



Royal Wootton Bassett Academy Trust Volunteering Procedures

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RWBAT Responsibility: MAT LT

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We believe that parents, carers and the community can add enormous value to learning opportunities within the Trust. This is why we encourage parents and other adults to help the Academy in a variety of ways. This policy is to ensure that students benefit from as much help and support as possible whilst the Academy ensure that their safety and security is paramount.

Aims

- To provide parents/staff and volunteers with clear expectations, induction and guidelines for working in the Academy
- To encourage the wider community to engage with student's learning, to raise standards of achievement and promote community cohesion

Volunteer helpers are:

Parents or other adults working alongside teachers and support staff with students.

Volunteer helpers support the Academy in a number of ways:

- Supporting individual students within classrooms
- Hearing students read
- Helping with classroom organisation
- Helping with supervision of students on school trips
- Helping with group work
- Helping with art or other practical subjects (i.e. cooking etc.)

Volunteer helpers are not allowed to do the following activities:

- Take responsibility for all or some of the class
- Supervise students changing
- Supervise students engaged in PE or other specialist activities
- Take students off the Academy site without a teacher in charge
- The responsibility for the health and welfare of the students remains with the teacher at all times

Signing in

When any volunteer arrives they must sign in at the main reception and collect a visitor badge which must be worn at all times. The receptionist must have knowledge of which area the volunteer is working. Volunteers must also remember to sign out and state the time when they are leaving site.

Safeguarding checks

Volunteers should be supervised at a reasonable level. All volunteers will undertake a Disclosure Barring Service (DBS) check. If in doubt a risk assessment will need to be undertaken to assess the level at which the volunteer is working. This should then determine the level of supervision they feel is sufficient to provide reasonable assurance for the protection of children concerned and to ensure this is on-going, regardless of the length of time the worker has been doing the activity. For example a reading mentor who sits within a classroom and is supervised at all times including to and from the classroom, so no barred list check would be required. If the reading mentor works away from the classroom and is unsupervised to and from the classroom, they would be eligible for a barred list check as part of the regulated activity.

If a volunteer has had any criminal convictions or allegations made against them, these must be disclosed to the Headteacher prior to volunteering in the Academy. This will be dealt with in strictest confidence. The Headteacher has the authority not to accept the help of volunteers if it is not in the best interests of the students.

Other examples of volunteers not requiring a barring check

Volunteers who accompany staff and students on one-off outings or trips that do not involve overnight stays. Those who help out at specific events e.g. fete, one off school days etc, who do not have unsupervised access to students or the site.

Confidentiality

We recognise that for staff and parents of other students to be confident about helpers in the Academy, all volunteers will need to agree to a protocol about confidentiality and conduct. Volunteer helpers will be asked to sign a 'Volunteer Helpers Protocol,' (see attached) a copy of which will be kept in the Academy.

Deployment of parent helpers

It is the policy to ask parents not to support in their own child's class, as this can be distracting for the child. Helpers will be asked to support in classes where there is the most need for individual support.

Monitoring and review

The day-to-day monitoring of this policy is the responsibility of the Headteacher and leadership team. There will be a record of the number of volunteers in the Academy to ensure their value and impact in supporting student's learning is sustained.

Protocol for volunteer/helpers in the Academy

Please read and sign the document below to confirm your agreement with the Academy's expectations as a volunteer/helper:

The Academy agrees to

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the students
- Share the behaviour policy with you to help you understand how we manage behaviour
- Ensure that the students you work with behave and work well
- Treat you with the highest respect and care
- Share relevant information about the students you are working with
- Let you know in advance the overall plan for the day and let you know if this changes
- Treat anything you tell us with confidentiality

The Academy agrees not to ask you to

- Deal with difficult or challenging behaviour
- Carry out a task that you feel uncomfortable with

Responsible staff member: (Print Name) Signed: Date:

Contact Number for staff member (for use only if volunteer unable to attend):.....

I agree to:

- Use the Academy behaviour and ethos policy and inform the teacher if I see any inappropriate behaviour
- Inform the teacher if I observe anything that concerns me in the Academy
- Treat any information with total confidentiality
- Inform the Academy if I am unable to come into the Academy for any reason by 8.30am in the morning
- Respect and listen to the guidance of the teacher at all times
- Complete the appropriate DBS safeguarding checks
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer/helper
- Not look at or compare children's work, records or staff records
- Not share any information about a child or member of staff with anyone outside the Academy

I have received and read the volunteer handbook guidance documents (listed below) and by signing, agree to adhere to the Trust's policies and procedures.

Code of conduct
First aid/safeguard pics
Safeguard flow chart
Fire/evacuation leaflet

Health & Safety for Visitors
Staff information book
Emergency phone number 07834986543 (LMA)
07771994474 (RWBA)

Volunteer Helper:(Print Full Name) Signed: Date:

Address: Mobile Number: