



Caring, Achieving, Making a Difference Together

# **Templemoor Infant and Nursery School**

## **Volunteer Policy**

Policy Adopted	11 <sup>th</sup> October 2017
Committee	Resources and Safety Committee
Last Reviewed	1 <sup>st</sup> February 2023
Next Review Date	February 2024



## **Templemoor Infant and Nursery School Volunteer Policy**

Templemoor Infant and Nursery School is committed to safeguarding and promoting the welfare of children and requires all staff and volunteers to share and demonstrate this commitment in every aspect of their work.

### **Introduction**

At Templemoor Infant and Nursery School we welcome those wishing to help in the school and value the contribution they make to school life. We believe that the involvement of parents, carers and volunteers in children's education is vital and we encourage active participation in many ways. Some volunteers come to school to help with a variety of tasks such as art, cooking, and especially reading, and usually work with individuals or small groups in specific classes. In addition volunteers often help when the children are taken on educational visits outside school or get involved with the work of our Parent Teacher Association – The Friends of Templemoor.

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children at Templemoor.

These guidelines have been written to ensure that for all concerned – volunteers, teachers and children - the experience is positive and rewarding.

### **Aim**

The aim of this policy is:

- To provide parents/staff and volunteers with clear expectations, induction and guidelines for working in school.
- To encourage the wider community to engage with children's learning, to raise standards of achievement and promote community cohesion.
- To ensure the highest standards of safeguarding for our children by a shared knowledge of procedures.

### **Categories of Volunteers**

Volunteers could include any of the following (this list is not exhaustive):

Members of the Governing Body  
Parents, carers or grandparents of pupils  
Students on Work Experience or Placement  
University Students  
Ex-members of staff  
Local residents  
Members of the Friends of Templemoor  
Staff family members

## Types of Activities

Activities in which volunteers may be engaged in could include any of the following:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on a local walk
- Fund raising activities such as running a stall at the Summer Fayre

## Becoming a Volunteer

Anyone wishing to work as a volunteer who will be in school on a **regular basis (at least once a month)** should request a Volunteer Application Pack from the school office (or can be found at the end of this policy). This should be completed in full and returned addressed 'FAO The Headteacher'.

As part of our commitment to safeguarding, regular volunteers will be asked to attend an informal interview to ensure that the aims and intentions of the school and the volunteer are compatible. The Headteacher has the authority not to accept the help of volunteers if they believe that it is not in the best interest of the children. Two references will also be sought as part of this process.

We carry out a Disclosure and Barring Service (DBS) check for all volunteers who have regular contact with children.

When two satisfactory references and a clear enhanced DBS check have been received by the school, an appropriate placement will be agreed. This will be in a class or Year Group which has **no family connection to the applicant**. A regular day and time will be agreed and the applicant will be expected to adhere to the school's confidentiality policy as well as other documents (detailed under 'school expectations').

An entry will be made on the school's Single Central Record and a file maintained with the confidential details of the volunteer, which will be retained by school for 6 years after the volunteer resigns from their volunteering responsibilities.

The exceptions to this are:

Work Experience Students or University Placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at Templemoor. The student will be expected to adhere to the school's confidentiality policy and will not be placed in a class with any family connection.

One-off volunteers i.e. assisting with a school trip, a fund raising event or a school visit will not require a DBS check but the volunteer will remain under the continuous supervision of a member of staff undertaking a regulated activity, usually the class teacher. Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care.

If there is any doubt as to the level of checks required, a decision should be sought from the Headteacher.

## **Safeguarding Induction**

All volunteers working regularly in school must undertake a safeguarding induction to include health and safety before commencing their voluntary role. The school will provide all volunteers with Section 1 of the latest 'Keeping Children Safe in Education' document and will explain their role in safeguarding within the school. It is important that volunteers understand that school has a duty to log, investigate and address any concerns about adults including those deemed to be of 'low-level'. Please see Appendix 6 of this policy for an explanation of low-level concerns.

Volunteers will also be required to read and sign an Acceptable Use Agreement relating to the use of digital technology and online safety.

Volunteers will have access to the following policies which are all available from the school's website [templemoorinfants.co.uk](http://templemoorinfants.co.uk) or from the school office.

