



The
Redstart
Learning Partnership

Policy for Volunteers in Schools

Agreed by The Business and Audit Committee of the Board of Trustees: 01 April 2021

Review Date: 01 April 2022

SIGNED: *S Bullough* DATE: 20 April 2021

Chairman of the TRLP Board

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Policy for Volunteers in School

The Redstart Learning Partnership recognises the importance of using volunteers to further enhance the delivery of high quality education and childcare.

Our volunteers, mainly but not exclusively parents, are an essential element in our work. As such, their use must be carefully considered and planned for. There are some overriding considerations that staff and volunteers should be aware of.

All volunteers must be vetted

All volunteers who express an interest in working for a school within The Redstart Learning Partnership should be invited in for a risk assessment meeting. This enables the school to gain a good understanding of why the volunteer is interested in working in the school, what they hope to achieve through such an experience and about their availability.

This does not apply to student volunteers from secondary schools/colleges as these will be vetted by staff from the secondary school/college and The Redstart Learning Partnership will seek evidence that these checks have been completed. All volunteers will be required to agree to a check of their background to ensure there is no reason why they should not have access to children (DBS checking). Details of this check will be held securely by the school. Further, to meet our requirements under the Childcare Disqualification Act, any volunteers in a role defined as 'relevant' by the act will be encouraged to complete a self-declaration form.

Two references from non-family members must be provided for all volunteers from, for example, the volunteer's current employment, previous employment, other voluntary establishment, school, college etc.

Safeguarding training

All volunteers must receive safeguarding training to ensure they are aware of the school's safeguarding duties, how to spot signs and symptoms of abuse and how to report it and about safer working practices. This may be received alongside staff at certain intervals of the year or given individually. Further, all volunteers are expected to sign to say they have received and read:

- The Volunteer Code of Conduct
- Child Protection and Safeguarding Policy
- IT User Policy (Acceptable user)
- Part 1 of Keeping Children Safe in Education (2020)
- Behaviour policy

and must receive Health & Safety information appropriate to the role that they will be undertaking.

Reporting concerns with regards pupils and staff

If a volunteer has a concern about a child, they must follow the Trust's Child Protection & Safeguarding policy and the Trust's procedure for reporting concerns. If a volunteer has a concern about an adult they are working with (a member of school staff or another volunteer or student) this should be reported to the Head of School however where the concern relates to the Head of School, the concern should be reported to the Safeguarding Trustee or direct to the Local Authority's Designated Officer – please see the Allegations Management poster on the staff noticeboard.

Volunteers must be treated with courtesy and respect

Everyone's contribution should be appreciated. If a volunteer feels they have been treated inappropriately they should report this to the Head of School.

Volunteers must ensure confidentiality

Volunteers must treat all information relating to pupils and staff and any views or opinions they have as confidential and must act sensitively when discussing pupils or staff in areas of the school where such conversation may be overheard.

Volunteers working in Early Years Foundation Stage or Childcare

In relation to Early Years, students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in ratios if the provider is satisfied they are competent and responsible (Early Years Welfare Requirements 2021) but the usual ratio/qualification legislation must be adhered to.

Volunteers working in these roles must ensure they are aware of the identity of the pediatric first aiders so that they may be called upon in the event of a medical situation.

Staff, including volunteers and those on work placements, who work in childcare provision or who are directly concerned with the management of such provision*, are encouraged to complete a self-declaration confirming that they are not disqualified under the Childcare Act 2006.

** because they are: working with reception age children at any time; or working with children older than reception until age eight, outside school hours.*

Volunteer Process

Expression of interest by volunteer received and passed to Head of School/Office Manager



Proposed volunteer invited for meeting and advised to bring documents to verify identity



Meeting – Head of School or designated volunteer liaison to complete volunteer's risk assessment – consideration given to need for references (see above) – volunteer directed to policies/documents to read before the next meeting (to include Child Protection & Safeguarding, KCSIE, Volunteer Code of Conduct, Behaviour policy, ICT User Policy)



Office Manager to obtain, check and record DBS on SCR (if in regularly)



References received – Office Manager to check/verify and add to SCR (if in regularly)



Volunteer invited back in to:

- sign policy declaration (Office Manager to record on SCR)
- agree which member of staff the volunteer is to report to for the following: health and safety requirements (fire etc.)/signing in and out/confirmation of DSLs/DDSs and process for reporting of concerns regarding children and staff/other volunteers
- encouraged to complete declaration for Childcare Disqualification if working in 'relevant' position as defined by act
- Read the TRLP Workforce Privacy Notice and sign the accompanying Workforce Personal Data Consent Form



Officer Manager to arrange safeguarding briefing (or Basic Awareness) by DSL/DDSs at first available opportunity



Head of School to sign off volunteer as ready to begin role

Nb. Volunteers who have not been in for 3 months must be removed from the SCR. Schools should regularly review their sign in systems to monitor this.

