



Volunteer Policy

At Calveley Academy, we are proud to deliver a rich and creative learning experience that enables all the children to fulfil their potential. Our vision puts children first. We aim for all children to be successful, independent learners and effective decision makers. We value the individual and are committed to an inclusive education promoting respect for all, working in partnership with governors, parents and the local community.

Safeguarding and Online Safety

All staff have undertaken appropriate child protection and safeguarding training with the Head of School being the designated lead responsible for monitoring safeguarding issues in school. We actively encourage our children to use modern technology to the fullest of its potential. In this school we believe that the best protection from the dangers that can exist around online safety is to develop pupil's awareness through our teaching and their learning. All staff have had PREVENT training and are aware of the dangers that can exist to children's well-being in its many forms.

The emotional health and wellbeing of all members Calveley Academy (including staff, pupils, parents and carers) is fundamental to our philosophy and ethos 'valuing everyone, caring for each other, achieving excellence'.

Our ethos

At Calveley Academy we recognise that there can be situations in which volunteers can make an appropriate and significant contribution to the work and services of our school. This policy 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.

Calveley Academy staff and governors believe that by providing opportunities for volunteers to work alongside our children, the volunteer will gain a range of skills and work experience. They will develop confidence and skills and this can result in a wider benefit to the community we all serve. This policy sets out how Calveley Academy intends to support its volunteers.

Definition of a volunteer

Our volunteer policy refers to anyone who may be helping out once a month or more. A one off event may additionally be attended by an 'occasional helper'. Under this circumstance an occasional helper check will be undertaken including a disclosure of interests and visits protocol signed in advance.

Our volunteers include:

- Members of the governing body
- Members of the PTA
- University, College and work experience students
- Members of the local community
- Parent helpers

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 staff to run after school clubs
- Accompanying school visits
- Cooking

Becoming a volunteer

Anyone wishing to become a volunteer on regular basis should read the information on the school website and complete the online volunteering application form. Before starting in school and to ensure the safety of our pupils at all times, all volunteers will be required to complete a DBS check. This will be arranged with the School Bursar. The check takes approximately two weeks to process. We are unable to have any volunteer in school unless they have been cleared and shown their certificate in school.

Confidentiality

Calveley has a confidentiality policy. All volunteers will be asked to sign a confidentiality agreement and follow its principles. Volunteers may have access to personal information about some individuals, or other information which may be confidential.

Calveley needs to be able to trust its volunteers with such information. Volunteers who break this confidentiality will be asked to leave. Any concerns that volunteers have about the children they work with/ come into contact with should be shared with a member of SLT team and not with any persons outside school.

Issues affecting adults in school

All adults in our school can expect their personal and health issues to remain confidential unless:

- it impinges on their terms of contract;
- it endangers pupils or other members of staff;
- there is a legal obligation to disclose such information;
- it is necessary for legal proceedings;
- despite the duty of confidence the staff member's interest or the wider public interest justifies disclosure.

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

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. Please also refer to our behaviour policy also on the school website.

Health and Safety

The school has a health and safety policy which is available on request. The volunteer coordinator should 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. A health and safety talk will be part of any volunteers induction process and provided by our Site Manager.

Equal Opportunities

Delamere recognises that the activity of volunteering can provide an individual with experience and opportunities for self and career development. In accordance with School's Equal opportunity Policy, volunteer placements will therefore be open to individuals irrespective of race, gender, disability, sexuality, age or marital status. Where a prospective volunteer demonstrates hostility to, or a clear lack of support for equal opportunities, she/he will be deemed automatically unsuitable for a volunteer position. All volunteers are required to make a commitment to this policy. A copy can be given on request.

Internet Use Code of Conduct

This code exists to safeguard and promote the proper use of the School's internet and email facilities. Volunteers are responsible for using these facilities in an efficient, effective, ethical and lawful manner. Use of the internet and emails may be monitored at any time for legitimate business reasons. Volunteers should not use mobile phones in the vicinity of children. Please refer to our E-safety policy available on the school website.

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.

Working Hours

The hours of volunteer work will be discussed and mutually agreed between the volunteer and the co-ordinator, currently Mrs Horton. The volunteer must be committed and adhere to the voluntary placement and allocated working hours. Please remember to sign in and out. Upon signing in you will be issued with a badge which you should wear at all times whilst on the school site. Fire evacuation procedures will be shared during the induction. A map indicating the safe route of exit in the event of a fire alarm can be found in each classroom; please make yourself familiar with these.

- There is no smoking allowed anywhere on the school site
- Do not use your mobile phones whilst in the vicinity of children without prior approval.
- Do not under any circumstances take photographs in school unless agreed with staff and within the lines of the existing school policy.
- Do not post anything school related on personal social media

We value having volunteers helping in our school and we want you to feel successful and valued. Please never hesitate to ask if you are not sure about something – or for advice if you feel something you are doing is not working well. We'll do whatever we can to ensure your time with us is rewarding.

R Rudd– October 2021

Next review date October 2022

To be printed and signed by a volunteer to show that they have read and understood the contents of this policy. A copy should then be given to the coordinator (currently Mrs Horton).

Volunteer signed: _____

