

Ladywood Primary School



Working with Volunteers Policy

January 2022

Aim

At Ladywood we aim to welcome volunteers to work with pupils within school to enhance the learning process whilst maintaining the safety of the children in our care.

Volunteers

Volunteers are unpaid members of the school community who spend regular periods of time supporting pupils and staff each week. Long term volunteers must have an induction with the Bursar and are required to follow the staff Code of Conduct.

Guidelines for employing volunteers

- All volunteers should be at least 18 years old*.
- Volunteers must complete an application form
- 2 references are required
- DBS check essential
- Occupation Health screening required
- Occupational Risk Assessments must be completed
- Volunteers must have a named supervisor usually the class teacher
- Volunteers have same Health and Safety rights as paid staff
- Volunteers are covered by the Authority Insurance Policy
- Volunteers are expected to adhere to School Code of Conduct
- Volunteers are subject to Child Protection Procedures should any misconduct be reported
- Volunteers must be made aware of GDPR requirements

***One-off volunteers and work placement students**

- Volunteer procedures are unnecessary for 'one-off' volunteers and work placement students.
- One-off volunteers and work placement students will not be left alone with individual or groups of pupils.

This policy sets out the arrangements for volunteer helpers only. Volunteer helpers support the school in a number of ways, including:

- supporting individual pupils
- hearing pupils read
- helping with classroom organisation
- helping with the supervision of children on school trips
- helping with group work
- helping with art or subjects involving other practical activities

Volunteer helpers are not allowed to do the following activities:

- take responsibility for all or some of the whole class
- facilitate personal care in any respect
- supervise children engaged in PE or other specialist activity
- take children off the school site without a teacher in charge.

The responsibility for the health and welfare of the child remains with the class teacher at all times.

Signing in - When volunteers arrive in the school, they must sign in at the reception desk. They will be given a visitor's badge, which they should wear at all times. They must also sign out when leaving the premises, at the lunch time or at the end of the day.

Agreement form - to be completed by all volunteers in school.

Review of policy

This policy will be reviewed bi-annually and will next be reviewed in January 2024.

Risk Assessment of Volunteers in School

Directorate	
Division	
Service/Function	
Location	Ladywood Primary
Date of Assessment	Various
Manager responsible for the Basic Activity	C Grainger-Roystone
Lead Risk Assessor for the Basic Activity	C Hodgson

Activity covered by this risk assessment

Students, Work Experience and Volunteers

Hazard	Risks	Control Measures	Actions Required	Person Responsible and Target Date
Dress	Slips, trips, falls	Students/volunteers will be expected to wear smart/casual work attire with appropriate safe footwear	Jeans, tops with slogans and slip on shoes such as flip flops should not be worn	
Toilets	Welfare	Students/volunteers need to use staff toilets	supporting staff to give tour of building pointing out facilities available including toilets and staffroom	
Fire	Fire Injury	students/volunteers will be informed of fire alarm procedures for the areas they will be working in within school, where to assemble and shown what to do in case of an emergency	All students/volunteers need to check they understand fire drill procedures and ensure they sign in/out of school each time they enter or leave the building	
Students/volunteers not following		Any disciplinary issues to be referred to a member of SLT	Volunteer to be immediately removed from class. Contact organiser/named person from	

professional guidelines or school expectations			the student's school/ college/place of education Placement may be immediately terminated if deemed appropriate by SLT	
Medication	Volunteer has medical need/allergy	Student/volunteer must inform school of any medical needs	Medication only on site if necessary and held appropriately e.g. locked away.	
Physical need/disability		Student/volunteer must inform school of any additional needs	Complete risk assessment to identify any adjustments required	
Supervision		Students/volunteers must be supervised at all times with children		
Hazards/accidents arising from the activities.	Injury	<p>Students/volunteers must be given instruction regarding correct use of all equipment e.g. photocopier, laminator, PE equipment before use</p> <p>Students/volunteers must not lift, pick up, carry or manoeuvre children under any circumstances.</p>	<p>Advise volunteers of first aid arrangements for specific work area.</p> <p>Advise volunteers how to report incidents/accidents and hazards</p>	
Mobile phones	Data protection Confidentiality	Students/volunteers must not use mobile phones to make or receive calls or use any of the applications/functions whilst on the school premises (in work areas) to ensure the safety of our children		
Confidentiality / Safeguarding / GDPR		<p>All students/volunteers will be made aware of the school policies around Safeguarding and GDPR.</p> <p>All students/volunteers will sign the student's/volunteers agreement prior to starting their</p>	If volunteers are engaged in regulated activity an enhanced DBS check must be sought	

		placement to confirm that they are aware of and have understood school's policies. No information regarding Ladywood Primary School and its staff or pupils may be shared on any form of Social Media		
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Manager's Assessment Acceptance Statement

I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified and monitoring requirements are acted upon within the given time scales.

