



Saltburn Learning Campus

Volunteer Policy and Code of Conduct

January 2017

DOCUMENT CONTROL

Date	Author	Version	Change Description	Approved / Quality Checked By & Date	Target Audience / Circulation	Document Review Date
October 2014	Ms Ash	1	New Policy		All Staff employed by SLC Campus, Governors & Parents	October 2016
06.02.2017	Ms Ash	2	Full review of Policy in line with KCSIE Guidance	Community & Inclusion Ctee 27.02.2017	All Staff employed by SLC Campus, Governors & Parents	February 2020

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Saltburn Learning Campus Code of Conduct and Volunteer Policy

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Keeping Children Safe in Education Sept 2016 – Statutory Guidance for Schools and Colleges (DFE 09.16)

Working together to Safeguard Children 2015 – www.gov.uk

1. **INTRODUCTION**

At Saltburn Learning Campus, we recognise and value the effort taken by volunteers and parents who contribute towards school activities. We encourage your assistance and acknowledge that many school activities are enhanced by your participation and help.

We aim to make sure that your time spent in school is productive and enjoyable. The deployment of any volunteer, whether for one day or for a number of sessions over a longer period, must take account of the needs of learners and the staff to whom they are assigned. We have a duty to ensure that the welfare of learners is promoted and they are safeguarded from harm.

This policy sets out the practices and procedures which will be followed by appointing, managing and supervising volunteers. It also contains a code of conduct which all volunteers are required to comply with, in order for us to provide a safe environment and positive educational climate for learners.

Our volunteers include:

- Parents.
- Former members of staff.
- Members of the governing body.
- Members of the local community.
- Those on teacher training / college placements.
- Young people & adults who are seeking work experience in an educational setting to support them into teaching degrees and teaching assistant training courses.
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Your main contacts in the school are:

- Ms G Ash AHT Inclusion SPS (volunteer placement lead)
- Mrs C Chadwick - The Head of School, Saltburn Primary School
- Mr H Ainscough – AHT Inclusion HS
- Mrs K Emmerson – Campus Office Manager.
- The class teachers.

Activities that volunteers are engaged in might include:

- School visits / trips.
- Undertaking arts / craft activities.
- Working with individual/groups children.
- Reading clubs for children.
- Cooking / gardening clubs.
- Supporting staff after school clubs.
- General classroom activities.

2. STATUTORY GUIDANCE ON THE RECRUITMENT OF A VOLUNTEER

Working together to Safeguard Children – 2015. Keeping Children Safe in Education 2016. Safeguarding children and young people - (www. Gov.uk website link to all documents)

<https://www.gov.uk/government/collections/statutory-guidance-schools#safeguarding-children-and-young-people>

The school will regard the DfE statutory guidance when considering the placement of volunteers within Saltburn Learning Campus. In circumstances where a school approaches a parent volunteer who is well known to the school, a streamlined procedure can be adopted: background checks, references, conducting an informal interview to gauge the person's ability and aptitude.

- If the volunteer's role is a one-off, such as accompanying teachers and learners on a day trip, for a school fete or concert, measures are not required, as long as the person is not left alone in charge of children.
- If the volunteer is recruited by another organisation to work in a school, for instance, sports coaches from a local club, the school should receive assurance from the organisation that the person has been properly vetted.

3. SAFEGUARDING CHILDREN AND CHILD PROTECTION

Depending on the extent of the volunteering role as stated above, volunteers may be asked to fill out a DBS and declaration form. This is standard practice for anyone in regular contact and / or in a position of trust with children. Any criminal convictions must be declared.

In September 2012, the Independent Safeguarding Authority (ISA) and Criminal Records Bureau (CRB) merged functions to create a new Disclosure and Barring Service. The law requires any persons who will come into unsupervised regular contact with children in any of the following capacities to undertake a DBS check:

- Teach.
- Train.
- Instruct.
- Care for or supervise children.
- Provide advice / guidance on well-being.
- Drive a vehicle only for children.
- Personal care for a child.
- Child-minding / foster care.

The minimum age at which someone can be asked to apply for a DBS check is 16 years old. **Volunteers will no longer be subject to a DBS check as they are no longer in regulated activity.** Regulated activity is where a person provides unsupervised activity of more than 4 times in a 30 day period.

