



## **VOLUNTEER POLICY**

### **Rationale:**

At Sunningdale we recognise that there can be situations in which volunteers can make an appropriate and significant contribution to the work of the school. This policy defines the terms and sets out the principles, practices and procedures which will be followed in the appointment, management and supervision of volunteers.

The contribution of volunteers to the work of the school is valued and respected. Sunningdale School believes that by providing voluntary opportunities volunteers will gain a range of skills and work experience.

### **Definition:**

Volunteers may be described as individuals who use their experience, knowledge and skills to help a setting or organisation free of charge with the primary aim of bringing some benefit to that community. Individuals may also volunteer to develop their own skills and experience to enhance their employment opportunities.

### **Types of Volunteers:**

Sunningdale recognises that there are different types of volunteers including the following

Occasional volunteers: these are people who volunteer at events such as an educational visit or assist with particular projects.

Regular volunteers: these are people who take on a particular task/role on an on-going basis. Regular volunteers include those working within the classrooms or work on a particular project over a period of time, therefore will need to undertake a DBS check which the volunteer will be expected to pay for. The volunteer will not be able to start until they have DBS clearance.

Parent volunteers: volunteers in this category may include parents with a pupil who is currently on school roll and parents whose children have previously attended Sunningdale School. It is recommended that:

- Parents whose children are currently attending Sunningdale School are welcome to help within school but should not work within their child's key stage/ classrooms unless as an occasional volunteer or they are undertaking a college/training placement.
- Parents whose children currently attend Sunningdale School may only act as volunteers within classrooms when authorised by the Class teacher and ratified by Senior Leaders.
- Parents whose children no longer attend Sunningdale School may work in all areas of the school.

### **Application/Induction/information/training:**

All prospective volunteers must complete an application form outlining the intended purpose of the placement/employment history and identified reference contacts.

Helen Stavers (Administrative Assistant) will handle volunteer enquiries; liaise with senior leaders and teaching staff on the placement of volunteers within school.

Volunteers will receive appropriate induction (HS) which will include the aims and objectives of the school. Additional information pertinent to the volunteer's needs will be provided (Induction policy).

### **Child Protection:**

The welfare of our children is paramount. In order to ensure the safety of our pupils at all times regular volunteers must have been cleared through an Enhanced DBS check. Occasional volunteers such as parents/carers supporting staff and pupils on off site visits will not be required to have a DBS.

All volunteers have the responsibility to report any concern that they may have regarding child protection to the designated named person (Head teacher) or Deputy designated person (DHT) (CP policy/Confidential Reporting policy).

### **Volunteer code of conduct:**

- Volunteers at Sunningdale School are expected to conform to high standards of behaviour and conduct whilst carrying out their duties (Staff behaviour policy)
- Suitable dress and footwear should be worn at all times (Staff dress policy)
- The volunteer should start work and leave at the agreed times unless alternative arrangements have been made with the mentor.
- The volunteer must inform the setting of any absence by 8.30 am at the latest
- The volunteer should inform Helen Stavers (Administrative Support) if the time in school needs to be amended e.g. medical appointments.
- Any personal/private information gained within the setting needs to be treated with the strictest confidentiality (CP Policy)
- All members of staff, parents and children should be treated with respect
- The volunteer should ensure that they are aware of appropriate behaviour such as modelled by other staff members (Staff behaviour policy).
- The volunteer should familiarise themselves with appropriate procedures and policies (Induction Policy).

### **Types of Activities for volunteers:**

- Working with individual/small groups of children under the direction and supervision of classroom staff
- Making/organising equipment
- Supporting school based staff
- Accompanying school visits

### **Support and Supervision:**

All volunteers will work under the supervision of the class teacher of the class to which they are assigned. They must be under visual supervision by permanent staff members at all times. Teachers retain responsibility for children at all times including behaviour and all classroom activities.

Volunteers should have clear guidance from the teacher. They should be encouraged to seek advice/guidance from the teacher in the event of any query/issue as they arise.

### **Working Hours:**

The hours of work will be discussed and mutually agreed between the volunteer, senior leaders and teaching staff. Liaison will be undertaken by Helen Stavers (Administrative Assistant). The volunteer must be committed and adhere to the voluntary placement and allocated working hours. Any change must be discussed with the above staff.

### **Health and Safety:**

The school has an up to date Health and Safety Policy which will be available to all volunteers. Class teachers will ensure volunteers are informed about emergency procedures (fire alarm) and any safety aspects associated with a particular task. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher/Headteacher/office staff.

### **Complaints Procedure:**

Any complaints made about a volunteer should be referred to Senior Leaders for investigation. Any complaints made by a volunteer should be referred to the Headteacher/Deputy HT (CP policy/Confidential Reporting policy).

The Headteacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Agreement.
- Offer an alternative placement for a volunteer.
- Inform the volunteer that the school no longer wishes to use them.

### **Monitoring and Review:**

This policy has been approved by the Governing Body and will be reviewed annually and updated in line with guidance from the DfE or the LA.