

**Volunteer Policy**

At Ysgol y Deri (YYD), we recognise that there can be situations in which volunteers can make an appropriate and significant contribution to the work and services of our school. This policy defines the term and sets out the principles, practices and procedures that will be followed in the appointment, management and supervision of volunteers. The contribution of volunteers to the work of the school is especially valued and respected. YYD believes that by providing opportunities for volunteers to work alongside complex needs children, the volunteer will gain a range of skills and work experience. They will develop confidence and motivation to try different things and benefit the community they serve. This policy sets out how YYD intends to support its volunteers.

**Our volunteers may include**:

* Members of the governing body
* Parents of current pupils
* Parents of ex-pupils
* University, College and sixth form students
* Ex-members of staff
* Members of the local community
* Ex-pupils

**The types of activities that volunteers are engaged in might include**:

* Working with small groups of pupils
* Working with individual pupils
* Accompanying school visits
* Practical activities eg. DT, cooking

**Becoming a volunteer**

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should contact the school in order to begin the process.

If successful and before starting in school, to ensure the safety of our pupils at all times, all volunteers will be required to complete a DBS (Disclosure and Barring Service) check. This will be arranged with the LSA manager. The check takes approximately 3/4 weeks to process. We are unable to have any volunteer in school unless they have been cleared by the Criminal Records Bureau and shown their certificate in school.

Induction packs will be issued to all volunteers and confirmation of a starting date will be confirmed in advance of the placement.

On occasion, volunteers may not be suited to the school environment or to the trip / activity / class they have been asked to support. Should this event occur, the Headteacher may take the following action:

* Offer an alternative placement for a volunteer, e.g. helping with another activity or in another Class
* Inform the volunteer that the school is no longer able to use them.

**Confidentiality**

YYD has a data protection policy. This is available from school to read all volunteers will be expected to follow its principles. Volunteers may have access to personal information about some individuals, or other information which may be confidential. YYD needs to be able to trust its volunteers with such information. Volunteers who break this confidentiality will be asked to leave. Any concerns that volunteers have about the pupils they work with or come into contact with, should be shared with the Head or Deputy Headteachers and not with any persons outside school.

Comments made regarding pupils’ behaviour or learning, can be highly sensitive and if taken out of context, can cause distress to the parents of a child if they hear about such issues 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 Headteacher or Deputy Headteachers.

**Safeguarding**

All volunteers have a responsibility to report any concern that they may have regarding Child Protection, to a senior designated professional (Headteacher, Deputy Heads, Assistant Heads). It is not the role of the volunteer to investigate concerns. YYD’s Safeguarding Policy explains the guidelines and procedures to follow, regarding any concerns or disclosures. A copy of this policy is available on request.

The welfare of our pupils is paramount. To ensure their safety, 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 volunteers will be cleared by the Disclosure and Barring Service (DBS). A certificate is issued to the individual to produce in school.
* Those volunteers who support school trips must also read and sign our *Off-site visit agreement* (Appendix 3).
* Under no circumstances are photographs to be taken in school unless agreed with the  Head Teacher.

**Supervision**

All volunteers work under the supervision of the member of staff to whom they are assigned. Teachers / HLTAs retain responsibility for pupils at all times, including the pupils’ behaviour and the activities they are undertaking.

Volunteers should have clear guidance from the teacher/HLTA as to how an activity is carried out and the expected outcome of the activity. Volunteers are encouraged to seek further advice and guidance from school staff in the event of any query or problem regarding pupils’ understanding of a task or of their behaviour.

**Health and Safety**

The school has a health and safety policy that is available on request. School staff will ensure that individuals are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher, Deputy Head teacher or Head Teacher.

Fire evacuation procedures can be found in the induction pack; all volunteers must familiarise themselves with this. Fire Marshalls are deployed in all areas of the school, in the event of a fire alarm, to direct and assist pupils and staff and to ensure safe evacuation.

There is no smoking allowed anywhere on the school site or within a radius of 100 metres.

**Equal Opportunities**

YYD recognises that the activity of volunteering can provide an individual with experience and opportunities for self and career development. In accordance with YYD’s Strategic Equality Plan, volunteer placements will be open to individuals irrespective of race, gender, disability, sexuality, age or martial status.

Where a prospective volunteer demonstrates hostility to, or a clear lack of support for equal opportunities, she/he will be deemed automatically unsuitable for a volunteer position. All volunteers are required to make a commitment to this plan. A copy can be given on request.