- Health and Safety Policy
- Confidentiality Policy
- Data Protection Policy
- Child Protection and Safeguarding Policy
- Code of Conduct
- Equality Policy
- Rights Respecting Behaviour Policy
- Anti-Bullying Policy
- Online Safety Policy
- Preventing Extremism and Radicalisation Policy
- Relevant Risk Assessments (e.g. Covid-19)

## **Procedures and Protocols including Safeguarding and Confidentiality**

When a volunteer arrives in the school they must sign in at the school office. Please indicate your arrival time and which class/teacher you will be supporting. Volunteers must also sign out and state the time when they are leaving the school premises. Signing in and out is important in the event of an emergency so that staff and emergency services know who needs to be accounted for. Visitor identification must be worn at all times in school.

It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them. Teachers have the responsibility of informing parents of any concerns about a child. Volunteers working in classrooms do so on the understanding that they support the teaching staff and will not pass opinion on such matters as pupil behaviour or teaching styles outside the school. If you ever have any concerns about a child, please speak to the class teacher as soon as possible in an appropriate setting so that others cannot overhear.

Volunteers are asked to sign a 'Volunteer in School Protocol' (see appendix 2) a copy of which will be kept in school.

Safeguarding concerns including those regarding the Prevent Duty (see appendix 3) about a child must be shared immediately with one of the designated leads for child protection as soon as possible after the disclosure.

The designated lead for child protection is Mr Stuart Hodgson, Headteacher.  
In his absence please report to either Mrs Shirley Brown, Deputy Headteacher or Mrs Suzanne Cundick, Early Years Lead.

## **Covid-19**

Alongside this policy, volunteers must also adhere to our most recent Covid Risk Assessment. For example, this may require the wearing of face coverings in communal areas etc.

## **Guidelines for Supporting Children in School**

- It is vital to encourage the children to talk about what they are doing in order to support them in using the correct vocabulary.
- Always encourage the children to do things for themselves. It is important that they are independent and although some children may need help and supervision, the end result should always be their own work. Please don't be tempted to do the work for them! The learning that goes on while the children are doing an activity is often much more important than the end product!
- When playing games with the children, try and encourage the idea of taking turns, sharing and being a positive member of the team.
- It is important that all children in school are given equal time and attention.
- Please do not lift, carry or move a child in any way.

## **Housekeeping**

### **Mobile phones**

Mobile phones must be switched off whilst helping in school, and placed in a secure place. Mobile phones are not to be used in front of children. If you require your phone for an exceptional reason, please ask the headteacher's prior permission and you will be shown a suitable location to make/receive calls.

### **Tea / Coffee arrangements**

If you are in school over the break period, there are tea and coffee making facilities for visitors in the staffroom which you are welcome to use. If you are a regular visitor then please ask at the office about contributing to tea and coffee funds.

### **Photocopier**

The photocopier is located in the staffroom. You may be asked to use this machine to support the class teacher in preparing resources. Please ask in the school office if you are unsure of how to use it.

### **First Aid**

Please do not administer First Aid to children whilst you are volunteering in school. A number of staff hold certificates for paediatric first aid. Please talk to the class teacher or teacher on playground duty if you are approached by a child with an ailment or injury.

### **Fire alarm**

If the fire alarm sounds, please make your way safely to the nearest exit, guiding the child/ children you are working with away from the main class area.

### **Attendance**

If you find that you are not going to be able to come into school on a particular day, it is really helpful to know in advance, even if that's only a phone message on the morning in question.

## **References**

Occasionally, volunteers ask the school to provide a written reference when they are seeking employment. We stipulate a minimum qualifying period of three months attendance of regular volunteering (e.g. once a week) before we feel able to provide a work-based reference. We believe that this is fair to both prospective employers and candidates.

## **Complaints Procedure**

Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher or School Business Manager for investigation.

The Headteacher (or School Business Manager in his / her absence) reserves the right to take the following action:

- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated.
- Offer an alternative placement or activity for a volunteer.
- Inform the volunteer that the placement offer has been withdrawn.

## **Thank you!**

In case we forget to say so, please be assured that we really do appreciate your help (we may sometimes forget to say so because we are 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.

