



Evelyn Street Primary School

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Headteacher:
Mrs J Hindley BA Hons NPQH

Policy Title	Volunteer Policy
School/WBC (Adopted date)	School.
This policy complies with Warrington LA guidance	Yes
Linked Polices:	Safeguarding Policy
Written By	School
Staff Approval Date	Feb 2019
FGB Ratification Date	April 2019
Signed by Chair of Governors	Mr N. Spencer
Review Date	April 2021

Volunteer Policy

At Evelyn Street Primary School we recognise that there can be situations in which 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.

Our volunteers include:

- Members of the governing body
- Members of the PFA
- University, College and sixth form students
- Ex members of staff
- Members of the local community

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

- Hearing children read
- Working with small groups of children
- Working with individual children
- Undertaking arts and craft activities with children
- Supporting Evelyn Street Primary School staff to run after school clubs
- Accompanying school visits

Becoming a volunteer

All volunteers will be required to complete a DBS check. This will be arranged with the School Business manager. The check takes approximately two weeks to process.

Confidentiality

Evelyn Street Primary School has a confidentiality policy and all volunteers will be asked to read this and follow its principles. Volunteers may have access to personal information about some individuals, or other information which may be confidential. Volunteers who break this confidentiality will be asked to leave.

Safeguarding

All volunteers have the responsibility to report any concern that they may have regarding Child Protection to the designated senior lead for safeguarding Mrs J Hindley. Evelyn Street Primary School Safeguarding Policy explains the guidelines and procedures to follow regarding any concerns. A copy of this policy is available on request.

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

Supervision

All volunteers work under the supervision of the class teacher to which they are assigned. 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.

Health and Safety

The school has a health and safety policy which is available on request and on each notice board around school ensure that individuals 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 trip, 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 Principal.

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.

Remember

- There is no smoking allowed anywhere on the school site
- Do not use your mobile phones whilst in the vicinity of children
- Do not under any circumstances take photographs in school unless agreed with the Principal.

Volunteer Code of Conduct

As Evelyn Street volunteers, everyone is expected to conform to high standards of behaviour and conduct whilst carrying out their duties.

Evelyn Street Primary expects that 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.
- Maintain the confidentiality of personal information at all times.

APPENDIX 1

Risk Assessment for Volunteers KCSIE 2018

Risk Assessment for Volunteers

This risk assessment should be completed when considering whether a person working as a volunteer at the school should be asked to apply for an enhanced DBS certificate.

Name of Person

Is the volunteer in 'Regulated' Activity? Yes No

If 'yes', an enhanced DBS with Barred list check is required.

Is the volunteer not in 'Regulated' Activity? Yes No

If 'no', an enhanced DBS without a Barred list check *may* be obtained

Areas to consider

What is the age group of the pupils that the volunteer will work with?	
Are these pupils regarded as particularly vulnerable?	
How frequently will the volunteer be in school?	
What is the connection of the volunteer to the school?	
What motivates the volunteer to want to work in the school?	
Is the volunteer in paid employment or do they work in a voluntary capacity elsewhere with children?	
Can the volunteer provide at least one reference from someone other than a family member, including a senior person at the employment or voluntary service named above?	

What information does the school already know about the person?	
Has the person's identity been verified?	
Is the person signed up to the DBS Update Service?	
Has a check been completed on the DBS Update Service?	
Is the person aware of any reason why they should not volunteer to work with children?	
Is the school aware of any reason that the person should not work with children?	

Decision

- High Risk** – the person has no previous connection with the school AND can not provide references from elsewhere.
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school should consider whether the person's uncorroborated background would raise an unacceptable risk.

- Medium Risk** – The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable.
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so, as no enhanced DBS has been seen.

- Low Risk** – The person is signed up to the DBS Update Service and the checks reveal no negative information OR The person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references OR the school knows the person well (eg. may be a former employee)
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, unless the person uses the DBS Update service, the school may decide to obtain a new enhanced DBS.

Decision

- Application for enhanced DBS check is not needed. State reason(s) below:

- Application for an enhanced DBS check is needed. State reason(s) below:

- Application for an enhanced DBS check and a Barred List check is needed because the person is in Regulated Activity

Headteacher (Print Name)

Headteacher (Signature).....

Date

Chair of Governors (Print Name)

Chair of Governors (Signature).....

Date