



# Volunteer Policy and Good Practice Guide

Policy Updated: Autumn 2024

Adopted by Staff and Governors: Autumn 2024

Date for Review: Autumn 2027

# Bosvigo School – Volunteer Policy and Good Practice Guide

## Contents

1	Introduction	3
2	Safeguarding	3
3	Becoming a Volunteer	3
4	Process for Recruiting Regular Volunteers	3
5	Upholding the School Ethos	4
6	Supervision	5
7	Health and Safety	5
8	Complaints	5
9	Equality, Diversity and Inclusion	5
10	Monitoring and Evaluation	5
11	Finally	5
12	Guidelines table	6
12	Appendix 1 – Volunteer Application Form	7
13	Appendix 2 – Volunteer Agreement	8
14	Appendix 3 – Guidance for Volunteers for School Trips	9

## **1 Introduction**

Thank you for volunteering your time and enthusiasm to Bosvigo School and its children and staff. Volunteers have a very important role to play in bringing a range of skills and experience that can enhance and promote the learning opportunities that we offer to our pupils.

Our volunteers include:

- parents of pupils;
- students on work placements (including those from overseas);
- university students;
- volunteers seeking experience in order to progress onto teacher training courses;
- local residents;
- friends and supporters of the school;
- ex-pupils;
- ex-members of staff;
- members of the Governing Body.

The types of activities that volunteers engage in, include:

- listening to pupil's read;
- working with small groups of pupils to assist them in their learning;
- working alongside individual pupils, as an additional tutor;
- accompanying school visits;
- assisting with extracurricular activities.

## **2 Safeguarding**

Cornwall County Council and Bosvigo School are committed to the safeguarding of pupils, young people and everyone who works here. Volunteers share this commitment and are required to follow policies and procedures in relation to this.

## **3 Becoming a Volunteer**

Anyone wishing to become a volunteer, either supporting a school visit or on a more regular basis (e.g. to listen to children read), should approach the Class Teacher, the Headteacher or a senior member of staff.

Volunteers should complete a Volunteer Application Form (Appendix 1) and the Volunteer Agreement (Appendix 2) which sets out the school's expectations of its volunteers and confirms that they have read the Safeguarding Tier 1 Booklet and received a copy of this Agreement.

## **4 Process for Recruiting Regular Volunteers**

- a. Identify the need and role
- b. Attract candidates by means of a local advert / other methods of communication used by the school.
- c. The candidate(s) attend a meeting at school for an informal discussion to ensure that they are suitable for the role.
- d. For regular volunteers a DBS Enhanced Disclosure is undertaken before the volunteer starts working (this is not required where a volunteer is participating in a one-off activity). This will be recorded on our Single Central Register.

- e. For regular volunteers a Criminal Convictions/Childcare Disqualification Declaration must be completed upon application.
- f. The volunteer will be made aware of their role and responsibilities within the school
- g. Induction – relevant school policies and documentation should be explained and issued
- h. Volunteer records will be kept centrally within the school

## **5 Upholding the School Ethos**

All adults and young people who work within our school, whether as a paid member of staff or as a volunteer, are expected to work and behave in such a way as to promote Bosvigo's aims and educational purpose, as identified below:

### **'Valuing all, developing all' at Bosvigo**

At Bosvigo School we believe in the concept of lifelong learning and the idea that both adults and children learn new things every day. Learning takes place everywhere – it is not something that only occurs in the classroom. We maintain that learning should be a rewarding and enjoyable experience for everyone; it should be fun, challenging and ultimately successful. We champion the idea of the 'Growth Mindset' approach where intelligence can be developed with dedication and commitment, and we seek to develop independence in our children's learning by encouraging personal choice, both in the difficulty of a task and also in the way in which tasks are recorded.

