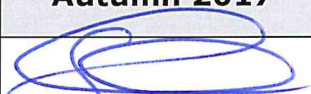




VOLUNTEERING POLICY

Date of Review	Autumn 2017	Autumn 2018	Autumn 2019
Signed			

Document History

Policy created: 2017

Policy reviewed and updated: Annually since 2017

Date of next review: Autumn 2018

Introduction

At John Clifford School, we recognise that there are situations in which volunteers can make a significant contribution to the work and services of our 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 our school is especially valued and respected. This policy sets out how John Clifford School intends to support its volunteers.

Volunteers at John Clifford School include:

- Members of the Governing Body
- Members of the Friends of John Clifford committee
- University, college and sixth form students
- Ex members of staff
- Family and friends
- 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 John Clifford staff to run after school clubs
- working with children on the computer
- accompanying school visits

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis, should read this policy and other relevant policies on the school's website.

Individuals wishing to volunteer will be invited in to school for an interview which will ascertain interest and intention whilst in school (Appendix A). This will be conducted by a lead adult responsible for the area where the volunteering offer matches and will be approved by a senior member of staff in the absence of the Headteacher. There is also a Personnel Checklist that will need to be completed (Appendix B).

Before starting in school and to ensure the safety of our children at all times, all volunteers will be required to complete a DBS check (<https://crb-online.org.uk>). This will be arranged with the School Business Manager and this check takes approximately two weeks to process.

We are unable to have any long term volunteer in school unless they have been cleared by the Criminal Records Bureau and have shown their certificate in school.

Confidentiality

Volunteers may have access to personal information about some individuals, or other information which may be confidential. John Clifford 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 the Headteacher or Deputy Headteacher and not with any persons outside school.

Safeguarding

All volunteers have the responsibility to report any concern that they may have regarding Child Protection to the designated professional leading their volunteering, or the Deputy Headteacher. It is not the role for the volunteer to investigate concerns. John Clifford's Safeguarding Policy explains the guidelines and procedures to follow regarding any suspicions. A copy of this policy is available on request but can be found on the school website.

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 Deputy Headteacher.

Supervision

All volunteers work under the supervision of the 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 all of the time. 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. The volunteer coordinator should ensure that individuals are clear about emergency procedures (e.g. fire evacuation) and 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, Deputy Headteacher or Headteacher.

Equal Opportunities

John Clifford 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 and found on the website.

Internet/Mobile Phone 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.

Mobile phone use is not permitted in the school at any time. Emergency calls may be taken but this must be away from all children and preferably in the School office. Mobile phones must not be used to take photographs or as digital recorders at any time whilst on the school grounds.

Signing in and Absence

Please remember to sign in and out using the school Visitor Pod. Upon signing in you will be issued with a volunteer's lanyard which you should wear at all times whilst on the school site.

Volunteers are expected to telephone and inform school, prior to their start time, so appropriate arrangements can be made if any cover is required.

Volunteer Code of Conduct

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

All volunteers should be aware how their behaviour can affect both colleagues and children. Everyone has the responsibility to avoid becoming involved in situations that could bring the School into disrepute.

Complaints Procedure

Any complaints made about a volunteer or by a volunteer will be referred to the Headteacher/ Deputy Headteacher for investigation. This policy will be reviewed annually or in the light of new guidance from either the DfE or the LA.

Appendix A: Volunteer Interview

Question	Response	Notes
What is your greatest strength? How does it help you when you volunteer?		
Why are you interested in volunteering?		
Can you briefly talk about your experiences as they relate to this position?		
Are you involved in other organised activities?		
How do others view you as a role model?		
Why do you want to be a volunteer in our organization?		
What volunteer work have you done in the past?		
Why did this end?		
Reference 1	Name/Occupation/Date	
Reference 2	Name/Occupation/Date	
DBS Received	YES/NO Date:	

Signed: _____ (Business Manager)

Signed: _____ (Headteacher)

Appendix B: Personnel Checklist

Name: _____

Employee: YES/NO (please circle)

Volunteer: YES/NO (please circle)

Role within John Clifford School: _____

Date appointed: _____

Item in place	Yes	No	Comments
First reference			
Second reference			
Medical clearance			
DBS			
Completed Interview			
Signed – Contract of Employment			
Signed – Job Description			
Signed – Keeping Children Safe in Education (Part 1)			
Prevent Duty training			
Photocopy of the right to work in UK documentation			

Signed: _____ (Business Manager)

Signed: _____ (Headteacher)



VOLUNTEERING POLICY

Read and Signed by

_____Name

_____Designation

_____Date

