St John and St Nicolas Schools Federation

For the good of all through curiosity, creativity and love

Policy Title:	**Volunteer Policy**
Policy Reference:	**SJN031**
Description:	Procedures for volunteers in school
Status:	Approved by Governing Board
Category:	Non - statutory
Review frequency:	Annually
Contact:	governors@stjohnandstnicolasschools.org.uk
Version:	**V1.3**
Other relevant policies:	Child Protection & Safeguarding, Health & Safety, Complaints
Date for Review:	February 2027

Change Record				
Version Number	**Date Approved**	**Governing Board Minute Reference**	**Description of Amendments**	**Review Date**
1.0	*06.12.21*	*FGB Minutes 06.12.21*	*Prepared by executive headteacher and ratified by FGB*	*Dec 2022*
1.1	*24.01.23*	*SCC Minutes 24.01.23*	*Reviewed by Policies Working Party and significant changes made. Recommended for ratification by SCC*	*Jan 2024*
1.2	*5.3.24*	*S&C Minutes 5.3.24*	*Update version number/date*	*Feb 2025*
1.3	*23.3.26*	*S&C Minutes 10.3.26 FGB Minutes 23.3.26*	*Update version number/date*	*Feb 2027*
1.4				

Index		Page
1.	Introduction	2
2.	Safeguarding	3
3.	Becoming a volunteer	3
4.	Process for recruiting frequent volunteers	3
5.	Upholding the school ethos	3
6.	Supervision	4
7.	Health & Safety	4
8.	Complaints	4
9.	Equality, Diversity and Inclusion	5
	Appendix 1 - Volunteer Agreement	6

St John and St Nicolas Schools Federation
Volunteer Policy

At St John and St Nicolas Schools Federation, our vision is 'For the good of all – through curiosity, creativity and love.' This vision inspires everything that the federation does.

It applies equally to all the federation's policies with the intention that our policies impact as fairly and positively as possible to meet the needs of all members of our schools' community.

1: Introduction
Thank you for volunteering your time and enthusiasm to St John and St Nicolas Schools Federation and its children and staff. Our vision under pins every aspect of school life, and volunteers have a very important role to play in bringing a range of skills and experience that can enhance and promote the learning opportunities that the federation offers to all its pupils.

The volunteers include:
• Members of the governing board
• Parents of pupils
• Ex-pupils
• Ex-members of staff
• Students on work experience
• University students
• Local residents``
• Friends and supporters of the school

The types of activities that volunteers engage in, include:
• Listening to pupils read
• Working with small groups of pupils to assist them in their learning
• Working alongside individual pupils, as an additional tutor
• Accompanying school visits
• Assisting with extracurricular activities

2: Safeguarding
St John and St Nicolas Schools Federation is committed to the safeguarding of pupils, young people and everyone who works in its schools. They expect volunteers at both schools to share this commitment and follow policies and procedures in relation to this, undertake a DBS Enhanced Disclosure, if volunteering regularly, and safeguarding training as appropriate.

3: Becoming a Volunteer
Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis (e.g.to listen to children read), should speak with the executive headteacher or one of the heads of school.

Volunteers should complete the Volunteer Agreement (Appendix 1) which sets out the school's expectations of its volunteers.

4: Process for Recruiting Frequent Volunteers
a) Identify the need and role
b) Attract candidates by means of a local advert/other methods of communication used by the schools
c) Volunteers will need to complete a basic application form including requesting two references
d) The candidate(s) attend a meeting at school for an informal discussion to ensure that they are suitable for the role (the executive headteacher should be informed before any volunteer is offered a role at either of the schools
e) A DBS Enhanced Disclosure is undertaken before the volunteer starts working
f) The volunteer will be made aware of their role and responsibilities within the school(s) (this is not required where a volunteer is participating in a one-off activity)
g) Induction – our federation vision, together with relevant schools' policies and documentation, will be explained and signposted to the volunteer on the federation website. Hard copies will be supplied if requested
h) Volunteer records from both schools will be kept on the Single Central Record (SCR))

5: Upholding the School Ethos
All adults and young people who work within the federation's schools, whether as a paid member of staff or as a volunteer, are expected to work and behave in such a way as to promote the federation's vision, "For the good of all – through curiosity, creativity and love."

