



Volunteer Policy

Version:

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Ratified by the Governing Body:
November 2021

13th November 2020, 19th

Signed by the Governing Body:
Chair; Michael York

To be reviewed (annually):

November 2022

Queensbury School

Volunteer Working In School Policy

This Volunteer Policy is part of the School's safeguarding systems.

Introduction

Volunteers at Queensbury School bring with them a range of skills and experience that can enhance the learning opportunities of students and make an appropriate and significant contribution to the services of the school. The contribution of volunteers to the work of the School is especially valued and respected and therefore, the Governing Body and Head Teacher welcome and encourage volunteers from the local community.

Volunteers work under the direction of a member of School Staff and will not be directly responsible for students at any time. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/guidance from the teacher in the event of a query or problem regarding a student's behaviour or understanding of a task.

Volunteers providing class support are required to have suitable numeracy and literacy qualifications to ensure they have the academic skills required to support our students. The school will accept volunteers who do not possess these qualifications if they possess particular experience and skills within the subject areas they are supporting. Only in certain circumstances will Parents be allowed to volunteer within the school. Final decisions of accepting people on voluntary placements remain at the Head Teachers discretion.

Safeguarding

Queensbury is committed to safeguarding students, young people and vulnerable adults and expects its volunteers to share that commitment. All volunteers will need an induction into safeguarding with the school's Designated Safeguarding Lead and will be expected to undertake Level 1 Safeguarding Training before working within the school.

Volunteers can not begin until they have DBS clearance. Volunteers must sign in at Reception and will be presented with a blue visitor's lanyard which must be worn at all times. Volunteers should sign in and out whenever they leave/enter the premises. If at any time a volunteer sees anything they are concerned about in terms of child protection they have a duty to report their concerns to the schools Designated Safeguarding Lead (DSL) – Nisar Khan.

Becoming a Volunteer

If the school identifies a particular need for a volunteer the school will advertise the position on the school website and through social media. Informal enquiries will be made to the school Cover Supervisor, Nandini Gill.

Volunteers should complete the *Volunteer Application Form (Appendix 1)*

Process for recruiting Volunteers who will be working frequently or intensively

1. School identifies a need and role
2. Attract candidates by means of a local advert/social media
3. The candidate completes an application form
4. The candidate will be invited for interview
5. If successful, enhanced DBS check undertaken
6. If appropriate, 2 References should be sought
7. An induction by N. Gill and N.Khan will take place
8. Volunteer records to be kept in a central place within the school.

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.

Queensbury Mission Statement

At Queensbury, we work closely together to create a safe, stable, happy, hard working community where everyone matters and diversity is embraced with tolerance and respect.

Students are supported to reach their goals and develop the skills of independence to become motivated and confident citizens.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the students 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 within the school, which may affect their work should raise the matter with the Head Teacher or appropriate senior member of staff i.e. Child Protection should be referred to the Designated Safeguarding Lead, Nisar Khan. Any information gained at the school about a child or adult should remain confidential.

Equal Opportunities

Queensbury recognises that a voluntary position often equips volunteers with necessary experiences and/or opportunities needed for career progression and as such remains compliant to the schools Equality Policy. All volunteer placements are therefore open to all who apply irrespective of their backgrounds so long as they meet the criteria. Volunteers who exhibit any hostility or inappropriate behaviours in or around the school grounds, or prove inadequate in their given roles and responsibilities may find themselves automatically deemed as unsuitable for the position.

Working Hours and timetables

Voluntary working hours and timetables will be discussed and mutually agreed upon by the volunteers and their first point of call – Cover Supervisor, Nandini Gill. Volunteers must remain committed to their timetable informing Mrs Gill of any changes to their availability. Absences should be reported to the school office by 8:30am on the days of their usual placements.

Health and 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 DT equipment/accompanying students on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Head Teacher. Volunteers are covered by the schools Health & Safety Statement and indemnity and Public Liability Insurance.

Supervision

All volunteers work under the direction of a teacher or full time member of staff. Teachers retain ultimate responsibility for students at all times, including their behaviour and the activity they are undertaking.

Volunteer Code of Conduct

As Queensbury volunteers, everyone is expected to conform to high standards of behaviour and conduct whilst carrying out their duties. Queensbury School expects that volunteers will:

- Respect other volunteers, students, Staff and students and make them feel welcomed and valued.
- Be sensitive towards others.
- Be approachable and pleasant.
- Dress and behave in a manner which promotes modesty and safe working practices.
- Maintain the confidentiality of personal information at all times.
- Be mindful of and work within the guidelines set out in the policies adopted by Queensbury School.

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

Child Protection

The welfare of our students is paramount. To ensure the safety of our students, 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.
- Any concerns a volunteer has about child protection issues should be referred to the Designated Safeguarding Lead, Nisar Khan or Head Teacher.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Head Teacher or appropriate member of the Senior Leadership Team for investigation. Any complaints made by a volunteer will be dealt with according to the Complaints Procedure.

APPENDIX 1
VOLUNTEER APPLICATION FORM

First Name.....

Surname.....

Date of Birth:.....

Address:

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Phone: Home..... Mobile

Details of relevant qualifications obtained or undertaking:

Qualification	Grade	Date of Award

Please explain your interest in volunteering at Queensbury School:

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Details of relevant skills and/or previous voluntary work/relevant professional experiences:

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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)

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Thank you for taking time to complete this Volunteer Application Form. Please hand it to the School Office, marked for the attention of Nandini Gill (Instructor/Cover Supervisor).

Your offer of help is greatly appreciated and we will be in touch as soon as possible.

APPENDIX 2 VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at 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 Mission Statement
- I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential**
- I understand that an enhanced 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 have been made aware of who is my designated supervisor e.g. Class Teacher, Year Teacher, Head of Department
- I know of no reason as to why I should not work with children

Signed: _____

Name: _____ Date: _____