



inspiring the journey for
independence together

Visitors in School and Volunteer Policy

The Local Advisory Board of each school is responsible for implementation of this policy

Non-Statutory

Reviewed Three Yearly

Signed:

(Chair of Trust)

Date of review: September 2023

Review Date: September 2026

This policy is written to provide overall guidance and direction to volunteers and visitors at Rivermead Inclusive Trust schools. This policy does not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The Trust reserves the exclusive right to change this policy at any time and to expect adherence to the changed policy. Changes to or exceptions from this policy may only be granted by the agreement of the Governing Body which must be obtained in advance and in writing.

1. Introduction

Volunteers at Rivermead Inclusive Trust Schools bring with them a range of skills and experience that can enhance the learning opportunities of children at the school. We welcome and encourage volunteers from the local community.

Our Volunteers include:

- Trustees
- Members of the Local Governing Bodies
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Local residents
- Friends of the school
- Local business people

The types of activities that Volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with children
- Working with children on the computers
- Accompanying school visits

2. Definition of 'Volunteer'

A "volunteer" is anyone who, without compensation or expectation of compensation beyond reimbursement of agreed expenses, performs a task at the direction of and on behalf of the school. A "volunteer" must be officially accepted and enrolled by the school prior to performance of the task. Unless specifically stated, volunteers shall not be considered as "employees" of the school.

3. Mandatory Service

Our school also accepts as volunteers those participating in teaching placements, work experience, students enrolled in related courses, and other volunteer referral programs. In each of these cases, however, a written agreement must be in effect with the organization, college, university, school or program from whom these volunteers originate, and this agreement must identify responsibility for the management and care of the volunteers.

4. Service at the Discretion of any of the Schools concerned within the Trust

The Trust accepts the service of all volunteers with the understanding that such service is at the discretion of the individual school and Executive Head/ Head Teacher / Head of School. The school may at any time, for whatever reason, decide to terminate the volunteer's relationship with the school. The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the school. In each case written notice shall be provided at the earliest opportunity either from the school to the volunteer and organisation or vice versa

5. Induction

All volunteers in school will receive an induction, this and other related policies are shared, expectations and procedures are made clear and guidelines are given.

6. Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a member of staff, volunteer, student, or other person or involves overall school business. Any concerns that volunteers have about the children they work with should be voiced with the Class Teacher and NOT with the parents of the child or any other person outside school. If is a safeguarding issue, then this should be voiced to the designated safeguarding lead immediately. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to parents of a child if they hear about such concerns through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Executive Head / Head Teacher/Head of Provision. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the school or other corrective action. A copy of our Confidentiality policy will be provided to all volunteer.

7. Screening/Reference and DBS Checks

For some tasks, volunteers must submit samples of work and professional references. If such is required, it will be outlined in the task description. Prior to beginning work in the school all volunteers are required to have a DBS. Trainee teachers must also have a full DBS check, and this is usually provided by the institution sending the students. All volunteers must fill in the Volunteer Application and sign the Volunteer Agreement.

8. Dismissal of a Volunteer

Volunteers who do not adhere to the rules and procedures of the school or who fail to satisfactorily perform their volunteer duties are subject to dismissal. No volunteer's service will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisory staff. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, theft of property or misuse of school materials, abuse or mistreatment of children, staff or other volunteers, failure to abide by school policies and procedures, and failure to satisfactorily perform assigned duties.

9. Volunteer readers

Volunteer readers have a particular role to play in school and will receive additional support and guidance from the Literacy Leader or relevant staff member to enable them to effectively support pupils' engagement and development in reading.

10. Supervision

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the Class Teacher as to how an activity is carried out/what the expected outcome of an activity is. Volunteers are encouraged to seek further advice/guidance from the Class Teacher in the event of any query/problem regarding children's understanding of a task or behaviour.

11. Health & Safety

The school has a Health & Safety Policy, and this is made available on request to any volunteers working in the school. Induction will ensure that volunteers are clear about

emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g., using DT equipment/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher.

12. Parent volunteers

Parent volunteers will not be placed with their own child's year group for regular volunteering activities. One-off activities such as accompanying trips, visiting classes to demonstrate a particular skill or share a hobby linked to a topic are the exception to this. The PTA are often in school and may come into contact with their own children. This is within the remit and reasonable functioning of the PTA. There are safeguarding processes in place within the PTA structure.