Through our teaching we equip children with the skills, knowledge and necessary understanding to enable them to make informed choices. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

## **6 Professional Approach**

Volunteering at Bosvigo will bring you into close contact with staff and pupils. All of what you see and experience in school is confidential, please understand your responsibility in upholding this. Any personal views or concerns you may have about a pupil should only be discussed with a member of the school's teaching staff.

Under no circumstance should any information learned at school be shared externally, or be posted on social media. Volunteers are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions and should work, and be seen to work, in an open and transparent way.

If you are in doubt about anything, always ask the advice of a member of staff

## **7 Supervision**

All volunteers work under the supervision of a teacher or member of support staff. Teachers retain ultimate responsibility for pupils at all times, including pupils' behaviour and the activity that they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out and the expected outcome of the activity. In the event of any query or problem regarding the pupil's understanding of the task, their behaviour or welfare, volunteers must seek advice / guidance from their designated supervisor.

## 8 Health and Safety

The school has a Health and Safety Policy, which will be made available to volunteers working in the school. Staff will ensure that volunteers are clear about emergency procedure (e.g. fire alarm evacuation) and about any safety aspects associated with particular tasks (e.g. using equipment or accompanying pupils on visits).

Volunteers need to exercise due care and attention and report any obvious hazards to a member of staff. Volunteers are covered by the school's Indemnity and Public Liability Insurance.

## 9 Complaints

Any complaints made about a volunteer or by a volunteer will be referred to the Headteacher or delegated to a senior member of staff for investigation in line with the Complaints procedure.

## 10 Equality, Diversity and Inclusion

At Bosvigo School we value the diversity of individuals, we aim to ensure that no member of the school community experiences discrimination within the learning environment because of their age; disability; ethnicity; gender; religion; beliefs or differences. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences.

## 11 Monitoring and Evaluation

This policy and guidance will be regularly reviewed by the Governing Body and updated in line with Bosvigo School's Policy Schedule.

## Finally...

We hope that you will find this guidance helpful and that you will keep it in mind throughout your time in school. We are confident that you will enjoy the experience of working as a volunteer at Bosvigo School, satisfied in the knowledge that you are making a positive contribution.

### Guidelines for Volunteers in Schools

<u>Volunteer Guidelines</u>	<u>Staff role</u>
On entry to school, please sign the visitors' book and take a badge from the office.	If not wearing a badge, helpers need to be reminded to collect one.
Please find a safe place to secure personal belongings. Any phones and/cameras must be turned off.	If any personal belongings are still accessible, advise where they could be stored. If volunteer seen using a camera or phone ask for it to be put away immediately and report use a senior member of staff.
All information seen or heard in school is confidential.	Avoid discussing confidential matters with, or in front of, helpers and explain guidance on confidentiality to helpers.
Fire procedures are displayed in the classroom and around the school. Please make sure you have read them.	Ask helper whether they have read the fire procedures. Show them where they are displayed.

<p>Please follow the same professional code as teachers around your use of language.</p>	<p>Follow the professional code yourself and good naturedly ask parents to refrain from using unsuitable language if necessary. Refer to Head if this is a problem</p>
<p>Please arrive a few minutes before the start of the session so that the teacher can share information and give instructions.</p>	<p>Make sure the helper has a clear understanding of what you are expecting them to do. Regular helpers should have their role written into planning.</p>
<p>Any problems with discipline should be passed on to the teacher immediately.</p>	<p>Find a few moments at the end of the session to allow the helper to feed back.</p>
<p>Children should be encouraged to take responsibility for tidying up after themselves.</p>	<p>If necessary, make a good-natured comment about letting children do the clearing up (or the work!) for themselves.</p>
<p>Please warn the teacher in advance if you are unable to fulfil your commitment.</p>	<p>Be prepared just in case they can't make their session.</p>
<p>Please help yourself to tea and coffee in the community room at break time.</p>	<p>Be vigilant around community room conversation when helpers are present. Be welcoming and show helpers where to find tea and coffee.</p>
<p>Enjoy your time in school and encourage other parents to get involved.</p>	<p>Try to make it enjoyable- match their talents to the jobs you give them to do. Don't give them anything which you know will be difficult.</p>
<p>Regular volunteers will be asked to undertake an enhanced DBS Check in line with current legislation. Summary of safeguarding requirements is available in school and explains who needs to undergo a check.</p>	<p>If a parent approaches you with an offer of help, make sure they see in the office who will instigate the DBS check.</p>

**Bosvigo School**

**12 Appendix 1 – Volunteer Application Form**

Full Name of Volunteer: .....

