



## THE CHERWELL SCHOOL

### VOLUNTEERS POLICY (including Visiting Speaker Protocol)

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#### **Introduction**

The school believes it can benefit from developing well planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis.

The school believes that volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching and non-teaching staff in a variety of aspects of school life. However, the school believes strongly that in Key stage 3-5, delivery of the curriculum is the responsibility of teaching staff, supported by suitable trained, employed non-teaching staff. Therefore, this policy does not in any way dilute the school's commitment to this belief.

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of students, without encroaching on the professional teaching responsibilities of the teacher.

#### **Aim**

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

#### **Categories of Volunteers**

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

- Members of the Governing Body
- Parents and Carers
- Pupils on Work Experience or Placement
- Alumni
- Ex-members of staff
- Local residents
- Members of the PTA
- Volunteer drivers for trips or sporting fixtures
- Staff family members



## **Types of Activities**

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

- Accompanying school visits
- Running or assisting with a before or after school club
- Social activities such as running a disco
- Fund raising activities such as running a cake stall or Winter Festival

## **Becoming a Volunteer**

Anyone wishing to work as a volunteer should request a Volunteer Application Pack from the School Administration Manager, Sally Carr. This should be completed and returned with the necessary original Identity documents to facilitate an Enhanced DBS check (excluding a Barred List check) and for two references to be sought.

When two satisfactory references and an Enhanced DBS check have been received by the school, a member of the Senior Leadership Team will interview potential volunteer. A day and time will be agreed and the applicant will be expected to sign a confidentiality agreement as well as other documents (detailed under 'school expectations').

An entry will be made on the school's Single Central Record and a file maintained with the confidential details of the volunteer which will be retained by school for 7 years after the volunteer resigns from 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 the school. The students will be expected to sign a confidentiality agreement and will not be placed in a class with any family connection and will not be left unsupervised.
- One-off volunteers i.e. assisting with a school walk, delivering an assembly or workshop, fundraising event or a school visit will not require a DBS check but the volunteer will remain under the continuous supervision of a member of staff undertaking a regulated activity, usually the class teacher. 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 (as directed in the Educational Visits Policy).

All work experience placements must be agreed by the Headteacher in advance.

Volunteers' subject only to an Enhanced DBS check will never be left in sole charge of a student. In the event this may occur, a full DBS check including a Barred List is required. Guidance received from Oxfordshire Safeguarding Children's Board (OSCB) confirms that if the volunteers are not in a regulated activity (deemed to be in sole charge of a child) but still have contact with children they could have an Enhanced DBS but no barred list check.

If there is any doubt as to the level of checks required, a decision should be sought from the School Administration Manager who will refer to OSCB for guidance.

### **Safeguarding Introduction**

All volunteers must undertake a short safeguarding induction to include health and safety before commencing their voluntary role.

### **Information on the role of a Volunteer**

All volunteers should have access to this policy and the school's Volunteer Information Pack which includes important information about the day to day routines of the school, a site map and advice on protocol and practices in school.

### **School Aims**

All adults in our school, whether paid or voluntary, are expected to work and behave in such a way as to actively promote our school aims.

Our school aims are:

*The Cherwell School is 'A Centre of Opportunity' where, as a community of individuals we are committed to creating and using opportunities to their fullest extent. Students, staff and members of the wider school community enjoy success and are equipped for the future.*

### **Opportunity**

Individuals have the opportunity to develop their abilities and talents, and to be successful. We want everyone within our community to be nurtured, challenged and encouraged to make the most of opportunities.

### **Responsibility**

As a community of individuals, we recognise that we have a range of responsibilities. Team work and collective responsibility support the success of individuals, the school and the wider community.

### **Excellence**

There is a commitment to excellence in all that we do. We have a culture of high expectations. We expect to do well both as individuals and collectively

### **Confidentiality**

All volunteers are bound by a code of confidentiality. Any concerns that volunteers may have about children that they work with/come in contact with, should be voiced with the class teacher initially and not with the parents/carers of the child **or anyone else**. Volunteers, who are concerned about anything another adult in school says or does, should refer the matter to the Head Teacher or Deputy Head Teacher.



