



Goring C of E Primary School Volunteer Policy

Policy reviewed and agreed by the Safeguarding Governor on: 17 September 2018

Signed Chair of Governing Body
Review Date ...September 2020

To conform with the requirements of GDPR (General Data Protection Regulation) all data is handled according to the terms of our Privacy Notice. A copy of this is available on our school website.

1. Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children. We welcome and encourage volunteers from the local community. A volunteer is an unpaid adult who provides support to our school.

Our volunteers include:

- Members of the governing body
- Parents of pupils
- Students on work experience
- Former members of staff
- Local residents
- Church members

The types of activities that volunteers are engaged in might include:

- Hearing children read
- Working with small groups of children
- Undertaking arts and craft activities with children
- Supporting teachers to run before-school and after-school clubs
- Supervising with Key Stage 1 swimming changing
- Running lunchtime clubs
- Working with children on the computer (see Appendix 1 for the Volunteer Acceptable Users Policy)
- Accompanying school visits (see section 7 for specific information on volunteering to accompany school visits)

2. Becoming a volunteer

Goring Primary School regularly requests volunteers to assist with routine or one-off events within the school. Information on such events and volunteering opportunities will usually be issued via Parentmail and regular newsletters. In addition, anyone wishing to become a volunteer, either for a one-off event, or on a more regular basis, should approach their child's class teacher, the head teacher, or the school office.

Before starting to help in school, all volunteers should be directed to, and have read, a copy of the Volunteer Policy and the school's Safeguarding and Child Protection policy (section 4).

Before starting to help in school, and to ensure the safety of our pupils at all times, most volunteers will be required to complete a DBS check which will be initiated via the school administrator. The number of this certificate will be recorded. This requirement applies, at the discretion of the head teacher/deputy head teacher, to all regular volunteers and to all those who may be working in a 1:1 situation with a child, not necessarily under the direct supervision of a member of staff.

3. Confidentiality

Volunteers in school are bound by our Confidentiality Policy (see the Policies page on the school website). All staff members, voluntary helpers and visitors should be aware that information relating to individual children or members of staff is totally confidential. Whilst in school volunteers may hear conversations which are of a confidential nature. These cover aspects such as children's academic progress, behaviour, or home circumstances. All information relating to individual children and staff is totally confidential and volunteers must respect this.

4. Safeguarding and Child Protection

All volunteers must read and adhere to the school's Safeguarding and Child Protection Policy (see the Policies section on the school website or request a copy from the office). Any concerns that volunteers have about the children they work with/come into contact with should be shared with the class teacher and NOT with the parents of the child or any persons outside school. These comments, particularly if taken out of context, can cause distress to the parents of the child if not heard directly from the school. A situation may arise in school, where the duty to the child is greater than that to the parent. If a child discloses something, this information should be shared promptly with the child's teacher or head teacher.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the head teacher.

5. Supervision

All volunteers work under the supervision of the class teacher to which they are assigned, or under the supervision of the deputy head teacher or head teacher. Although teachers retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

6. Health and Safety

The school has a Health and Safety Policy (see the Policies page on the school website). Class teachers should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school 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 or head teacher.

7. Volunteering for School Visits

School visits are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that so many people come forward as volunteer helpers and they have an important role to play. However, due to their nature, being of longer duration and often taking place off the school site, the following guidelines are particularly relevant to volunteers accompanying school visits and should be followed at all times to ensure the success and safety of such visits.

Role of the volunteer helper

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their well-being 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 immediately 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 line management of school staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- follow guidance from the school staff

What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to reorganise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs or videos of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice-creams, biscuits, sweets – before, during or after the school trip.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties. **Volunteer helpers are not allowed to**

contact the parents of children who are on the trip unless requested to do so by the teacher in charge.

First Aid

For each class on the school visit, there will be at least one qualified first aider. 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. Under no circumstances will a volunteer be asked to administer medication of any kind. 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.

8. Complaints Procedure

Any complaints made about a volunteer or by a volunteer will be referred to the head teacher for investigation. The school has the right to take the following actions:

- Speak with the volunteer about behaviour not in line with the Volunteer Policy
- Offer an alternative placement for a volunteer
- Inform the volunteer that they are no longer required to help in school

9. Review

This policy will be reviewed every two years or in the light of new guidance from either the Department for Education or the Local Authority.

Date: September 2018



Goring C of E Primary School **Volunteer Policy**

APPENDIX 4 **VOLUNTEER ACCEPTABLE USE POLICY AGREEMENT**

School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and encourage awareness of context to promote effective learning. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This Acceptable Use Policy is intended to ensure:

- That volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That volunteers are protected from potential risk in their use of technology in their school activities.

Goring C of E Primary School will try to ensure that volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

For my personal safety:

- I understand that the school will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of school
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident; I become aware of, to the appropriate person.



I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in school in accordance with the school's policies.
- I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my responsibilities as a volunteer.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my mobile devices (laptops / tablets / mobile phones / USB devices etc.) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up-to-date anti-virus software and are free from viruses.
- I will not use personal email addresses on the school ICT systems.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper-based protected and restricted data must be held in lockable storage.
- I understand that data protection policy requires that any staff or student / pupil data, to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.



- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my capacity as a volunteer or for school-sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my activities at the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Volunteer Name:

Signed:

Date:

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