## APPENDIX 1: Templemoor Infant and Nursery School Regular Volunteer Application Form



You will appreciate that the School must be particularly careful to enquire into the background of individuals who have access to children at the school. The school keeps a record of all persons who carry out voluntary work at the school. You are asked, therefore to complete the details below and return it to the school. In accordance with Keeping Children Safe in Education, we ask Volunteers to give names and addresses of two referees. Please provide these below. If, as a voluntary helper, you have regular unsupervised contact with the pupils then it will be necessary for a Disclosure and Barring check, including a Barred List check, to be made on you.

<b>Volunteer Name</b>	
<b>Address</b>	
<b>Telephone Number</b>	
<b>Email Address</b>	
<b>If a parent of a child/ren in the school please give names and classes</b>	
<b>Have you read the School Volunteer Policy?</b>	
<b>Do you have any specific skills/strengths that could be utilised?</b>	
<b>When are you available to support in school? Please give days and times.</b>	
<b>Referees: Two suitable referees who can comment on your suitability to work with children are required. Please provide details below:</b>	
<b>First Referee</b>  <b>Full Name:</b>  <b>Full Address:</b>  <b>Job Title:</b>  <b>Email:</b>  <b>Relationship to Applicant:</b>	
<b>Second Referee</b>	

<b>Full Name:</b>  <b>Full Address:</b>  <b>Job Title:</b>  <b>Email:</b>  <b>Relationship to Applicant:</b>	
<p><b>I consent to a Disclosure and Barring and Barred List check being made on me if I will have regular unsupervised contact with pupils and this form being held by the school as a record that appropriate checks have been carried out.</b></p> <p><b>YES/ NO (Please delete as appropriate)</b></p>	
<b>Signed</b>	
<b>Date</b>	



## APPENDIX 2: TEMPLEMOOR INFANT AND NURSERY SCHOOL

### VOLUNTEER IN SCHOOL PROTOCOL



<b>Volunteer Name</b>	
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Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer:

#### As a school we agree to:

- Carry out safeguarding induction training with you
- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the children
- Share the school's Rights Respecting Behaviour Policy with you to help you understand how we manage behaviour
- Ensure that the children you work with behave and work well
- Treat you with the highest respect and care
- Share relevant information about the children you are working with
- Let you know in advance the overall plan for the day and let you know if this changes!
- Treat anything you tell us with confidentiality

We agree not to ask you to:

- Deal with difficult or challenging behaviour
- Carry out a task that you feel unprepared to complete

Signed:..... (Headteacher)

Date: .....

#### As a volunteer helper I agree to:

- Adhere to school policies and procedures.
- Read and understand Keeping Children Safe in Education Section 1 (Latest version).
- Be a role model for the children I work with i.e. use appropriate language, no smoking or swearing and dress appropriately.
- Inform the teacher/Designated Safeguarding Lead if I observe anything that concerns me in school
- Treat any information with total confidentiality
- Inform the school if I am unable to come into school for any reason by 8.30am in the morning
- Respect and listen to the guidance of the teacher at all times
- Complete the appropriate DBS safeguarding checks
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer helper

**I agree not to:**

- Look at or compare children's work, records or staff records
- Share any information about a child or member of staff with anyone outside the school staff team

Signed:..... (Volunteer)

Date: .....

## **APPENDIX 3: TEMPLEMOOR INFANT AND NURSERY SCHOOL**

### **SAFEGUARDING INCLUDING THE PREVENT DUTY**



Everyone has a duty to keep children safe. Children may disclose information or worries at any point during the school day. It is not unusual for children to disclose information to people they feel less affiliated to and anything could trigger this.

If a child says something that concerns you:

- DON'T make promises of secrecy
- DON'T ask questions of the child
- DON'T appear shocked or terrified but instead remain calm and reassuring
- DON'T delay in reporting the disclosure
- DO listen closely and carefully to everything the child says
- DO report it to one of the school's designated officers for child protection immediately
- DO complete a record of concern form as soon as possible noting the date, time and as close to the exact wording as you can of the child's disclosure.

The school's designated lead for safeguarding is Mr Stuart Hodgson (Headteacher).

In his absence please contact Mrs Shirley Brown (Deputy Headteacher) or Mrs Suzanne Cundick (EYFS Lead).

