



## **Dingle Community Primary School**

### **Supervision of Volunteers Policy**

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|------------------|-------------------------------------------------------------------------------------------------------------|
| Date adopted:    | 15 <sup>th</sup> February 2017                                                                              |
| Date reviewed:   | 11 <sup>th</sup> December 2019                                                                              |
|                  | 8 <sup>th</sup> March 2022                                                                                  |
|                  | 9 <sup>th</sup> March 2023                                                                                  |
|                  | 18 <sup>th</sup> March 2025                                                                                 |
| Next review due: | Spring 2026                                                                                                 |
| Reviewed by:     | Governing Body Safeguarding Committee                                                                       |
| Signed:          | <br>(Acting Headteacher) |
| Signed:          | <br>(Chair of Committee) |
| Date:            | 18 <sup>th</sup> March 2025                                                                                 |

## 1. Rationale

This policy is part of the school's safeguarding arrangements.

Volunteers at school bring with them a range of skills and experience that can enhance the learning opportunities of pupils.

Volunteers can include:

- Parents/carers of pupils
- Former pupils
- Members of the local community
- Members of voluntary organisations
- Former members of staff
- Governors
- Students from other institutions completing work experience

The types of activities that volunteers engage in at the school include:

- Working with pupils to assist them in their learning
- Accompanying school visits
- Supporting the organisation of school events
- Supporting office staff in routine tasks

## 2. Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis should contact the Headteacher directly via [info@dingledudley.sch.uk](mailto:info@dingledudley.sch.uk).

## 3. Frequent or Intensive engagement in Voluntary Work

Activity which is described as 'frequent' or 'intensive' is defined in the Safeguarding Vulnerable Groups Act 2006 as:

- 'frequent' – once a week or more often on an ongoing basis
- 'intensive' – three or more occasions in a 30 day period, or overnight (between 2am – 6am)

Before commencing, volunteers who will be engaged frequently or intensively will be required to:

- Attend the school for an informal discussion to ensure their suitability for the role.
- Be made aware of the role and responsibilities they will be undertaking.
- Be subject to an enhanced Disclosure and Barring Service (DBS) check, with the outcome recorded on the Single Central Record of Checks.
- Complete a volunteer application form, through which they must provide details of two referees, in compliance with school policy regarding the obtaining of two satisfactory references.
- Sign to confirm that have received, read and agree to comply with relevant school policies, including those relating to Safeguarding, Staff Code of Conduct, First Aid and Accident Reporting, Health and Safety, Emergency Procedures, Behaviour and Whistleblowing.
- Follow the professionalism expectations outlined in the Staff Code of Conduct.

These requirements do not apply where a volunteer is engaged in a one-off activity. Work experience students also will not have DBS checks, because of their age.

## 4. Supervision

All volunteers work under the supervision of a teacher or full time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking. Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out and what the expected outcome of an activity is. In the event of any query regarding the pupil's understanding of a

task, behaviour or their welfare, volunteers must seek further advice and guidance from their designated supervisor.

## **5. Safeguarding**

The school is committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

The Designated Safeguarding Lead will ensure that volunteers engaged on a frequent or intensive basis are clear policies listed above and about any risk assessments/safety aspects associated with particular tasks. Volunteers are required to exercise due care and attention and report any obvious hazards or concerns to the designated supervisor or Headteacher.

The DSL will also ensure:

- Where a volunteer is engaged in a one-off activity no formal checks are required, however, such volunteers, who will be under the constant supervision of school staff, must read and sign our Off-Site Visit Agreement (Appendix B).
- Volunteers engaged on a frequent or intensive basis are given a copy of the Supervision of Volunteers Policy and are asked to sign a Volunteer Agreement (Appendix A).

## **6. Complaints Procedure**

- Any complaints made about a volunteer will be referred to the Headteacher for investigation. Any complaints made by a volunteer will be dealt with in the same way. The School's Complaints Procedure is made available to all volunteers.
- The Headteacher may take the following action where a complaint is upheld:
  - Discuss any breach of the Volunteer Agreement with the volunteer and seek reassurance that this will not happen again.
  - Offer an alternative placement for the volunteer, such as helping with another activity or in another class.
  - Where the facts identified in the investigation make it appropriate, inform the volunteer that the school no longer wishes to engage them.
  - Where needed, contact Police and/or Local Authority Designated Officer.

## **APPENDIX A**

### **VOLUNTEER AGREEMENT**

Please read and sign this Volunteer Agreement and return it to school.

- I have received a copy of the school's Supervision of Volunteers Policy and agree to comply with the provisions of the policy.
- I agree to treat information I learn from being a volunteer in school as confidential.
- I understand that I will be required to undergo a Disclosure and Barring Service check to enable the school to ensure my suitability as a volunteer.

Signed:

Name:

Date:

## **APPENDIX B**

### **Off-Site Visits Volunteer Agreement**

School off-site visits are an integral part of learning at our school and volunteer helpers have an important role to play in the success and safety of such visits.

Please read and retain this appendix and sign and return the helper's slip. This is part of our risk assessment planning and safeguarding arrangements.

#### **Role of the Volunteer Helper**

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the off-site visit leader.
- To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the off-site visit.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public.
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the visit.
- To alert the class teacher/member of staff if there are issues with first aid, safety and/or behaviour.

#### **Working alongside school staff**

School staff expect volunteer helpers to:

- Comply with the requirements of the role whilst being under the direct supervision of school staff.
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about tasks and help to explain the areas of interest.
- Follow guidance from the school staff.

#### **What is not permitted**

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the off-site visit.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties.
- Volunteer helpers are not permitted to take photographs of pupils.
- Volunteer helpers are not allowed to give/buy their group treats, such as ice creams, biscuits or sweets, before, during or after the off-site visit.

#### **First Aid**

You will be informed if any child in your group has medication or medical needs. If medicine needs to be administered, this will be done by a member of staff unless you are the parent/carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid boxes will be carried by staff.

#### **Emergencies**

In the event of an emergency you are expected to inform a member of staff immediately. If you have become separated from the rest of the school party, you must telephone one of the members of staff on your contact list or telephone the school.

Agreement (to be completed and returned to school)

- I have read the Volunteer Policy
- I agree to the terms and conditions as stated in the policy
- I will support the pupils in enjoying the off-site visit and actively contribute to the smooth running of the event.
- I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Signed:

Name:

Date: