with/ come into contact with should be shared with the Head or Deputy Head teacher and not with any persons outside school.

### **Safeguarding**

All students/volunteers have the responsibility to report any concern that they may have regarding Child Protection to the Designated Safeguarding Lead, currently the Headteacher Karen Alty, or back up DSLs which are the Deputy Headteacher Eve Taylor, Assistant Headteacher Danielle Alty, Family Support Manager Nick Barrett and Assistant Headteacher for KS1 Rebecca Taylor. It is not the role of the volunteer or student to investigate concerns. The Safeguarding and Child Protection procedures at Holly Grove will be explained as part of the induction process. Each volunteer will be provided with a copy of the school Safeguarding and Child Protection Policy, along with Keeping Children Safe in Education (Sept 2020) Part 1. They are expected to read this Policy and guidance and sign to confirm this.

### **Supervision**

All volunteers work under the supervision of the teacher and teaching assistants in the class they are assigned. A volunteer is not a member of staff and therefore cannot be considered so in terms of supervision. There must always be another member of staff present when the volunteer is carrying out their duties.

### **Health and Safety**

The Health and Safety procedures at Holly Grove School will be explained as part of the induction process.

The volunteer coordinator should ensure that individuals are clear about emergency procedures (e.g. fire evacuation/lock down) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends an educational visit, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher, Deputy Head teacher or Head Teacher.

### **Equal Opportunities**

Holly Grove recognises that the activity of volunteering can provide an individual with experience and opportunities for self and career development. In accordance with School's Single Equalities Policy, volunteer placements will therefore be open to individuals irrespective of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Where a prospective



volunteer demonstrates hostility to, or a clear lack of support for equal opportunities, she/he will be deemed automatically unsuitable for a volunteer position. All volunteers are required to make a commitment to this policy. A copy can be given on request.

### **Internet Use Code of Conduct**

This code exists to safeguard and promote the proper use of the School's internet and email facilities. Students/Volunteers are responsible for using these facilities in an efficient, effective, ethical and lawful manner. Use of the internet and emails may be monitored at any time for legitimate business reasons.

### **Absence**

Volunteers are expected to telephone and inform school, prior to their start time, so appropriate arrangements can be made, if any cover is required.

### **Working Hours**

The hours of volunteer work will be discussed and mutually agreed between the volunteer and the co-ordinator, currently the Deputy Headteacher, Eve Taylor. The volunteer must be committed and adhere to the voluntary placement and allocated working hours.

Please remember to sign in and out using the school's Inventory system (located in reception).

Upon signing in you will be issued with a visitor's badge which must be visible at all times.

Visitors who have completed their induction and identity checks and have an enhanced DBS, may also be given a visitor pass which will allow you to move round school more freely. Fire evacuation procedures and a map indicating the safe route of exit in the event of a fire alarm can be found in each classroom; please make yourself familiar with these.

- There is no smoking allowed anywhere on campus site. If you do leave the campus during breaks, you must sign in and out using the Inventory system.
- Do not use your mobile phones whilst in the vicinity of children or on any corridors on the campus. Mobile phones must be kept in lockers in classrooms during the school day.
- Visitors may not, under any circumstances take photographs in school unless agreed with the Headteacher.

We value having volunteers helping in our school and we want you to feel successful and valued. You will be allocated a named mentor in the class you will be working in. Please don't hesitate to ask if you are not sure about something or to ask for advice if you feel something you are doing is not working well. We'll do whatever we can to ensure your time with us is rewarding.

### **Volunteer/Student Code of Conduct**

As Holly Grove School students/volunteers, everyone is expected to conform to high standards of behaviour and conduct whilst carrying out their duties.

We expect that students/volunteers will:

- Respect other volunteers, students, staff and children and make them feel welcomed and valued.
- Be sensitive towards others.
- Be approachable and pleasant.
- Dress and behave in a manner which promotes healthy and safe working



practices (see Induction Pack)

- Maintain the confidentiality of personal information at all times.

All volunteers should be aware how their behaviour can affect both colleagues and children. Everyone has the responsibility to avoid becoming involved in situations that could bring the School into disrepute.

### **Complaints Procedure**

Any complaints made about a volunteer or by a volunteer will be referred to the Headteacher/ Deputy Headteacher for investigation.

### **Evaluation**

This policy will be reviewed annually or in the light of new guidance from either the DfE or the LA.

The policy will be supported by the Staff Code of Conduct Policy, LCC Statement of Ethical Standards, Guidance for Safer Working Practice, Confidentiality Policy, Safeguarding and Child Protection Policy and the Health and Safety Policy

**Date: September 2020**

**Review Date: September 2022**