The records of concern form can be found in the staff room. These will be shown to you on your induction.

#### **The Prevent Duty**

School's also have a duty to provide a form of safeguarding to recognise children at risk of, or who may be vulnerable to, potential radicalisation. We need to remain mindful of this risk to children and be aware of signs that could warrant early intervention.

This very much follows the same procedures as above in school and should be reported in the same manner.

Signs could include:

- Expressing extreme views regarding people of other ethnicities, cultures or faiths.
- Unusual or unsafe online activity.
- Disclosures regarding family members views or behaviours towards other ethnic groups.
- Signs of isolation, fear or rejection of peer groups
- Recent political or religious conversion
- Conflict with family over political or religious views

## Templemoor Infant and Nursery School

### Reference Request for Volunteer



Applicant's name			
Position Applied for	Volunteer		
Your Name			
How long have you known the applicant?			
In what capacity do you know the applicant?			
Are you able to recommend this candidate for a volunteer role at our school without any reservations? If your answer is no, please explain your reservations.			
This volunteering role involves working with children. Do you know of any reason that this candidate is not suitable to work with children? If yes, please explain why.			
How would you describe the candidate?			
What do you consider to be the candidate's strengths?			
Why do you think the candidate will be suited to this particular volunteering role?			
Do you believe the candidate to be an honest and reliable person? If you have any concerns, please tell us about them.			
Would you recommend this applicant?	Confidently	With some Reservations	Not at all
<b>Data Protection Act 1998</b>			
Will the applicant receive a copy of this reference or otherwise learn of its contents?			YES / NO

If 'No' would you have any objections to its contents being revealed during the course of the selection process or at any time in the future?

YES / NO

Please note that you have a responsibility when providing this reference to ensure that the reference is accurate and does not contain any material misstatement or omission.

Signed:	
Date:	

## **Appendix 5: Low level concerns about adults in school**

All staff and volunteers at Templemoor Infant and Nursery School will receive appropriate and up-to-date safeguarding advice and training on induction. All staff and volunteers will receive copies of KCSIE part 1 to read and adhere to on induction. Staff and Volunteers will also be made aware of the school's safeguarding policies and procedures on induction to the school and will then receive at least annual updates.

As part of our safeguarding culture, ALL concerns regarding adults are shared responsibly in line with our school's safeguarding reporting systems and will be recorded in writing and held securely on our record keeping system-CPOMS. Records will be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified and appropriate actions taken.

We will ensure that:

- volunteers are clear about what appropriate behaviour is, and are confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour, in themselves and others;
- volunteers know how to share any low-level safeguarding concerns and are empowered to do so;
- unprofessional behaviour is addressed and the individual is supported to correct it at an early stage;
- we will provide a responsive, sensitive and proportionate handling of such concerns when they are raised;
- we will use concerns to help identify any weakness in the school safeguarding system.

We will instil a culture where adults feel safe to report any concerns using our safeguarding reporting system identified in this policy. We would also encourage the volunteer themselves to report any behaviour that could be classed as a low level concern. Where the report has been made by a third party, as much evidence as possible will be gathered by the head teacher from the person reporting the concern, the individual named and any witnesses. All of this will be recorded to determine whether any further action needs to be taken alongside a recorded rationale as to the decisions taken.

In the case of reports about supply staff and contractors, we will report any concerns to their line managers so that any concerning, problematic or inappropriate patterns of behaviour can be identified.

We will retain information regarding low level concerns until the person no longer volunteers in the school.

Low level concerns will not be recorded on any references given unless they meet the threshold for reporting to the Local Authority Designated Officer (LADO).

What is a low level concern?

The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold set out at paragraph 338. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult in the school may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children;
  - having favourites;
  - taking photographs of children on their mobile phone;
  - engaging with a child on a one-to-one basis in a secluded area or behind a closed door;
- or, • using inappropriate sexualised, intimidating or offensive language.

Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.

It is crucial that any such concerns, including those which do not meet the harm threshold are shared responsibly and with the right person, and recorded and dealt with appropriately. Ensuring they are dealt with effectively should also protect those working in or on behalf of schools from potential false allegations or misunderstandings