



VOLUNTEER POLICY

Policy Time Frame: Policy Effective From: September 2019
Latest Review Date: September 2023
Date of Next Review: September 2025

The school's Volunteer Policy is part of the school's safeguarding systems.

Introduction

Whilst volunteers are not widely used at our school they can bring with them a range of skills and experience that may enhance the learning opportunities of pupils. The school therefore welcomes volunteers from the local community when specific opportunities arise.

Our volunteers include:

- Parents of pupils
- Ex-pupils
- Students on work experience University students
- Ex-members of staff
- Local residents
- Friends of the School

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

- Hearing pupils read
- Preparation of Display Materials, resources, reprographics
- Accompanying school visits
- Workshop topic relevant to school curriculum
- Supporting with special events and activities
- Presenting at assemblies and other curricular occasions

Safeguarding

Kajonkiet International School is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to show that commitment.

Becoming a volunteer

Anyone wishing to become a volunteer, 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.

Definition of a Regulated Activity

All those (whether paid or voluntary) who engage in any activity on a frequent or intensive basis that occurs in an educational institution which is exclusively or mainly for the provision of full-time education to children. This means that all who work on a regular basis within a school's premises must comply with all requirements regarding recruitment and ID checks.

Process for recruiting volunteers

- The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
- Applicable recruitment police clearance/ID/references, etc will be undertaken as necessary
- The volunteer will be made aware of the role and responsibilities they will be undertaking
- If appropriate two references should be sought where the volunteer arrangement will continue on a regular basis
- Induction: School policies and documentation explained and issued. These will include:
 - * The school's Safeguarding and Child Protection Policy
 - * The Staff Code of Conduct including the whistleblowing procedures
 - * The identity of the Designated Safeguarding Lead (DSL)
 - * The Health & Safety Policy
 - * The Behaviour Policy
- Volunteer records to be kept in a central place within the School

Before starting to help at KIS, a volunteer should complete the Volunteer Agreement (Appendix 2) which sets out the school's expectations of its volunteer and confirm they have received a copy of this agreement. The school will require Police clearance for a volunteer if they are to be left unsupervised with any pupils. This is not required where a volunteer is engaged in a one-off activity as the volunteer will be accompanied by a member of staff at all times.

Our School Mission & Values

All adults/young people who work in our school, whether a paid member of staff or a volunteer, are expected to work and behave in such a way as to actively promote our school Mission & Values and educational purpose.

Confidentiality

Volunteers in the 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 DSL and *NOT* with the parents/carers of the child.

Volunteers who are concerned about anything in the school which may affect their work should raise the matter with the Principal or appropriate senior member of staff. Any information gained at the school about a child or adult must 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 be given 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 pupils' 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 the emergency procedures (e.g., Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g., accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated supervisor/Headteacher.

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 undertaken a police clearance check.
- Where a volunteer is engaged in a one-off activity, e.g., helping supervise a group of pupils as part of a class visit, a police clearance check will be required. However, such volunteers, who will not be left unsupervised, must read and sign off the Off-Site Visit Agreement (Appendix 3)

- Any concerns a volunteer has about child protection issues should be referred to the designated supervisor or to the Principal.

Complaints

Any complaints made about a volunteer will be referred to the Principal or appropriate senior member of staff for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Principal, Vice Principals or designated member of staff 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 on 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.

Appendix 1

Volunteer Application Form For a New Volunteer

Name of Volunteer:		Date of Birth:	
Address:		Post Code:	
Home Phone No:		Mobile:	
What activities/areas of the school's work would you like to help with? (If you are a student please include details of your course/placement requirements.)			
Are there any particular age groups/classes you would like to work with? (if you have relatives in the school, please give details of their year group/class.)			
Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a volunteer in school? (Please give details and continue overleaf if necessary.)			
Thank you for taking the time to complete this Volunteer Application Form. Please hand it to the School Office. Your offer of help is greatly appreciated and we will be in touch as soon as possible.			

Signed:		Date:	
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For Office Use Only - Agreement to proceed

Signed:		Principal / Vice Principal
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VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Kajonkiet International 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 below and return to the School Office on completion. You will receive a copy of it for your records.

The wellbeing of our pupils and staff is at the centre of our vision at Kajonkiet International School. As a volunteer helper, I agree to adhere to the following procedures and expectations when helping at school with reading, class activities, preparing resources, when involved with a working party addressing a particular area of school life, when accompanying pupils on an outing and at all times when I have direct contact with pupils and staff.

- I am aware of the school's smart dress code and will dress appropriately
- I will collect a visitor's badge upon arrival and sign the visitor book when entering and leaving the premises
- I respect the need for confidentiality when working with pupils. I agree not to discuss or disclose any information about pupils' levels or their needs and behaviour with anyone other than the class teacher or the Headteacher in or out of school
- I understand that this confidentiality agreement also applies to my working with staff and our behaviour towards each other. I also agree to respect staff's privacy as I expect the school to respect mine
- I will be a role model at all time, following the school's expectations as set out in the Curriculum Policy and the Behaviour Policy
- I fully understand that if at any time I am in breach of this agreement I will not be permitted to continue as a volunteer helper in the school
- I agree to a police clearance check and any other statutory applicable safeguarding checks on request.

Signed:		Date:	
Print Name:			

VOLUNTEER GUIDANCE FOR SCHOOL TRIPS

These guidance notes have been written in conjunction with the school's policy on educational visits. If you have any questions about a school trip, please see the class teacher/trip organiser. We do appreciate your help on school trips.

- Parents may not always have their own child in their group
- The teacher will give parent helpers a list of children for whom they are responsible
- All children are told they must stay with their group and the group adult at all times
- If the trip involves a coach journey, please help the children in your group put on and fit their seatbelts. The class teacher will advise whether children may eat or drink on the coaches. The class teacher has sick bucket/bags if needed
- The class teacher is responsible for ALL First Aid and medication
- The class teacher leads the rules, routines and expectations for the day. Please help the teacher by ensuring your group follows all instructions, e.g., when to eat and drink
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school and associated parents in emergency situations
- If you need to leave your group for any reason, e.g., to take a child to the toilet, please ensure you are with another adult and inform the class teacher
- Parent volunteers are asked to keep the same degree of confidentiality as in school. If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher or, if you would rather, the Principal/Vice Principal on return from the trip.