

CHBP School Federation

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'As a federation, and as individual schools, we are committed to the wellbeing of all of our community - this is an integral part of each school's culture and ethos. Policies are formulated and implemented with this in mind, placing the wellbeing of all at the forefront at all times.'

Volunteer Policy and Application Process

SEPTEMBER 2022

CHBP Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

We welcome a variety of adults into school on a voluntary basis. These may be parents, grandparents, other adults looking for placements to gain experience before starting a course in education, student teachers, work experience students from secondary schools or other members of the community. Volunteering at school is rewarding – you can gain first-hand understanding of the daily activities here at Brunswick Park, gain valuable experience and help the children to develop and learn new skills.

If you are considering volunteering across Brunswick Park Primary and Nursery and Church Hill Schools, please read this document carefully and complete the Volunteer Application Form (appendix 1). Please return the completed Volunteer Application Form to the school office.

Please note that not all volunteer applications will be successful. Please be aware that volunteer placements are temporary and may be discontinued at any time.

Categories of Volunteers

Volunteers could include any of the following (this list is not exhaustive):

- Members of the governing body
- Parents, carers, guardians, elder siblings or grandparents of pupils
- Students on work experience or placement
- University students
- Ex-members of staff
- Local residents
- Staff family members

Types of Activities

Activities volunteers may be engaged in could include any of the following:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks
- Fundraising activities such as running a cake stall or helping at the Summer Fair
- Interviewing children on a governor visit

Procedure for volunteering at CHBP Federation

Adults offering to volunteer at school/complete a student placement should express an interest by requesting the Volunteer Policy and Application Process document from the school office. If class teachers are approached by an adult offering to help in school, they will direct them to the office.

Clearance and Security Procedures

A DBS check will be carried out before any adult, voluntary or paid, works with children in our school. Previously known as a CRB (Criminal Records Bureau) check, a DBS (Disclosure and Barring Service) check is a record of an individual's relevant criminal history and may also contain police intelligence and DBS barred list information. It is illegal for anyone who is barred from working with children to apply for, or work in a school, in any voluntary or paid capacity. If you are accepted to undertake a volunteer placement, you will need to complete the DBS check prior to starting a placement. Please note you may be required to pay for a DBS check if applying for it as part of a qualification/course.

Clearance of DBS check

Following clearance from the Disclosure and Barring Service, an entry will be made on the school's Single Central Record (safeguarding document) and a file maintained with the confidential details of the volunteer which will be retained by school for 7 years after the volunteer ends their volunteering responsibilities.

The exceptions to this are:

- Work experience students or university placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at Brunswick Park Primary and Nursery School. The student will be expected to sign a confidentiality agreement and will not be placed in a class with any family connection.
- One-off volunteers i.e. assisting with a school walk, a fundraising event or a school visit will not require a DBS. Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care.

Confidentiality

At CHBP Federation we consider it a serious breach of good practice to disclose any confidential information about any child or family, staff member or confidential school information to any unauthorised person. Any breach of confidence will be dealt with according to the disciplinary procedure and is considered very serious.

If a child makes a disclosure of abuse or something else that may harm them, then you must report this immediately to the Executive Headteacher, Head of School, Pastoral Lead or a member of the Designated Safeguarding Team.

All adults working in our school in any capacity should feel free to discuss any worries, questions or general observations with Executive Headteacher or Head of School.

Confidential matters must not be discussed with members of the general public (including other members of your family) or discussed on social network sites.

In training sessions, meetings and informal discussions, care should be taken not to disclose information where individuals can be identified.

Personal information about other adults in school even if disclosed in a social setting should not be repeated and should be treated in a sensitive manner.