13. Visitors

Schools are not open places to which any member of the public is entitled to a right of access. The school must satisfy themselves that all visitors, no matter who they are, pose no risk to children. Pupils, staff, governors, and parents do not have unrestricted right of access to the school but in light of their employment or connection with the school will have identification and follow safeguarding procedures managed by the school. Notices should be posted at the entrances to the school premises, which clarify the terms on which people may enter. While being welcoming the notice should indicate that visitors should present themselves at a specified reception point, with a route indicated if necessary. Any visitor will be admitted to the school building only after they have made contact with a member of staff. All visitors to the school will need to register their presence (Inventory system) and wear a badge to show that they are an official visitor.

14. Occasional Visitors

Occasional, or rare visitors (e.g. Grandparent to talk about life in the war, plumber to repair leak) that do not have the necessary checks must be accompanied at all times.

15. Child Protection

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- All Volunteers are given a copy of the Volunteer Policy, Confidentiality Policy and Safeguarding Policy.
- To ensure the safety of our pupils at all times, all of our volunteers must have a current DBS that the school has requested.

- All Volunteers will apply to the school and the school will carry out the appropriate safeguarding checks including employment history and obtaining 2 relevant references, before a volunteer place is offered.
- All volunteers will receive a CP induction. Volunteers will be given a copy of Keeping Children Safe in Education (KCSIE) Part 1 and will be asked to complete a multiple-choice quiz sheet to evidence they have read the document.
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of children as part of a class visit, no formal checks are carried out on these volunteers.

The Class Teacher will ensure that these volunteers are kept under constant supervision of school staff. Such Volunteers will be restricted to Parent Volunteers only.

16. Complaints Procedure

Any complaints made about a volunteer will be referred to the Executive Head/ Head Teacher / Head of Provision. Any complaints made by a volunteer will be referred to the Executive Head / Head Teacher/Head of Provision. Any complaints about the Head Teacher / Head of Provision should be referred to the Executive Head of the primary or secondary provision of Rivermead Inclusive Trust dependent on which Head Teacher / Head of provision the complaint refers to.

The Head Teacher/Head of Provision reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Code and seek reassurance that this will not happen again.
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class.
- Inform the volunteer that the school no longer wishes to use them.

17. Code of Conduct

All Volunteers will be asked to read and sign to say that they understand and will abide by the Code of Conduct for Volunteers.



CODE OF CONDUCT FOR ALL VOLUNTEERS

1. Introduction

This Code of Conduct reflects relevant legislation, expectations and principles for employees, and reflects the requirement that only the highest standards of probity and integrity are expected. The code sets out the minimum standards that should apply, and is not exhaustive. Inevitably, some issues affect some staff groups more than others and a 'common sense approach' should be employed to the application of the Code of Conduct to different staff groups. However, all employees are covered by this code, and as such non-compliance or claimed ignorance of the code will result normally in disciplinary action being considered.

2. General Requirements

As a Volunteer of the school, you must:

- Attend your placement;
- Be punctual in time keeping;
- Be honest and trustworthy;
- Follow Health and Safety procedures;
- Take care of yourself, your colleagues and others whilst at the school;
- Display commitment to the aims, vision and mission statements of the school, conducting yourself in a manner consistent with these statements at all times;
- Conduct your work in a co-operative manner;
- Obey reasonable management instructions from members of the Senior Management Team, Leadership Team, ensuring that at no time do you knowingly undermine the leadership, management, or smooth running of the school;
- Accept and adhere to school policies and procedures, carrying them out as fully as possible;
- Take care of school property, making careful and best use of all resources provided;
- Undertake your duties and responsibilities effectively, efficiently and diligently;
- Show respect for all people within the school at all times – for children, their families, for colleagues, for the wider community, for employees from other agencies – within the course of your duties, by being polite and courteous to and about others;
- Respect the rights of individuals to hold religious or political beliefs, or sexual orientation, different to your own;

- Ensure that other commitments, for example part-time employment elsewhere, do not prejudice the capacity to volunteer;
- Maintain appropriate levels of confidentiality at all times;
- Follow appropriate lines of communication for concerns or complaints;
- Disclose as required on appointment, or at any time, any civil, criminal charges or convictions;
- Not misrepresent professional qualifications;
- Represent the school positively at all times;
- Dress in a manner that is appropriate to your role in the school;

3. With Children

- Remember that the emotional, physical, intellectual and moral welfare of the children is the prime purpose and first concern of our school;
- Behave with compassion and impartiality;
- Be sensitive in expressing criticism of children and avoid hurtful comments of a personal nature;
- Do nothing to abuse, exploit or undermine the staff/pupil relationship, which is based on trust;
- Respect the confidentiality of information relating to children unless its disclosure is either required by law or is in the vest interests of a particular child;
- Ensure that reports are based on factual and objective information.