Volunteer Code of Conduct

The behavior expected of all volunteers in academy schools of The Redstart Learning Partnership includes:

- following the instructions of the supervising member of staff and reporting any incidents of adverse behaviour to that member of staff
- communicating with other adults honestly and respectfully and in a way which promotes positive relationships
- devoting full attention whilst at school to the duties of the role and in doing so, act with responsibility, good judgement and in good faith
- treating all pupils in a fair and equal manner and not accepting or providing children any gifts without authority from the Head of School
- upholding the rules in relation to confidentiality – for example - not divulging, intentionally or negligently, information or records relating to pupils or staff and acting sensitively when discussing pupils or staff in areas of the school where such conversation may be overheard
- acting in accordance with the Trust's policies and procedures at all times
- adhering to the Trust's safeguarding policy and procedures, including the process for the prompt reporting of concerns about pupils, staff or volunteers
 - never promise a pupil confidentiality
 - listen without judgement and record, where possible, the voice of the child
 - promptly report your concern to the DSL/DDSL
 - follow up your concern if you feel that it has not been acted upon
- participating in safeguarding training provided by the Trust so that you are fully aware of the signs of abuse and in order to remain fully updated with current local safeguarding issues
- reporting the behaviour of other adults where this is considered inappropriate
- maintaining high standards of behaviour in keeping with the interests of the school including behaviour outside of working hours and when using social media
- participating fully in any investigation into alleged incidents and/or allegations
- informing the school should your personal circumstances (including relationships and associations both in and out of the workplace and online) have implications for the safeguarding of children
 - you must inform the school if you receive a caution, any criminal or civil charge or are under investigation/assessment from a children's service (e.g. from Social Services)
 - if you are required to take medication which may affect your ability to work with/care for children, you must inform the supervising member of staff who will advise accordingly
 - you must inform the school if you are unable to attend on a day that the school may reasonably expect you to attend
- treating school property and resources with appropriate respect

Other points:

- staff and volunteers are permitted to use their personal mobile devices in the staff room or office only
- staff and volunteers must not leave bags where they may be accessed by children – they should be stored away

- UNDER NO CIRCUMSTANCES MUST YOU TAKE PHOTOGRAPHS OF A CHILD WITHOUT THE PERMISSION OF THE HEAD OF SCHOOL. PHOTOGRAPHS OF INJURIES ARE NEVER PERMITTED
- Staff and volunteers must challenge any adult within the school who is not wearing an identification lanyard or who is using their mobile phone outside of the permitted areas
- Staff and volunteers must never place themselves in a vulnerable position with a child. They should ensure that they can be seen by another adult at all times
- Staff and volunteers must not have any form of sexual contact or sexual communication with children

This list is not exhaustive. It is merely a guide to assist volunteers in relation to their conduct.



**THE REDSTART LEARNING PARTNERSHIP
CODE OF CONDUCT FOR SAFEGUARDING CHILDREN
FOR VOLUNTEERS**

I confirm that I have read and understood the following documents (please tick)

- Part 1 and Annex A of Keeping Children Safe in Education (2020) (link from school safeguarding page)
- Behavior policy (school website)
- Child Protection and Safeguarding Policy (TRLP website)
- ICT User Policy (TRLP website)
- Volunteer Code of Conduct (part of the Policy for Volunteers)
- TRLP Workforce Privacy Notice (and have signed the accompanying Workforce Personal Data Consent Form). If you would like to know how we will hold and process your information please see our GDPR policy on the Trust website.

I understand my role in adhering to these key documents as a volunteer for The Redstart Learning Partnership and know that it is my responsibility to raise any queries or concerns regarding the above to my line manager.

I am aware that the DSL and DDSL are:

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and I am able to discuss any concerns that I may have with them.

I know that further guidance is available on the safeguarding noticeboard and the school website.

Signed: Name (please print):

Date: School: