



# Bellevue Place

EDUCATION TRUST

## **BPET Volunteers Policy**

Signed:	
Chair of Local Advisory Board:	Miles Ridley
Approved:	March 2022
Renewal	Every 2 years
Review Date:	September 2023

## **1.0 Bellevue Place Education Trust – Our commitment**

### ***Learn. Enjoy. Succeed.***

Three words that mean the world to us.

Three words that have been with us from the day we started Bellevue Place Education Trust.

Three words that govern all that we do.

As a parent you can expect excellence, both in how we teach and nurture your child. We foster a positive attitude to life, encouraging a 'be interested and be interesting' attitude by providing a rich learning environment full of arts, drama, sport, music and academic rigour.

Bellevue Place children are happy, confident, successful 'all-rounders' who expect to win and achieve in an inclusive setting where children, parents and school staff work together to provide the best. Our commitment to you and your child is that we will teach them to learn, enjoy and succeed both in their school career and beyond.

## **2.0 Roles and Responsibilities**

The responsibility for implementation of this policy rests with the Headteacher. On an operational basis, management, responsibility and evaluation of this policy will be delegated to the Deputy Headteacher.

## **3.0 Suggested Audience**

All school staff and Local Advisers.

As part of their school induction or professional development, all school staff will participate in training which enables each person to be familiar with the principles and procedures outlined in this policy.

Future changes as a result of new legislation and guidance from other national bodies will also form part of a programme of Continuing Professional Development.

## **4.0 Related Policies**

This policy is one of a suite of policies which should also be referred to:

- Safeguarding Policy
- Behaviour Policy
- Safer Recruitment Policy
- DBS Policy
- Childcare Disqualification Policy

## **5.0 School Commitment**

BPET believes that all children have a right to attend school and learn in a safe environment. Children should be free from harm by adults in the school and other pupils.

We recognise that volunteers make an important contribution to Schools and BPET wishes to establish procedures to harness the contribution of volunteers whilst continuing to uphold the highest safeguarding standards for the welfare of its pupils. The Trust expects volunteers to share this commitment.

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

The Trust therefore, welcomes and encourages volunteers from the local community.

## **6.0 Becoming a Volunteer**

Our volunteers include:

- Members of the Local Advisory Board
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that volunteers engage in, on behalf of the school, include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing pupils read, usually approaches the Class Teacher, Headteacher, Senior member of Staff.

Volunteers should complete the *Volunteer Application Form* (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

### **7.0 Process for recruiting Volunteer who will be working frequently or intensively**

- Identify the need and role
- Attract candidates by means of a local advert/school communications system
- The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
- Enhanced DBS check undertaken
- The volunteer will be made aware of the role and responsibilities they will be undertaking
- If appropriate 2 References should be sought where the volunteer arrangement will continue on a regular basis.
- Volunteer completes the Childcare Disqualification pro-forma.
- Induction- school and corporate policies and documentation explained and issued. These to include Health and Safety, Behaviour Management Policies, Code of Conduct and Whistleblowing Policy
- Volunteer records to be kept in a central place within the school for four years.

Before starting to help in a school, a volunteer should complete the *Volunteer Agreement* (Appendix 2), which sets out the school's expectations of its volunteer and to confirm they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer **before** they come into school, to make an informed decision when accepting volunteers to work with children. This is not required where a volunteer is engaged in a 'one-off' activity.

### **8.0 Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

### **9.0 Supervision**

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/what the expected outcome of an activity is. In the event of any query/problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further

advice/guidance from their designated supervisor.

### **10.0 Health & Safety**

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Headteacher. Volunteers are covered by BPET's Health & Safety Statement and indemnity and Public Liability Insurance.

### **12.0 Child Protection**

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

- All volunteers are given a copy of the Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2)
- All of our volunteers must have been cleared by the Disclosure and Barring Service (DBS). A DBS Disclosure will be issued to the individual to present to the designated member of staff in school.
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, 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 3).
- Any concerns a volunteer has, about child protection issues, should be referred to the designated supervisor or Head Teacher.

### **13.0 Complaints Procedure**

Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way and a copy of the complaints policy will be provided.

The Headteacher or designated member of staff reserves the right to take the following action-

- To speak with a volunteer about a breach of the Volunteer Agreement 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
- Based upon the facts identified in the investigation it may be necessary for the School to inform the volunteer that the school no longer wishes to use them
- Provide the volunteer with a copy of the school's full Complaints Procedure

### **14.0 Approval by the Local Advisory Board**

This policy has been formally approved and adopted by the Local Advisory Board

**APPENDIX A**

**VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER**

First Name.....

Surname.....

Address: .....

.....

Phone: Home.....

Mobile .....

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/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School? (please give details)

Thank you for taking 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.

## APPENDIX B

### VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Whitehall Park School

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at school.

You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Aims
- I understand the School's Behaviour Policy
- I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential**
- I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken (If you already have a DBS Certificate, please hand it to the school, the number will be recorded and checks made with the issuing body. A new enhanced DBS check must be undertaken.)
- I understand that if I have any concerns over any safeguarding issue, I will immediately bring it to the attention of my designated supervisor or designated safeguarding lead. I have read and understand the safeguarding information for all staff in the keeping children safe in education document.
- I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Group Teacher, Deputy Head, SENCO, etc.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX C

### Off-Site Visits Volunteer Agreement

School trips are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school trip.

Please read and return this appendix, and sign and return the helper's slip.  
This is part of our school's 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 Leader of the school trip
- To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- 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 trip
- To contact your designated supervisor if there are issues with first aid, safeguarding, safety and/or behaviour

***Please note: Volunteers are not allowed to supervise toilet visits or be in changing rooms with pupils***

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

School staff expect volunteer helpers to:

- Comply with all of the above 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 the task 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 school trip
- 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 e.g. icecreams, biscuits, sweets – before, during or after the school trip



***First Aid***

You will be informed if any child in your group has medication/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 box(es) will be carried by staff.

***Emergencies***

You are expected to inform a member of staff as soon as possible.  
If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

***Declaration***

I have read the Volunteer Policy

I agree to the terms and conditions as stated in the policy

I will support the children in enjoying the trip and/or classroom activities 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: \_\_\_\_\_

Date: : \_\_\_\_\_