4. HOW TO APPLY TO BE A VOLUNTEER AT SALTBURN LEARNING CAMPUS

- Volunteers should contact school via phone/person/email/letter.
- They should then send in to school in a CV stating their qualifications / the reason for wanting the placement / offer to volunteer detailing their strengths.
- Two referees with contact addresses are to be part of the CV. The document should state if the volunteer has a DBS document.
- The volunteer lead for the school will contact the volunteer to offer a short informal chat/interview or to decline the offer.

- A short informal discussion with the lead member of staff will take place. This will include the appropriate year group in which the volunteer will be placed.
- The school paperwork for volunteers will be completed & any documents necessary advised to the volunteer.
- The Business Manager will meet with the volunteer to check all paperwork and references are in order prior to the placement commencing.
- A risk assessment document will be completed and signed by the volunteer and class teacher with whom the volunteer will work / be supervised by.
- A start date will be arranged between the class teacher & the volunteer.
- In the case of students on placements/work experience, the Volunteer lead in school will liaise with educational establishment at which the student is studying to ensure all paperwork and checks are complete.

IMPORTANT: It is the Executive Head teacher's responsibility to ensure that volunteers do not have unsupervised access to children.

5. WELFARE AND SAFETY OF VOLUNTEERS AND LEARNERS

Saltburn Learning Campus wants to make sure activities are planned properly and safely, and that you are informed of these plans. We strive to ensure that you have access to a member of school staff, should you wish to discuss difficulties or report on issues that may arise.

All staff, visitors and volunteers are required to be identified and located at all times. For this reason, please make sure the following process is adhered to:

- Make sure you sign in and out of the building at the office / reception.
- You must always wear the visitor's badge at all times so that it is visible.
- Please advise the contact person of where you are working.
- If you do not have a DBS certificate, you will be required to be escorted by a member of the school staff at all times.
- Ensure that you have read Pages 1-21 of the document *Keeping Children Safe in Education 2016*.

6. SCHOOL REGULATIONS

Volunteers need to be aware of the following procedures:

- All aspects of Saltburn Learning Campus's Safeguarding and Child Protection Policy.
- Saltburn Learning Campus' Disciplinary Procedure.
- Saltburn Learning Campus' Complaints Procedure.
- Saltburn Learning Campus' Equal Opportunities Policy.
- Saltburn Learning Campus' Behaviour Policy.
- Saltburn Learning Campus' Health & Safety Policy.
- Saltburn Learning Campus' Confidentiality Policy.
- Saltburn Learning Campus' E-safety Policy.
- Saltburn Learning Campus' Use of personal devices Policy.

This is part of an induction procedure and volunteers will be asked to sign a form stating that they have read all the above docs.

7. HEALTH & SAFETY

Volunteers are required to comply with the school's Health and Safety Policy. They should be made aware of emergency procedures (e.g. evacuation) and safety aspects of being involved in a particular task (e.g. while in a cookery class).

Any potential hazard which you may feel might put people at risk of injury or harm must be reported straight away to the class teacher / Assistant Head Teacher.

8. ABSENCE

Volunteers are requested to inform the school, before 8.45 a.m. if you are unable to attend when you are expected. If you are called away in the event of an emergency while volunteering, please let the class teacher / office know before you leave the premises.

9. CONFIDENTIALITY

Volunteers are reminded that all information on individual learners and members of staff is confidential and that the sharing of data is protected under the Data Protection Act 1998. They are not permitted to discuss children's or staff member's issues with other professionals in the school. Volunteers who break this confidentiality rule will be asked to leave.

There may be instances where volunteers MUST pass information to the Head of School, volunteer lead or class teacher. These include incidents where the child is bullied or when a child discloses he or she is being harmed in any way. Volunteers are advised not to report this to the child's parents / carers and inform the class teacher as soon as possible.

10. INTERNET USE AND SOCIAL NETWORKING

Volunteers are expected to behave in an ethical and lawful manner with regard to the use of the internet and emails.

Care and attention should be taken while using social networking sites. Use of these sites should not involve communication regarding your voluntary services at this school or any activities which may bring the school into disrepute and / or may cause us to question your suitability to work with children.

Volunteers must not attempt to contact learners via social media or email, or make arrangements to meet outside of school.