Date of Birth: .....

Address: .....  
.....  
.....

Home Telephone: ..... Mobile Telephone: .....

What activities / areas of the school's work would you like to help with?

Are there any particular age groups / classes you would like to work with?

Do you have any disabilities or other needs we need to take into account, or adjustments we need to make, to enable you to work as a volunteer in school?  
(Please give details)

**Thank you for taking the time to complete this Volunteer Application Form. Please hand it to the School Office, marked for the attention of the Headteacher.**

**Your offer of help is greatly appreciated and we will be in touch as soon as possible.**

**Bosvigo School**

### 13 Appendix 2 – Volunteer Agreement

Thank you for offering your services as a volunteer at Bosvigo School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please sign this Volunteer Agreement and hand it in to the School Office. I have been accepted as a volunteer at Bosvigo School and I can confirm the following:

- I understand and accept the Bosvigo’s Volunteer Policy and Good Practice Guide, which applies to my involvement as a volunteer
- I agree to support Bosvigo’s aims and educational purpose
- I agree to adhere to Bosvigo’s policies and procedures at all times
- I agree to work within the boundaries of Bosvigo’s Safeguarding procedures at all times and have read the Keeping Children Safe in Education 2018 guidelines.
- I agree to treat any information obtained from within school with the strictest of confidence
- I agree to undertaking an enhanced Disclosure and Baring Service check and will complete the Criminal Convictions and Childcare Disqualification Declaration.
- I have been informed of who will be my designated supervisor

Signed: .....

Full Name: .....

Date: .....

## **14 Appendix 3 – Guidance for Volunteers for School Trips**

### **Guidance for Volunteers for School Trips**

These guidance notes have been written in conjunction with the school's Volunteer Policy and Good Practice Guide.

Thank you for offering your services as a volunteer. If you have any questions about a school trip, please see the class teacher. We do appreciate your help on school trips – it would be difficult to organise visits outside school without volunteers.

- Volunteers may not always have their own child in their group.
- The teacher will give volunteers a list of children for whom they are responsible.
- All children are told that they must stay with their group and the group adult at all times.
- If the trip involves a coach/minibus journey, please help the children in your group to put on and fit their seatbelts. The driver will do a final check. Children are not allowed to eat or drink on the coaches. The class teacher has sick bucket/bags, if needed.
- A member of school staff is responsible for ALL first aid, medication and food allergies.
- The class teacher leads the rules, routines and expectations for the day. Please help the teacher by ensuring your group follows all instructions e.g. when to eat and drink.
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school in emergency situations.
- If you need to leave your group for any reason, please inform another adult.
- If appropriate, children will be permitted to bring their own money on the trip. This should not be supplemented in any way nor gifts bought for individual children or groups, including your own child.
- Volunteers are asked to keep the same degree of confidentiality as in school ie by not putting others at risk by discussing or sharing any information about children or staff electronically or otherwise.
- Volunteers must not use their mobile phones whilst in charge of a group of children/child, unless in an emergency.
- Volunteers must not take any photos on their mobile phones.

If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher, or if you would rather, the Headteacher on return from the trip.

Thank you!

In case we forget to say, please be assured that we really do appreciate your help (we may sometimes forget because we are so busy but we do). If you have any worries or queries, or any good ideas on how we can improve something, please let us know – we are always willing to listen.

September 2024