## **Safeguarding**

The safety of our students is of paramount importance. Barb Timms Deputy Head Teacher is the DSL (Designated Safeguarding Lead) and there are 5 Deputy DSLs (Mrs Young, Mr Price, Mr Jarvis, Mrs Hunt and Dr Hawes). All staff (paid and voluntary) should be alert to possible physical or emotional problems being experienced by students and to raise concerns with the Class Teacher, Year Leader, Head Teacher or Deputy Head Teacher in the first instance. If a student asks to speak to a volunteer about a problem they must **not** promise confidentiality but explain that it will be necessary to consult a senior colleague. If this is the case, volunteers must contact one of the DSLs as soon as possible with the details. This may lead to a referral to the Locality and Community Support Service (LCSS), Multi Agency Safeguarding Hub (MASH) or other agencies.

When volunteers start at the school, they will be asked to provide two items of identification (one photographic) so we can verify identity . Copies of these will be taken and kept on file.

## **Supervision**

All volunteers work under the supervision appropriate to their experience and qualifications and all will have clear guidance and contact with the class teacher at all times. Teachers retain responsibility for all students at all times, including the student's behaviour and the activity they are undertaking. Volunteers should have clear guidance from the teacher about the activity they are carrying out. Volunteers are expected to seek advice/clarification from the class teacher in the event of any query/problem regarding students' understanding of the task or behaviour.

## **Visiting Speaker Protocol**

We sometimes invite visitors and professionals from external agencies to speak to our students on a range of curriculum and pastoral matters eg:

- Assemblies
- Careers
- PSHE issues
- Awards Evenings
- Science
- Sports Leaders
- Wellbeing Carousels

These events are always carefully planned to ensure that all key messages support our aims and ethos as well as our commitment to safeguarding including British values and the Prevent Strategy.



## **Agreeing the event**

Checks will be made into the work of the agency or individual including credentials, experience and level of expertise.

Informal references and testimonials will be taken wherever possible as well as examples of previous work undertaken in named schools.

A meeting (or conversation) with the visitor or representative will always take place before hand in order to ensure that:

- Key messages support our aims and ethos
- The presentation is age appropriate
- Preparatory or follow up work is discussed

Presentation materials and resources will be previewed wherever possible to ensure that their quality and content is appropriate.

## **Preparation for the visit**

### **School staff should:**

Establish what resources or equipment will be required

Establish whether the visitor have any access requirements

The visitor should be provided with relevant information about the students they will be working with including their age and ability range, previous learning in this area, relevant SEN etc

This policy should be read in conjunction with:

- Anti-bullying Policy
- Safeguarding Policy
- Confidentiality Policy
- Equal Opportunities Policy

## **Appendices**

Volunteer checklist

Volunteer request form

Volunteer agreement

School Aims and Commitment

Safeguarding priorities

Volunteer reference request form



## **Volunteer checklist**

We often get requests or offers from people to help out in school. Sometimes from parents, or from other organisations or from individuals who want to gain some experience for their own CPD. We welcome such requests and offers as we believe that there is great value in allowing our students to learn from a range of adults – not just teachers.

In order to keep our students safe we follow a clear process of vetting potential volunteers in order to make sure that their work follows our ethos.

<b>Action</b>	<b>Staff responsible</b>	<b>Done?</b>
Volunteer DBS check for all visitors who work with students unsupervised or who volunteer regularly (not needed for one-off visits)		
Interview to explore reasons for volunteering		
For visiting speakers or volunteers running a workshop preview materials and content to ensure it fits with our ethos		
Completed volunteer application form		
References or letter from organisation vouching that volunteer is appropriate to work with children		
Safeguarding, evacuation and confidentiality explained on first day.		
Sign in and out – wear a badge		

## Volunteer Agreement

Thank you for offering your services to act as a volunteer at The Cherwell School Academy Trust. 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 and hand it into the School Office. You will receive a copy for your records.

