

## **Aldersbrook Primary School**

### **Volunteer Induction Policy 2024 Aldersbrook Primary Induction Policy for Volunteers**

#### **1. Introduction and aims**

Thank you for volunteering your time for our school. We believe that volunteers provide a valuable contribution to Aldersbrook and that they enrich our school.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as our development plan.

The aim of our Volunteer Policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the statutory safeguarding guidance [Keeping Children Safe in Education \(KCSIE\)](#) from the Department for Education (DfE).

#### **2. How we use volunteers**

At Aldersbrook volunteers may:

- Hear children read
- Accompany school visits

- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as computing or art
- Support staff with administration tasks such as preparing resources or photocopying.

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA

This is not an exhaustive list.

Members of the governing board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our governor code of conduct.

### **3. How to apply to volunteer and volunteer appointments**

Follow the Volunteer Application Pathway detailed overleaf.

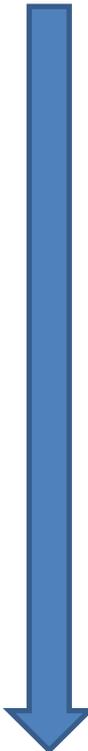
Volunteers are appointed by the Headteacher and Volunteer Co-coordinator and they reserve the right to terminate a placement at any time.

Appointment and induction of new volunteers can often take a few of weeks and is dependent on the candidate and available spaces within the school. DBS checks can take significantly longer.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

If no Enhanced DBS is required, references will be requested. See Appendix 2.

Volunteer Application Pathway		
	Confirm you're able to commit to, at least, 0.5 days for a term.	
	Visit our website and complete the online form. <a href="https://www.aldersbrook.redbridge.sch.uk/page/?title=Volunteering&amp;pid=73">https://www.aldersbrook.redbridge.sch.uk/page/?title=Volunteering&amp;pid=73</a>	
	Volunteer Co-ordinator will assess applications and decide which level the volunteers are. Volunteers under the age of 16 will not have a DBS.	
		
	<b>Level 1: No Enhanced DBS</b>	<b>Level 2: Enhanced DBS</b>
	Contact made over the phone or face-to-face to discuss role, pathway to volunteering, need for ID and references.	Volunteer will complete the form with support from the Office Manager
	Copy of ID taken	DBS sent
	Start date confirmed	DBS returned- no disclosures
	Induction date confirmed	Copy of ID taken
		Start date confirmed
	Induction date confirmed	

#### 4. Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

As part of the Volunteer Induction session, volunteers will complete the following training:

<b>Volunteer Induction</b> One copy to stay with volunteer and one with the office.	
<b>Name of volunteer:</b>	<b>Sign to say completed</b>
<b>Date of induction:</b>	
Face-to-face induction from a member of SG team	
Complete Staff Information Form	
DSG Team poster shown including contact details of SG Team	
Sign to say that you've read Child protection policy and procedures/Safeguarding	
Sign to say that you've read KCSIE Part one: Information for all school and College Staff	
Completed online Prevent course Level 1 'Awareness' <a href="http://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#awareness-course">http://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#awareness-course</a> Email us or print the certificate.	
Watch Child protection: an introduction - The signs and indicators of abuse   NSPCC Learning <a href="https://www.youtube.com/watch?v=4EY_IrTUhYQ">https://www.youtube.com/watch?v=4EY_IrTUhYQ</a>	
Watch Responding to a Child's Disclosure of Abuse   NSPCC Learning <a href="https://www.youtube.com/watch?v=bvJ5uBIGYgE">https://www.youtube.com/watch?v=bvJ5uBIGYgE</a>	

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks on regular volunteers
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Provide safeguarding training to all volunteers **prior** to them beginning work at the school (see above), including ensuring that they have read and understood part 1 of Keeping Children Safe in Education.
- Require volunteers to agree and adhere to our Code of Conduct (see appendix 1) and to read, and adhere to, the school's policies on:
  - Safeguarding
  - Use of mobile phones
  - Behaviour

We legally cannot carry out a DBS check on a child under the age of 16 who is volunteering at our school. We will ensure that children who are volunteering are always under an appropriate level of supervision, and conduct a risk assessment to consider any potential safeguarding issues.

## **5. Confidentiality**

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

If volunteers have concerns, they should raise these with the class teacher or member of the Safe Guarding Team. They shouldn't discuss them with pupils or parents.

This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our Child Protection Policy and Procedures/Safeguarding Policy and inform the designated safeguarding lead (DSL) Rose McDermott.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy which can be found on our website.

## **6. Data protection and record keeping**

We will retain records relating to volunteers in line with our records retention schedule

## **7. Monitoring and review**

This policy has been approved by the Headteacher and will be reviewed regularly.

## **Aldersbrook Code of conduct for Volunteers**

By signing this form, volunteers agree to the following:

### **1. School rules and policies**

- 1.1. Volunteers will follow all school rules and policies, including those on:
  - 1.1.1. Child Protection/ Safeguarding Policy
  - 1.1.2. Data protection
  - 1.1.3. Health and safety
  - 1.1.4. Equality
  - 1.1.5. Whistle-blowing
  - 1.1.6. Behaviour Principles

Copies of the school policies are available online or from the school office. Our Child Protection/ Safeguarding Policy you will read as part of your induction.

### **2. Professional conduct**

- 2.1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer co-ordinator, Rose McDermott.
- 2.2. Behaviour management is the responsibility of school staff. Alert the class teacher immediately if you have questions or concerns. Volunteers should not attempt to reprimand pupils or issue sanctions.
- 2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:
  - 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
  - 2.3.2. Refraining from using inappropriate language
  - 2.3.3. Not using mobile phones on site. Your phone must be out of sight and on silent.
  - 2.3.4. Setting an example for pupils by acting in a way that reflects our school's ethos and values
  - 2.3.5. Behaving in a way that is appropriate for the role they are undertaking
  - 2.3.6. Ensuring that comments, including those made on social media, do not bring the school into disrepute
- 2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you".
- 2.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.
- 2.6. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.
- 2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

### **3. Safeguarding**

- 3.1. Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.
- 3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or DSL Team. The DSL is Rose McDermott. See attached poster for information on our DSL Team.

- 3.3. Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.
- 3.4. Volunteers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
  - 3.4.1. Exchanging contact information
  - 3.4.2. Making contact with pupils outside of school, including on social media
  - 3.4.3. Arranging to meet pupils outside of school
- 3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

**4. Health and safety**

- 4.1. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- 4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- 4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

**5. Confidentiality**

- 5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the Headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

X

Volunteer name (please print)

X

Volunteer signature

X

Date



**Please comment on the volunteer's character/personality with reference to particular strengths and weaknesses, and to qualities such as punctuality, communication skills and teamwork:**

**Please provide any information relating to the individual that you feel is relevant for us to know:**

**Thank you for your assistance in completing this reference.**