Volunteers' Expectations from School

Volunteers in school should expect to:

- be recognised for their valuable contribution to the learning experience for the children they support
- be assigned worthwhile tasks
- have access to any school policies or procedures that are relevant to their role

School's Expectations from Volunteers

School expects all volunteers to:

- Adhere to the name protocol for staff
- Follow and promote the school ethos at all times
- Adhere to the school's Health and Safety Policy, Safeguarding and Child Protection Policy, Privacy Notice and Acceptable Use Policy
- Work under the supervision and direction of staff
- Be role models for the children they work with
- Wear appropriate clothing (smart but casual)
- Refer any behavioural or safeguarding concerns to the class teacher or DSL and not to attempt to deal with any such issues themselves
- Report to the Executive Headteacher or Head of School any concerns about the conduct of other school staff/volunteers/contractors
- Record in writing all relevant incidents
- Advise school as soon as possible when it is not possible to attend
- Be familiar with school evacuation and lockdown procedures, and follow staff instruction
- Work in an open and transparent way
- Discuss and report any incidents of concern or that might lead to concerns being raised about your conduct towards a child
- Report to the Executive Headteacher or Head of School any incidents that suggest a pupil may be infatuated with you or taking an above normal interest in you
- Avoid physical contact with children
- Any information about children, parents and staff should be kept in the strictest confidence and not discussed with anyone outside of school

Don't

- Take any action that would lead a reasonable person to question your motivation/intentions
- Misuse in any way your position of power and influence over children
- Use any confidential information about a child to intimidate, humiliate or embarrass a child
- Establish or seek to establish social contact with pupils outside of school, including on social networking sites
- Use your mobile phone or personal camera to take photographs of children
- Accept regular gifts from children
- Give personal gifts to children
- Communicate with pupils in inappropriate ways, including personal emails and mobile phones
- Pass your home address, phone number, email or other personal details to pupils or families
- Make physical contact secretive
- Meet with pupils in closed rooms
- Use physical punishment of any kind
- Confer special attention on one child unless this is part of an agreed school plan or policy
- Transport pupils in your own vehicle without prior management approval
- Take, publish or share images of pupils or other children without their parent or carers' permission

- Access abuse images (sometimes referred to as child pornography) or other inappropriate material
- Abuse your position of trust with pupils
- Allow boundaries to be unsafe in more informal settings such as trips out, out of school activities etc

Security

As part of the Federation's safeguarding procedures, all volunteers are requested to sign into the visitor's book at the main entrance and to collect a 'Volunteer's Badge' which must be worn at all times whilst on site. Parents volunteering to accompany on school visits may do so without a disclosure but will not work on a one-to-one basis.

Complaints Procedure

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

Successful volunteer applications

If successful, the volunteer will receive a 'Volunteer Starter Pack.' The pack includes information, policies and forms to complete.

The volunteer will then be invited into school for an induction meeting with the Head of School or Executive Headteacher.

This meeting will give the volunteer an opportunity to ask any questions and for the school to familiarise the volunteer with key school policies relating to their role such as:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Behaviour Policy and expectations
- Acceptable Use Policy
- Privacy Notice (GDPR)
- Whistleblowing Policy

This meeting will also provide an opportunity for both the volunteer and the school to agree the start date and frequency of the support being offered and to sign a Volunteer Agreement form.

Appendix 1
Volunteer Application Form

First name:		Surname:		
Home address:				
Telephone number:				
Email address:				
Why would you like to volunteer at CHBP Federation?				
What qualifications do you have?				
Previous experience/skills that would be relevant to volunteering at CHBP Federation:				
Any other relevant information				
Do you have any connections to pupils or staff at the Federation? If yes, please give details:				
Days/Hours available :				
Monday	Tuesday	Wednesday	Thursday	Friday

Please note that not all volunteer applications will be successful. Please be aware that successful volunteer placements are temporary and may be discontinued at any time.

References

Please supply the names and addresses of two referees who know you well. This may be a previous or current employer, neighbour, headteacher or a previous volunteering project. Please note that a referee cannot be a relative.

Name	Relationship To Referee	Position	Address	Telephone Number	Email