Manager's Signature	
Date	
Date of planned review (not to exceed 12 months)	
Date of planned full re-assessment (not to exceed 24 months)	

The Volunteer-Employer Agreement

Ladywood Primary School agrees:

- To provide the volunteer with opportunities to contribute to the organisation, by incorporating the student into the general work of the organisation
- To give the volunteer the opportunity to gain an insight into the organisation, including its aims, activities, practices, and procedures.
- To induct the volunteer into the organisation's Health & Safety procedures, as appropriate, and ensure that these comply with the Health and Safety at Work Act currently in force **and the latest government advice for COVID.**
- To ensure that the volunteer is aware of what is expected of him/her, for example, hours of work, dress code, professional boundaries, acceptable use of the Internet etc at the start of the placement period.
- To provide a non-discriminatory working environment for the volunteer with regard to gender and ethnicity.
- To support assessment processes if required e.g. by completing a brief report and evaluating a student's practical performance.

The volunteer agrees:

- To take part in the work of the organisation as directed by the employer and as appropriate to their abilities.
- To work as an employee of the organisation and comply with the conventions of the organisation in all respects, including attendance, timekeeping, behaviour, and dress.
- To respect the confidentiality and property of the school.
- To use the opportunity to develop their interpersonal and professional skills.
- To always act professionally.

Student name:	
Company/Organisation:	
Duration of Placement: E.g. 5 full weeks or every Monday for 20 weeks etc	
Hours of Work:	
Days of week: e.g. Mon to Fri or every Wednesday	
Supervisor and/or Mentor:	

Signature: Date:
Volunteer

Signature: Date:
School

Ladywood Primary School Application for Volunteer Work

ID Number..... Post Ref Number..... Post Title.....

1. PERSONAL DETAILS

DR/MR/MRS/MISS/MS/OTHER.....	Home Telephone:
Surname:	Work Telephone:
Forename:	N.I. Number:
	Date of Birth:
Address:	Do you want to be considered for job share
.....	Yes/No
.....	
.....	Dates not available for interview
Postcode:

2. WORK DETAILS

A) Please list previous jobs with brief details of duties (including start and finish dates)

B) Please list any other experience, e.g. voluntary work etc

C) Please list any qualifications you may have

3. REFERENCES

Name: Address: Relationship: Telephone No: If you are invited for interview, can we contact this person Yes/No	Name: Address: Relationship: Telephone No: If you are invited for interview, can we contact this person Yes/No
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4. CONVICTIONS

Because of the nature of the employment for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to applications for positions to which the Order applies. In this respect you are asked to declare any offence for which you have been convicted.

If you have never been convicted of an offence, please write "None".

Date of Conviction	Offence

5.

Barnsley Metropolitan Borough Council is committed to Equality of Opportunity in Employment. In order to ensure that our policy is working effectively, would you please fill in the information requested. This information will not be used for the purposes of shortlisting. Please tick the boxes below which you feel are appropriate. If you tick "other" for any of the below, please state how you would describe yourself.

Bangladeshi	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Asian Other	<input type="checkbox"/>
African	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Black Other	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Chinese Other	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Scottish	<input type="checkbox"/>	Welsh	<input type="checkbox"/>
English	<input type="checkbox"/>	White Other	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>
White & Asian	<input type="checkbox"/>	Any other mixed (please give details).....					

What is your Religion?

None	<input type="checkbox"/>	Christian (including C of E, Catholic, Protestant & all other Christian Denominations)					<input type="checkbox"/>				
Buddhist	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Other	<input type="checkbox"/>

Do you consider yourself to be disabled?

Yes ☐ NO ☐

Are you Male or Female?

6. CANVASSING

If you are related to any Councillor or employee of Barnsley Metropolitan Borough Council, please give details:-	Name.....
	Position.....
	Relationship.....

The information provided on this application form is true and I have not canvassed (either directly or indirectly) any Councillor, Officer or member of a governing body of Barnsley Metropolitan Borough Council

Signed..... Date.....