4. With Parents/Carers

- To only discuss a child with a parent/carer with the express permission of the Head Teacher.

5. With Colleagues

- Exercise the duty of care to all colleagues – for their physical and emotional health and wellbeing;
- Acknowledge the various roles and responsibilities that colleagues have within school;
- Respect colleagues, particularly when making any assessments or observations of their work, making objective judgements, comments, observations or assessments at all times;
- Not denigrate a colleague in the presence of others;
- Exercise maximum frankness and good faith in all matters relating to appointments to posts;
- Give accurate references that are fair, truthful and objective, if requested.

6. With the Wider Community

- Promote a good working relationship with parents/carers, governors and other representatives of the local community, in order to create a clear understanding by them of the vision, mission statement and aims of the school;
- Be aware of the involvement of the community in the life of the school and understand its unique social, economic and cultural position;
- Recognise the need of the community to use the school facilities, subject to the requirements of the school.

7. Social Networking Sites

Use of social networking sites should be undertaken with due care and attention. In particular, use of such sites should not involve communication regarding your employment/volunteer work at this school or any activities which may bring the school into disrepute and / or may question your suitability to work with children.

I have read and understood the school's Code of Conduct and am aware of the possible consequences of breaching it.

Name: _____ Signed: _____

Date: _____

Volunteer Agreement



The Organisation

We, as a school within the Rivermead Inclusive Trust, agree to accept the services of _____ beginning on _____ and commit to the following

1. To provide adequate information, training and assistance for the volunteer to be able to meet the responsibilities of their job.
2. To ensure the satisfactory support to the volunteer and to provide feedback on performance.
3. To respect the skills, dignity, and individual needs of the volunteer and to do our best to adjust to their individual requirements
4. To be receptive to any comment from the volunteer regarding ways in which we might naturally better accomplish our respective tasks
5. To treat the volunteer as an equal partner with the organisation's staff, jointly responsible for completion of the organisation's goals and the fulfilment of its mission

The Volunteer

I agree to serve as a volunteer and commit to the following

1. To perform my volunteer duties to the best of my ability
2. To adhere to the school's policies, rules and procedures, including any record keeping requirements and the confidentiality of school, staff and student information
3. To meet time and duty commitments* except in exceptional circumstances, or to provide adequate notice so that alternative arrangements can be made

*Agreed Volunteer hours are;

Agreed and signed by: _____

Volunteer

This agreement is binding in honour only and is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party.

Volunteer Application

This agreement is intended to indicate the seriousness with which we treat our volunteers. The intent of this agreement is to assure you of our deep appreciation of your services and to indicate to you our commitment to make your experience rewarding and productive.

Personal Details

Volunteer's Full Name:

Date of birth:

Address:

Contact Phone Number:

E-Mail Address:

Other details

* I am able to commit to hrs. per week during the school year to work in a classroom under the direction of the class teacher

* I am a trainee teacher or other student and am required to complete a mandatory placement of days, beginning on

Qualifications (if any)

Previous Experience/Placements (if any)

Reasons for volunteering in a school

Please provide 2 references including contact details

1)

2)

In case of an emergency, whom should we call?

Name:

Relationship:

Contact Number:

Disclosure and Barring Service (DBS) checks

The Rivermead Inclusive Trust and respective Schools are bound by law to conduct a DBS check on all volunteers who have supervised contact with children, as per our Safeguarding Policy.

Please tick one of the statements below:

☐ **Statement One**

I am volunteering in school as part of a requirement for a course of study. I understand that the school will pay for the cost of a volunteer DBS and that I will be liable to pay the difference for a full DBS.

☐ **Statement Two**

I am volunteering in school for no gain and not as part of any course of study. I understand that the school will be applying for a DBS at the volunteer rate only on this basis.

Your signature on this form gives the school permission to hand in your name, date of birth, address and email address to carry out a DBS check.

Signature:

Date:

New Volunteer Safeguarding Induction pack

I confirm receipt of the following documentation –

- Keeping Children Safe in Education (Part 1) (KCSIE)
- KCSIE Quiz
- HSW Safeguarding policy
- RIT Whistleblowing policy

Volunteer name:

Signed:

Date:

KCSIE quiz completed

Date:

DSL/DDSL name:

DSL/DDSL signature: