



Volunteer Procedures

Date Established: August 2017

Last Reviewed: December 2021

Staff Responsibility: Executive Head

Review Date: December 2024

Statement of Intent

The Blue Tangerine Federation welcomes, encourages and values the contribution volunteers make to our schools. They bring with them a range of skills and experience that enrich and enhance learning opportunities for the pupils at St Luke's and The Collett School. In return, they gain an insight into the special school environment for pupils with Learning Difficulties and Disabilities and widen their perspective on education.

As a Federation, we are committed to safeguarding and promoting the welfare of the pupils in our care; we expect all staff and volunteers to uphold this commitment. We welcome volunteers from all walks of life, from our local and wider community as well as other counties and abroad. Volunteer placements will be open to individuals irrespective of race, gender, disability, sexuality, age or marital status.

Activities our volunteers can engage with are unlimited and may include the following:

- Working with small groups of pupils or alongside individual pupils
- Support children to use a number of portable devices available in the classroom
- Undertake art and craft activities
- Accompany classes on school visits
- Provide positive role models
- Support with independent skills, such as tying shoe laces or getting out the right equipment for a lesson
- Supporting pupils to play and learn at their own pace

Volunteers will not be able to undertake any activities without supervision unless they have undergone an enhanced DBS check.

Information on DBS checking can be found by accessing [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Objective

This policy defines the terms and sets out the principles, practices and procedures that will be followed in the appointment, management, support and supervision of volunteers of the federation.

Becoming a Volunteer

If you wish to become a volunteer, either for a one off event or on a more frequent basis, please contact Jacqui Roper Jacqui.roper@stlukes.herts.sch.uk for St Luke's or Jennie Witter admin@collett.herts.sch.uk for The Collett explaining your interest and how you feel you can enrich the school as a volunteer.

Following this Ms Roper or Miss Witter will arrange a suitable time for an informal interview and look around the school. We will ask you to complete

- Volunteer Contact details
- Volunteer Information Sheet (Appendix 1)
- Volunteer Reference Form
- Volunteer agreement (Appendix 2)

- Risk Assessment for Volunteers
- DBS (if required)

You may well be asked to undergo a DBS check (Disclosure and Barring Service, previously the Criminal Records Bureau check) subject to the duties you are looking to undertake. You will also be invited to attend Safeguarding training offered by the federation in addition to compulsory Safeguarding sessions as part of induction.

Volunteers will be assigned a role, based on teacher requests and needs, or at the discretion of the volunteer coordinator, Ms Roper (St Luke's School) and supported by Miss Witter (The Collett School).

All volunteers will be provided with a full induction covering the following on their start date:

- Support and supervision
- Health and Safety & Fire procedures
- Child protection and safeguarding policies and procedures
- Equal opportunities
- Confidentiality
- Signing in/out and absences procedures
- Hours including breaks and lunch breaks
- Dress code
- The Volunteer role expectations

Meetings will take place on a regular basis, using the monthly 1:1 form (Appendix 3) and feedback will be sought from relevant members of staff to ensure that the volunteer is receiving sufficient support to achieve their own and the schools objectives.

Code of Conduct

Sign in

When arriving at school please report to the reception and sign in. You will be asked to wear an identification sticker and be provided with a red lanyard to signify that you are a volunteer. It is important to know who is on the school premises at all times and to be known to others on site by seeing your name. Please sign out when you leave the school building.

Confidentiality

All volunteers are bound by the Volunteer Agreement, which has a clear statement about confidentiality. Volunteers may have access to personal information about some individuals, or other information. The Federation needs to be able to trust their volunteers to protect the privacy of the pupils and staff.

Any concerns you have about a child or another adult in school must be directed to the class teacher or SLT and **NOT** to any parent or person outside of school. You may not discuss behaviour or any aspect of a child's learning with anyone other than a member of staff. Any volunteer who breaks this confidentiality and trust will be asked to leave.

Supervision

All volunteers work under the supervision of the class teacher and support staff to which they are assigned, whether in a school setting or on a trip. At all times the class teacher retains the responsibility for the pupils, their behaviour and the activities they are undertaking. Volunteers receive clear guidance from the teacher they are working with and are encouraged to seek further advice in the event of a query or problem regarding the pupils.

Safeguarding/Child Protection

If you have any concerns about a child, either comments they make, bruising or marks or changes in their behaviour please report these concerns to the class teacher as per Safeguarding in Induction.

If a child should say anything to you about something that has happened to them or something someone has done to them, you need to be aware of the steps you need to take. Please do not ask any leading questions; simply listen to, make no promises of confidentiality or ask any questions, then write down what the child said and hand this to one of the following without delay:

- Volunteer Coordinator: Ms Roper and Miss Witter
- DSL (Designated Safeguarding Lead): Mr Josh Pollard
- Deputy DSLs: Mr Hoult-Allen (Executive Head) and, the Heads of School

If the disclosure or allegation is made about a member of staff, please report this to the Executive Head. If allegation is about the Executive Head please report to the Chair of Governors: Mr Ian Dignum.