- I have received a copy of the Volunteer Policy
- I agree to support the school's aims
- I agree to keep information that I learn from being a volunteer confidential
- I agree to abide by the school's Safeguarding Procedure

Please supply contact details for two referees:-

<p><b>Referee 1</b></p> <p>Name:</p> <p>Address:</p>
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<p><b>Referee 2</b></p> <p>Name:</p> <p>Address:</p>
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Photographic identification attached	
Other form of identification attached	

<b>Signature</b>	
<b>Name</b>	
<b>Date</b>	



## **Our Commitment**

The Cherwell School welcomes and values all members of the school community in an atmosphere of learning which is friendly, supportive and challenging.

We want our students:

- To work hard and achieve their best
- To value learning as a lifetime activity
- To behave responsibly, courteously and with consideration for the needs and rights of others
- To be involved in the life of the school and of the wider community and by so doing to become responsible and successful citizens
- To mature in self-confidence, self-discipline and understanding of other people
- To take pride in what they do and to gain satisfaction and enjoyment from their achievements

## **The Cherwell School Aims**

The Cherwell School is A Centre of Opportunity where, as a community of individuals, we are committed to and enthusiastic about creating and using opportunities to their fullest extent. This is so that students, staff and members of the wider school community can enjoy success and be well-equipped for the future. We are an outstanding school and we know we can further extend and enrich what we do.

### **Opportunity**

Individuals have the opportunity to develop their abilities and talents, and to be successful. We want everyone within our community to be nurtured, challenged and encouraged to make the most of opportunities.

### **Responsibility**

As a community of individuals, we recognise that we have a range of responsibilities. Team work and collective responsibility support the success of individuals, the school and the wider community.

### **Excellence**

There is a commitment to excellence in all that we do. We have a culture of high expectations. ; We expect to do well both as individuals and collectively





# SAFEGUARDING

## BE VIGILANT

**Look out for any unusual changes in a students' appearance or demeanour.** As well as obvious physical signs (eg bruising) signs that there may be a problem could also be: being unusually tired/ hungry/ unclean/ moody/ tearful/ isolated/ unexplained gifts/poor attendance or punctuality.

## NO SECRETS

**If a student comes to you to tell you about a problem they are having, you must not promise confidentiality even if this means that they change their mind about telling you.** You should reassure them that you will only tell the people who need to know. If a student decides not to tell you after all, please report this to the Designated Safeguarding Lead (DSL), Deputy DSL or Year Leader

## REPORT CONCERNS

All concerns (no matter how small) should be reported to Form teachers or Year Leaders in the first instance. The Designated Safeguarding Lead (DSL) is **Barb Timms. Deputy Safeguarding Leads are Chris Price, Kim Young Martha Hawes, Jermaine Jarvis and Lorraine Hunt.** You should always act in the best interests of the child and concerns about staff members or volunteers should be reported to SLT, Governors, Alison Beasley (LADO) or Ofsted. Our Governor for Safeguarding is Maggie Scott

## STRANGERS ON SITE

**All adults on site should be wearing ID.** If you see **any** adult not wearing ID you should ask them who they are and direct them to reception to sign in (unless you do not feel safe to do so – in which case you should immediately report their presence to a member of SLT.)

## STAY SAFE

You are responsible for your professional safety. Please follow procedures in our Staff Code of Conduct, Staff Handbook and in the Safeguarding and Whistleblowing policies. Ask a DSL if you are not sure – there are no silly questions



## VOLUNTEER REFERENCE REQUEST FORM

### Children Safer Recruitment (please answer all questions)

The person detailed below has applied to volunteer at The Cherwell School and has supplied your name as a referee in support of their application. Please can you complete and return the form

below to ascertain their suitability?

Name of volunteer:

Your name:

Your address:

Your telephone number:

Your Email:

How do you know the volunteer:

How long have you known the volunteer?

Have you ever had any reason to doubt this person's honesty or trustworthiness? Yes  No

If yes, please supply details:



Please describe the character/personality of the applicant:

Are you aware of any reasons why this person should not work with children? Yes  No

If yes, please supply details:

To your knowledge, does this person have any criminal convictions? Yes  No

If yes, please provide details:



Is there anything else you would like to add about the applicant?

To the best of my knowledge, the information I have given on this form is current and accurate.

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

Thank you for your time and assistance.