Volunteers are requested to ensure that if they wish to use their mobile phone on the premises this is done so out of view of learners and in an area designated as appropriate by a member of the SLT. Volunteers are requested not to take photographs of learners or staff unless on school cameras and at the request of staff. All such images are not to be removed from the school site.

11. EQUAL OPPORTUNITIES

At Saltburn Learning Campus, we do not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender, sexual orientation or marital, social or financial status. All volunteers are required to make a commitment to this policy and treat everyone with respect at all times.

12. CODE OF CONDUCT FOR VOLUNTEERS

Volunteers are expected to maintain high standards of behaviour and conduct while involved in activities at school. The following is a guide to appropriate conduct while working in or on behalf of a school (including school trips, residential visits and out of school activities).

You should:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other volunteers, members of the staff and learners, and make them feel valued.
- Be approachable, pleasant and be a positive role model for learners.

- Adhere to all school policies. For example: Child Protection, Health and Safety, Anti-Bullying, Behaviour Policy etc.
- Maintain confidentiality of personal information at all times, unless there is a need to report something.
- Treat all children and members of staff equally.
- Report any incident of bad behaviour to the class teacher immediately.
- Dress in a style appropriate to the school environment and ensure that you are suitably covered, and behave in a manner which promotes healthy and safe working practices. Following the school guidelines for the wearing of jewellery (Health & Safety).
- Accept and follow directions from the SLT & class teachers and seek guidance through clarification where you may be uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by SLT & class teachers, and report to the previously named staff any potential hazard in the workplace.
- Avoid waste or extravagance and make proper use of the resources of the school.
- Conduct your work in a co-operative manner.
- Turn your mobile phone off while you are on school premises.

You should never

- Tell a child off. As a volunteer, you are not expected to discipline children. If there are any problems, tell the class teacher straight away and he or she will deal with the situation.
- Shout, hit, threaten or manhandle a child.
- Take photographs in school without the prior permission of the Head of School.
- Develop 'personal' or sexual relationships with learners.
- Work with children when you are not in the proper physical or emotional state to do so. For example: under medication which makes you drowsy, or under extreme stress which may impair your judgement.
- Behave in an illegal, improper or unsafe manner. For example: smoking or drinking alcohol.
- Share your personal contact details with learners or make personal arrangements to meet children outside school.
- Discriminate favourably or unfavourably towards a child.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the school into disrepute when representing the school.
- Give or receive (other than 'token') gifts, unless arranged through your class teacher/ Head of School, for example, outgrown sports kit, football boots or uniform.
- Smoke on the school site in or outside of the buildings.
- Take hot drinks into the main school buildings / classrooms from designated staff / tea rooms when learners are in the school.
- Do not use the toilet facilities designated for learners. Designated visitors toilets are available upon request.

I, _____ have read Saltburn Learning Campus's Code of Conduct and Volunteer Policy and agree to abide by the safe code of conduct.

Signed _____ Date _____

APPENDIX 1 – VOLUNTEER AGREEMENT FORM

Please complete the following agreement:

Your name:	
Name of teacher to whom you will report to:	
Times that you will volunteer in the school:	
Between the following dates (to be reviewed after one month):	

I have read and understand the following documents: -

Saltburn Learning Campus's Prospectus	
Behaviour Policy	
Anti-bullying Policy	
Child Protection Policy	
Health and Safety Policy	
Fire Safety Guidelines	

I understand that I am volunteering in the school and will therefore not receive any payment as a volunteer for my duties.

Signature

Date

Teacher

Executive Headteacher

APPENDIX 2 – VOLUNTEER RISK ASSESSMENT FORM

 SALTBURN Learning Campus <i>All Learners Always Learning</i>		SLC DBS Risk Assessment
To be used for temporary visitors/volunteers who do not have any unsupervised contact with students		
Full name		
Occupation		
Reason for visit		
Date of visit		
I confirm that a risk assessment has been carried out for the above person and provide below the risks involved and the on-going controls, supervision, management and monitoring arrangements in place.		
Please provide a description of the risk controls that are in place: (attach details if appropriate)		
I confirm that for the duration of the visit the above named will not be left alone with students and will be supervised by a member of staff at all times.		
Signed (Member of staff responsible for visitor)		
Date		
Name in capitals		
Designation		