Information on DBS checking can be found by accessing

www.gov.uk/government/organisations/disclosure-and-barring-service

Essential guidelines

- Volunteers must not attempt to lift a child or restrain them. However, if a child appears to be in immediate danger, common sense should prevail and proportionate action taken
- Volunteers should not work one to one for a prolonged period of time or have responsibility for any pupil who has severe or unpredictable behaviour issues
- In the event of a child having an accident or injury whilst with a volunteer, the volunteer must report the incident immediately to the class teacher to ensure that necessary procedures take place with regard to treatment, communication with families and incident reporting
- Volunteers must not administer first aid treatment
- Volunteers must inform the school if they may be pregnant, or have a medical condition that imposes restriction, as we do not want to put anyone at risk

Health and Safety

The Federation Schools have a Health and Safety Policy. You will be made aware of the school evacuation procedure (e.g. fire alarm evacuation) and about any safety aspects associated with certain tasks (such as using DT equipment or the kitchen). Please report any obvious hazards to the class teacher or SLT.

Dress Code

Volunteers must wear clothing that is suitable for the job they do and not revealing; school will not reimburse for accidental damage to expensive clothes. Where volunteers choose to wear jewellery for

personal presentation or religious reasons, it is their own responsibility to ensure that it is safe.

Code of Conduct – there is a full Code of Conduct on the Federation’s website

- Please provide a good example and be a positive role model by behaving in a respectful, mature, safe, fair and considered manner at all times.
- You must maintain appropriate relationships with the children based upon mutual trust and respect.
- Avoid being tactile towards pupils, only touch children for professional reasons and where necessary and appropriate for the well-being or safety of the child. Whilst in school, this also applies to your own child and those you may know.
- Treat all pupils equally, never build a “special” relationship or confer favour on any particular pupil. If working with your own child or those you know well, please ensure you treat all pupils in the same professional manner.
- If working on a one to one basis with a child, stay in an open area of the school or work in a room where the door is open and you are visible to others.
- Avoid the use of a mobile phone or any electronic device at all time when in school. Do not make calls, exchange texts, emails, phone numbers or personal details or access social networking sites whilst in school. Do not use any form of communication to discuss or make statements about children, behaviour or activities in school.
- Do not take photographs of any pupil unless specifically requested to do so by the class teacher on school approved equipment.

End of Placement

It is very important that the school you are volunteering in is aware when your placement is due to end. Please ensure that you make an appointment for an Exit Interview with either Ms Roper or Miss Witter in order to obtain final feedback that may be used to write a reference. (Appendix 4)



Volunteer Information Sheet	
Name of Volunteer	
Address:	
Mobile phone number	
What skills/areas would you like to help with in school?	
What days of the week or hours would you like to volunteer?	
Are there any particular age groups you would like to work with?	
Do you have any disabilities/ other needs (including pregnancy) that we need to take into account when working as a volunteer in school?	
I have read and adhere to the Child Protection Policy.	Signature: Date:

Thank you for taking time to complete this volunteer information sheet. Please hand it to the school reception/ email to admin@collett.herts.sch.uk / admin@stlukes.herts.sch.uk . Your offer of help is appreciated and we will be in touch shortly.



Volunteer Agreement

Thank you for offering your services as a volunteer at The Blue Tangerine Federation of schools. Your offer of help is appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand in to the school's reception.

Name :
I wish to help on a voluntary basis at The Collet / St Luke's School
I have read and understand information set out in the Federations Volunteer Policy
I am happy to work to the direction of a member of staff, and will seek clarification and assistance with any work, which I do not fully understand.
I understand that anything I see or statements that I hear are of a confidential nature. If I have cause of concern arising from something I hear or from something I see, I will speak to the member of staff with whom I am working or SLT member of staff
I am willing to be DSB checked.
I fully understand that I must respect the privacy of the children, staff and parents in school and will not discuss any child, member of staff or parent with anyone outside of school
I will ensure that I will inform the school when I am due to leave so that an exit interview can take place

Thank you for agreeing to the above and we look forward to you working with us.

Signed:

Date:

Appendix 3



1:1 Monthly Meetings

NAME	
MANAGER'S NAME:	

Date of meeting:

Discussion Points	Actions

Date of meeting:

Discussion Points	Actions

Date of meeting:

Discussion Points	Actions

Appendix 4
Exit Interview



Name:	
Dates of placement:	
Placement details:	
Experience gained:	
Skills observed:	
Other opportunities:	
Aspiration:	

Signed:

Date: