



**ODST**  
Oxford Diocesan  
Schools Trust

# Bampton CE Primary School and Nursery

*Learning together with Respect, Friendship and Perseverance*



## *School Vision Statement*

*We endeavour to enable all individuals in our school community to learn together, grow in respect, tolerance and understanding of the world in which we live and embrace Christian values, to be the best that we can be*

<b>Title of Policy</b>	<b>Volunteer Policy</b>
<b>Date Adopted by the Governing Body</b>	<b>January 2023</b>
<b>Review Date</b>	<b>January 2025</b>
<b>Signed by the Chair of Governors</b>	

## **Introduction**

At Bampton CE Primary School we believe volunteers can be a valuable asset to the school and offer beneficial support to staff in aiding teaching and learning.

At Bampton CE Primary School we believe the safety of our children is paramount and that all adults who work with children in our school, either in a paid or voluntary role, have a duty of care. A Duty of Care means that as adults we have a responsibility to keep children and young people safe and to protect them from sexual, physical and emotional harm. As part of this responsibility staff must take responsibility for ensuring those wishing to volunteer to help at school are aware of this policy and are recruited in line with the guidelines set out in it.

## **Aims and Objectives**

The aim of this policy is to provide a definition of the role of volunteer in our school and guidance on how this role can be fulfilled in line with best practice and latest safeguarding code of conduct (Code of Conduct for Staff to Promote Safer Working Practice for All Adults Who Work With Children and Young People Oxfordshire County Council June 2014)

## **Definition of Volunteers**

Volunteers can fall into the following categories:

- Those who help out for one off occasions such as a school trip or local walk or who come to school to share knowledge/skills with the children
- Those who commit to coming into school and helping out on a regular basis such as one or more regular days or sessions a week over a period of time (i.e. those who run afterschool clubs, listen to readers, help out in classes or with group work)
- Those who volunteer to run/support FOBS events

Sometimes a parent/carer needs to offer some support in settling a child in the Early Years environment. This is not defined as volunteering and needs to be undertaken in negotiation with the Early Years Team to best meet the needs of the child. Much of the guidance in this policy is relevant for other parents/ carers who are in school supporting children.

Bampton CE Primary School operates an "open-door" policy which means parents and carers do not need to volunteer to find out what their children are doing in school.

## **Application to become a volunteer**

Some school activities such as school trips and visits to the church require the support of additional responsible adults to increase the ratio of adults to children for safety reasons or to allow for smaller groups during activities and workshops. Staff can request helpers for these one off events. It is preferable that all volunteers have a DBS check if working with children however we understand that for a one off event this is not feasible. Therefore we would not allow any volunteer without a DBS check to work alone with children or accompany children to the toilets.

Often it is appropriate to have family volunteers help with class trips or visits to the church but it may not be right for children to be with their family adult in a small group situation. Staff will need to include this in their trip risk assessment. For some children with challenging behaviour, or other special needs, a family member is the most appropriate volunteer to support this child in a new experience or off site visit. However, when volunteering regularly in class it is agreed that it is not appropriate for a family member to be placed in this role to avoid conflict of interest.

Staff may discuss the role of school volunteers with interested parties but must direct anyone requesting a regular volunteer role to the Headteacher.

Adults who wish to volunteer on a regular basis need to request a meeting with the Headteacher. This meeting will cover the following aspects regarding the role of volunteer:

- Awareness of this policy
- Why the adult wants to become a volunteer.
- What they can offer in the role
- A discussion about safeguarding and the need for a DBS and disqualification by association check (if appropriate)
- A discussion about confidentiality and behaviour
- What is considered to be within the role of a volunteer and what a volunteer is not expected to take on
- Details about the commitment they want to make (times/days/ages of children they feel comfortable working)
- Availability of suitable referees

Following the meeting the Headteacher will discuss the proposed role with any other staff who will be working with the volunteer, usually the class teacher and teaching assistant.

### **Agreement to become a volunteer**

Once it has been agreed with the Headteacher and other members of staff linked with the volunteer role that the interested party is committed to a regular volunteer role the volunteer will be asked to read and become familiar with:

- The Volunteer Policy
- The school Safeguarding Policy
- The school Behaviour Policy
- The school Mobile Phone and Camera Policy
- ICT user agreement
- The Staff Code of Conduct

*(These documents will be given prior to starting in the role)*

The Volunteer will also need to complete an **application for a DBS check** (the office staff will support the Volunteer in this), complete a **disqualification by association form** (if required), **provide details of two suitable referees** and **meet with the link member of staff** to discuss specific arrangements.

## **Starting in a Volunteer Role**

A volunteer can start in their role before their DBS check is returned if the Headteacher and link staff risk assess the role and agree there is no risk involved. This means the volunteer must have no unsupervised contact with children until the DBS check is cleared. If this is not possible then the Volunteer cannot start in their role until the DBS check is cleared.

The volunteer will be directed to carry out tasks/activities as deemed appropriate by the link member of staff or Headteacher and will be given support and further guidance where necessary.

## **Training**

Training and guidance will be given by teaching assistants and class teachers as appropriate. Further relevant training may be offered and Volunteers should request further training if they are unsure of anything they have been asked to do. Volunteers may be invited to staff training that is relevant to their role.

## **Complaints**

If a volunteer is concerned about any aspect of their role as a volunteer they should first speak to their link teacher, if appropriate, or the Headteacher.

## **Terminating a Volunteer Role**

Volunteers are invited in to school at the discretion of the Headteacher and therefore a volunteer role can be terminated at any time without notice by either party.

