



Watling
PRIMARY SCHOOL

A Denbigh Alliance School

Volunteer Statement

This statement has been written in line with the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education (KCSIE).

At Watling Primary School, we welcome volunteers to our school community and recognise the important part they can play in supporting the work of teaching staff in delivering the curriculum to all pupils.

The aim of this statement is to:

- encourage the wider school community to engage with our school
- establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school

Volunteers could include, but are not limited to, the following:

- members of the Local School Board of Governors
- parents, carers, guardians or other family members of pupils at our school
- family members of staff at our school
- students from other local educational establishments who are on work experience or placement
- University students
- previously employed members of staff
- local residents
- representatives of local community groups

Types of volunteer activities

Volunteers may be engaged in activities such as:

- hearing children read
- working with small groups of children
- working alongside individual children
- preparing resources to support teaching and learning
- supporting children at break or lunch times
- accompanying school visits
- accompanying children on local walks
- assisting with an after-school club
- assisting with planned social activities and school events
- assisting with fund-raising activities
- supporting with administrative tasks

Applying to be a volunteer

Anyone who is interested in becoming a volunteer at our school on a regular basis must complete a Volunteer Application Form and provide the names of two people who the school can contact for references.

As part of the application process, prospective volunteers must also give consent for the school to apply for a DBS (Disclosure and Barring Service) clearance check on their behalf.

The exceptions to this are:

Work experience or university placement students who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before being the student is placed with us.

Volunteers who are not helping on a regular basis will not require a DBS clearance check. These volunteers would not be expected to work unsupervised with children at any point.

Only when two satisfactory references and a clear enhanced DBS have been received by the school, will the Headteacher (or staff member with delegated responsibility) interview the potential volunteer.

On successful completion of an interview, the prospective volunteer will be invited to attend a Volunteer Induction which will cover the following important aspects of our school:

- protocol for visitors (including volunteers) in our school
- use of mobile phones in school
- IT Acceptable Use Policy
- confidentiality in schools
- Child Protection and Safeguarding arrangements

Once all of these steps have been completed, an appropriate placement will be agreed with the volunteer. Wherever possible, this will be in a class which has no family connection to the applicant.

The volunteer will be added to the school's **Single Central Record** as a frequent visitor.

Volunteers in school should expect to:

- be recognised for their valuable contribution to the learning experience for the children they support
- be assigned purposeful tasks
- be given access to relevant school policies or procedures
- be supported in their role so that they are able to contribute effectively

The school expects all volunteers to:

- wear a visitor lanyard for the duration of their volunteering session
- observe the protocols outlined in our Volunteer Leaflet
- adhere to strict guidance regarding confidentiality
- model and promote the Watling Way values
- model and promote our school rules – Be safe, Be kind, Be respectful

- adhere to the name protocol used for staff by using the person's title and surname e.g. Mrs Pegg
- familiarise themselves with and adhere to relevant Trust and school policies and statements e.g. Health & Safety Policy, Child Protection and Safeguarding Policy, Staff Code of Conduct, Behaviour Policy
- read and work within the guidance in Keeping Children Safe in Education (KCSIE) Part 1
- work under the supervision and direction of staff
- be role models for the children they work with
- refer any behavioural or safeguarding concerns to the Class Teacher and not to attempt to deal with any such issues themselves
- commit to regular availability to allow teachers to plan activities for them
- advise the school as soon as possible if they are unable to attend

Complaints Procedure

Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher (or a delegated staff member) for investigation.

The Headteacher (or delegated staff member in their absence) reserves the right to take the following action:

- to speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated
- offer an alternative placement or activity for the volunteer
- inform the volunteer that they are no longer needed