- It is critically important for pupils to see all adults in school as role models
- You are not expected to make judgments about pupils' abilities or behaviour. Any personal views you may have about a pupil's ability should not be disclosed to anybody except a member of the schools' staff

- Your help will bring you into close contact with staff and pupils. Much of what you see in school is confidential, so please do not talk about things outside of school
- Please remember to show respect to all members of staff within school (teachers and support staff) at all times. It is essential to foster good relationships at all times
- Please ensure that clothing is smart and that your appearance conveys a professional image
- Volunteers should ensure that any physical contact with children is appropriate
- You should not get drawn into inappropriate topics of conversations with pupils. If a pupil begins to talk to you about matters which disturb you, please talk to the executive headteacher or head of school
- Although it can be tempting, please do not seek to use your time in school as an opportunity to discuss personal issues such as your child's educational progress (this can be distracting for teachers during school time)
- Mobile phones should be switched off or on silent and should not be used whilst volunteering
- Volunteers are welcome to make drinks etc. at break times, but please be aware of other staff, whose break time it is
- If you are in doubt about anything, always ask the advice of a member of staff or the head of school
- Many of the above standards are there not only for the protection of the children, but also for your own. A serious breach of any of the standards set out above might lead to a volunteer being removed and considered an unsuitable candidate for further voluntary/student placement involvement. Obviously, the federation hope and expect that such a situation remains extremely rare

6: Supervision
All volunteers work under the supervision of a teacher or full-time member of staff. Teachers retain ultimate responsibility for pupils at all times, including pupils' behaviour and the activity that they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out and the expected outcome of the activity. In the event of any query or problem regarding the pupil's understanding of the task, their behaviour or welfare, volunteers must seek advice/guidance from their designated supervisor.

7: Health and Safety
The volunteers will be directed to, and guided by, the federation's Health & Safety Policy while working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedure (e.g. fire alarm evacuation) and about any safety aspects associated with particular tasks (e.g. using equipment or accompanying pupils on visits).

Volunteers need to exercise due care and attention at all times. Volunteers are covered by the school's Indemnity and Public Liability Insurance.

8: Complaints
Any complaints made about a volunteer will be referred to the executive headteacher or delegated to a senior member of staff for investigation.

Any complaints made by a volunteer will be dealt with in the same way.

The executive headteacher or designated member of staff reserves the right to take the following action:

- To speak with the volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again
- Offer an alternative placement for the volunteer (e.g. helping with a different activity or in another class)
- Based upon the facts identified in the investigation, it may be necessary for the federation to inform the volunteer that they are unable to continue in that capacity The volunteer will be directed to the federation's Complaints Policy **Equality, Diversity and Inclusion**

The federation aims to ensure that no member of the schools' community experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; any disability they may have; their ethnicity, colour or national origin; their gender; their religion or beliefs.

The federation values the diversity of individuals within its schools and do not discriminate against anyone because of 'differences'. The federation believes that all its children matter and value their families too. They give the children every opportunity to achieve their best by taking account of the children's range of life experiences when devising and implementing federation policies and procedures.

Finally …
The federation hopes that you will find this guidance helpful and that you will keep it in mind throughout your time in school. They are confident that you will enjoy the experience of working as a volunteer in the federation, satisfied and encouraged by the knowledge that you are making a positive contribution.

Appendix 1 Volunteer Agreement

Thank you for offering your services as a volunteer at St John and St Nicolas Schools Federation.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please sign this volunteer agreement and hand it in to the school office.

I have been accepted as a volunteer at St John and St Nicolas Schools Federation and I can confirm the following:

- I understand and accept the federation's Volunteer Policy, which applies to my involvement as a volunteer.
- I agree to support the schools' vision, aims and educational purpose.
- I agree to adhere to the schools' policies and procedures at all times.
- I agree to work within the boundaries of the federation's safeguarding procedures at all times and complete safeguarding training as appropriate.
- I agree to undertake an enhanced Disclosure and Barring Service (DBS) check, if volunteering on a regular basis.
- I agree to treat any information obtained from within school with the strictest of confidence.
- I agree to follow the dress code for volunteers.
- I have been informed who my designated supervisor will be.

Signed: _____

Full Name: _____

Date: _____