If there is any concern over the conduct of a volunteer the best interests of the children have to take priority and the Headteacher will withdraw the offer of the invitation to be a volunteer in the school.

## Further guidance for those taking on a volunteer role in school

<p><b>Duty of Care</b></p>	<p>To keep children and young people safe and protect them from sexual, physical and emotional harm. Failure to take reasonable steps to ensure the safety and well-being of children and young people may be regarded as neglect.</p> <p>The duty of care is in part, exercised through the development of respectful and caring relationships between adults and children/young people. It is also exercised through the behaviour of the adult, which at all times should demonstrate integrity, maturity and good judgement.</p>	<p>This means volunteers must:</p> <p><i>Understand their responsibilities within their role</i></p> <p><i>Always act, and be seen to act, in the children’s best interests</i></p> <p><i>Avoid any conduct which would lead any reasonable person to question their motivation and intentions</i></p> <p><i>Take responsibility for their own actions and behaviour.</i></p>
<p><b>Confidentiality</b></p>	<p>Volunteers are likely to see or hear personal information regarding children in light of supporting academic progress.</p> <p>Volunteers are likely to see or hear of incidents that happen in school</p>	<p>This means volunteers must:</p> <p><i>Treat information they receive about children in a discreet and confidential manner</i></p> <p><i>Should not share information with those outside of the school staff team</i></p>
<p><b>Safeguarding and disclosure</b></p>	<p>In building trusting relationships with children/young people it is possible that a child may choose to disclose concerning personal information or the volunteer may notice something worrying or unusual about a child’s behaviour.</p>	<p>This means volunteers must:</p> <p><i>Know that the designated persons for safeguarding are the Head and Deputy head Teachers.</i></p> <p><i>Know that they must share any safeguarding concerns with the designated persons</i></p> <p><i>Never promise to keep information a secret</i></p> <p><i>Seek advice from a senior member of staff if in doubt about whether to share information or not</i></p>
<p><b>Propriety and Behaviour</b></p>	<p>All adults working with children have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. It is therefore expected that they will adopt high standards of personal conduct.</p> <p>There may be times when an adult’s behaviour or actions in their personal life</p>	<p>This means volunteers <u>must not</u> :</p> <p><i>Behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model</i></p>

	<p>could compromise their position as a volunteer working with children (for example misuse of drugs, alcohol or acts of violence)</p> <p>The behaviour of an adult's partner or other family members may raise similar concerns about suitability to work with children.</p>	<p><i>Make, or encourage others to make, unprofessional personal comments which scapegoat, demean or humiliate, or which might be interpreted as such</i></p> <p>This means volunteers must:</p> <p><i>Be aware that behaviour in their personal lives may impact upon their suitability to work with children</i></p> <p><i>Follow the staff code of conduct</i></p> <p><i>Understand that the behaviour and actions of their partner(or other family members) may raise questions about their suitability to work with children</i></p>
<b>Dress and Appearance</b>	<p>A person's dress and appearance are matters of personal choice and self-expression. However adults should dress in ways which are appropriate to their role and may need to be different to how they dress at home.</p>	<p>This means volunteers should wear clothing which:</p> <p><i>Is appropriate to their role</i></p> <p><i>Is not likely to be viewed as offensive(slogans on clothing), revealing or sexually provocative(low rise trousers, short skirts and low cut tops)</i></p>
<b>Social Contact</b>	<p>It is likely that a volunteer will know many of the families/members of the local community and therefore will have contact with children and families linked to school outside of school hours</p>	<p>This means volunteers must:</p> <p><i>Consider what information is confidential and what can be shared in a general sense with the local community</i></p> <p><i>Resist from "gossiping" about the school, pupils or staff</i></p> <p><i>Treat any complaints in a professional manner and pass them to the Headteacher</i></p>
<b>Physical Contact</b>	<p>It is likely that there will be occasions, when working with children and young people, when physical contact is entirely appropriate. However any physical touch needs to be considered within the role and permission should be sought from a child before physical contact is made (i.e. Can I give you a hug?) When working with very young children (EYFS) a discussion needs to be had with staff about what is appropriate.</p> <p>When physical contact is made with a child this should be in response to their</p>	<p>This means volunteers must:</p> <p><i>Be aware that even well intentioned physical contact may be misconstrued by the child, observer or anyone to whom this action is described</i></p> <p><i>Never touch a child in a way which may be considered indecent/sexual</i></p> <p><i>Not indulge in in "horseplay"</i></p> <p><i>Encourage children to undertake self- care tasks independently and must not undertake</i></p>

	needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.	<p><i>personal care tasks (i.e. changing nappies, wiping bottoms)</i></p> <p><i>Avoid being alone with children, especially in the toilet</i></p> <p><i>Take care if helping children to change for PE</i></p> <p><i>Avoid any physical contact when children are in a state of undress</i></p> <p><i>Announce your intention of entering a changing room</i></p>
<b>First Aid</b>	<p>Accidents and incidents happen during the school day and often only require low level first aid. All staff have received first aid training.</p> <p>Some children need to receive regular medication. Staff follow policies and procedures when this is required</p>	<p>This means volunteers must:</p> <p><i>Allow staff to deal with first aid incidents</i></p> <p><i>Never administer medication to a child</i></p>
<b>Photography and Mobile Phones</b>	The school policy comprehensively covers this area.	<p>This means volunteers must:</p> <p><i>Switch mobile phones on to silent whilst in school</i></p> <p><i>Not take mobile phones or cameras into toilets or changing areas</i></p> <p><i>Never take photographs or videos of children while in school as a volunteer unless directed to by a member of staff using a school device</i></p>