**Internet Use Code of Conduct**

This code exists to safeguard and promote the proper use of the school’s Internet and email facilities. Volunteers are responsible for using these facilities in an efficient, effective, ethical and lawful manner. Use of the Internet and emails may be monitored at any time for legitimate business reasons. A copy of the ICT Acceptable Use policy is available on request.

**Absence**

Activities, trips etc will often be planned with the knowledge that we have volunteer support for the activity. Therefore, volunteers are expected to telephone and inform school, prior to their start time, so appropriate arrangements can be made if any cover is required.

**Working Hours**

The hours of volunteer work will be discussed and mutually agreed between the volunteer and the school and the volunteer will complete and sign the agreement (Appendix 1). The volunteer must be committed and adhere to the voluntary placement and allocated working hours. Volunteers must sign in and out at reception and will be issued with a volunteer’s lanyard to wear at all times whilst on the school site.

**Volunteer Code of Conduct**

YYD volunteers are expected to conform to high standards of behaviour and conduct whilst carrying out their duties. YYD expects that volunteers will:

* Respect other volunteers, pupils and staff and make them feel welcomed and valued.
* Be sensitive towards others.
* Be approachable and pleasant.
* Dress and behave in a manner that promotes healthy and safe working practices.
* Maintain the confidentiality of personal information at all times.

All volunteers should be aware of how their behaviour may affect both colleagues and pupils. Everyone has a responsibility to avoid becoming involved in situations that could bring the school into disrepute.

**Complaints Procedure**

Any complaints made about a volunteer or by a volunteer will be referred to the Head Teacher/ Deputy Head Teachers for investigation.

*This policy was last reviewed and ratified by the Governing Body: September 2016*

**YSGOL Y DERI**

**APPENDIX 1 VOLUNTEER INFORMATION FORM**

Full name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like to volunteer on a Mon/Tues/Wed/Thurs/Fri\*

Every week/ fortnight/month\*

for the morning/afternoon/all day\*

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

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

**(\* please circle as appropriate)**

**YSGOL Y DERI**

**APPENDIX 2 VOLUNTEER AGREEMENT**

Thank you for offering your services as a Volunteer at Ysgol y Deri. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

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

* I have received a copy of the School’s Volunteer Policy
* I agree to support the School’s Aims and Core Values
* 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 (DBS) check to advise the school of my suitability as a volunteer.

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

Print name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**YSGOL Y DERI**

**APPENDIX 3 OFF-SITE VISITS VOLUNTEER AGREEMENT**

School trips are an integral part of learning at our school and afford many children opportunities that 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 any school trip or off site activity you are asked to accompany.

Please read, sign and return this form. This is part of our school’s risk assessment planning and safeguarding arrangements.

**The role of the volunteer is to:**

* stay with your allocated pupil/s, ensuring that their well being and safety is  maintained for the total duration of the school trip.
* promote polite, respectful and courteous behaviour towards each other and members of the  general public. We all go as ambassadors of our school!
* ensure that you and the pupil/s you have responsibility for, remain with the body of the school visit party at all times, unless with the knowledge and permission of the trip leader.
* immediately inform the trip leader if there are issues with first aid, safety and/or behaviour

Working alongside school staff**,** YYD expects volunteers to:

* comply with all of the above whilst being under the direct line management of school staff
* show a commitment to the pupils, 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  children to think about the task and help to explain areas of interest
* follow guidance from the school staff

**A volunteer is not permitted to:**

* bring additional siblings on the school trip.
* re-organise school visit groups.
* smoke, drink alcohol or engage in any illegal practices.
* take photographs of children.
* use personal mobile phones during the trip whilst in the vicinity of pupils, unless in an  emergency or as requested by the trip leader.
* give/buy their group food or treats of any kind e.g., ice creams, biscuits, sweets  – before, during or after the school trip without the knowledge and permission of the trip leader.

**YYD is a nut-free school. No nuts or nut products of any kind are to be taken on a school trip/visit.**

**First Aid**

You will be informed if any pupil in your group has any medication or medical needs. If medicine needs to be given, this will be administered by a member of staff.

All medicines and first aid boxes will be the responsibility of school staff, although you may be required to carry an asthma pump for a pupil you have responsibility for.

**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.

I have read the Volunteer Policy.

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

I will support the pupil/s in my care and actively contribute to the smooth running of the trip/off site activity.

I will treat any information I may hear about pupils, staff and other volunteers as confidential and will not discuss it out of school.

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

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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