

# **VOLUNTEER POLICY**

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## Introduction

Volunteers at Jubilee Primary School and Fernbank Children's Centre bring with them a range of skills and experience that can enhance the learning opportunities of the children at our school and children's centre. We welcome and encourage volunteers from the local community.

Our volunteers include:

- Members of the Governing Body
- Parents of children
- Ex-pupils and children
- Students on work experience
- University students
- Ex-members of staff
- Local residents
- Friends of the school or children's centre

The types of activities that volunteers are engaged in under supervision include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children in the classroom
- Undertaking art and craft activities with children
- Working with children on computers
- Accompanying school and children's centre visits
- Supporting stay & play sessions
- Helping in crèches
- Observing and/or researching teachers and children

## Becoming a volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school/children's centre visit or on a more regular basis, e.g. hearing children read or a fixed term placement, should approach the Head of Centre (Fernbank) or Assistant Head responsible for volunteer recruitment, Deputy Head or Headteacher (Jubilee).

Volunteers engaged in a "one-off" (*normally a parent*) activity e.g. helping supervise a group of children as part of a class visit, must read and sign our Offsite Visit Agreement before the activity (**Appendix 3**). No formal checks are carried out on these volunteers, *HOWEVER*, these volunteers are under constant supervision of school/children's centre staff, and will not be allowed to carry out such duties as escorting children to the toilet or leading a small group of children without a member of the school's or children's centre staff.

All other volunteers must complete the Volunteer Application Form (**Appendix 1**) which includes their contact details, type of activities they would like to help with, and the times they are available to help.

An enhanced DBS application **MUST** be completed (or evidenced if placement is through a college or university).

As part of the application process the school or children's centre will require the names and addresses of 2 referees. Previous contact with the referee must be less than 6 months ago. A referee may not be a family member and will preferably be a previous employer or representative of an organisation where the volunteer has previously been established. If this is not possible, a character witness from a reliable source.

Prior to placement volunteers / students must attend a short interview with either the Head of Centre, Assistant Head responsible for volunteer recruitment, Deputy Headteacher or Headteacher.

Before starting to help in school or children's centre, volunteers must complete the Volunteer Confidentiality Contract (**Appendix 2**), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

### **Induction Training**

Before starting, volunteers will be taken through pertinent parts of our Induction check list and required to read 'Keeping Children Safe in Education 2021' Section 1, the Safeguarding Policy and the school Code of Conduct and sign a declaration of adherence.

### **Supervision**

All volunteers work under the supervision of the Class Teacher of the class to which they are assigned or Room Lead in the case of the children's centre. Teachers or room leads retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the teacher/room lead as to how an activity is carried out/ what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the teacher/room lead in the event of any query / problem regarding children's understanding of a task or behaviour.

## Confidentiality

Volunteers in school or the children's centre are bound by a confidentiality contract (**See Appendix 2**). Any concerns that Volunteers have about the children they work with / come into contact with should be voiced with the class teacher/room lead and **NOT** with the parents of the child / persons outside school/children's centre. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school/children's centre. Volunteers who are concerned about anything another adult in the school/children's centre does or says should raise the matter with the Head of Centre, Assistant Head responsible for volunteer recruitment, Headteacher, Deputy Headteacher (or Designated Staff Member for Safeguarding).

## Health & Safety

The school and children's centre has a Health & Safety Policy available to volunteers working in the school or children's centre. Class teachers/room leads ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation – displayed in each classroom and children's room) and about any safety aspects associated with a particular task (e.g. using DT equipment / PE lessons/accompanying children on visits). Volunteers should exercise due care and attention and report any obvious hazards or concerns to the class teacher, room lead, Head of Centre, Deputy Headteacher or Headteacher.

## Child Protection / Safeguarding

Everyone at Jubilee Primary School and Fernbank Children's Centre who comes into contact with children and their families has a role to play in safeguarding children. Our staff are particularly important in safeguarding and promoting the welfare of children as we are in a position to identify concerns early and provide help for children, to prevent concerns from escalating. Our staff form part of the wider safeguarding system for children. We will work with social care, the police, health services and others services to promote the welfare of children and protect them from harm.

The Safeguarding and Protection policy applies to all adults, including volunteers, working in or on behalf of the school and children's centre and provides information about the actions we expect from all staff members, it will be updated annually and known to everyone working in the school and children's centre and the governing body. It will be available to parents on request and via our website.

This policy is in line with statutory guidance for schools and colleges; [Keeping Children Safe in Education \(2021\)](#), [Working Together to Safeguard Children \(2019\)](#) and [London Child Protection Procedures \(5<sup>th</sup> Edition\)](#).

Everyone working in or for our school and children's centre shares an objective to help keep children and young people safe by:

- Providing a safe environment for children and young people to learn and develop;
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our school and children's centre;
- Maintaining a culture of vigilance and an attitude of 'It could happen here'.

## **Our Vision, Values and Ethos**

All adults who work in our school or children's centre, whether as a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our school and children's centre vision.

### **Our Vision**

The world is a beautiful place, full of awe, wonder, and amazing diversity. We want to provide our children with the values, integrity, humanity and skills, in order to thrive in this vibrant society.

Our children care. They care about other people, their environment and global issues. They have awareness of themselves and empathy for others. In our vision for the children, they have a good sense of humour, and they know the importance of having fun. We want our children to be generous with time and feelings, to be tolerant and kind. Our children are inquisitive, imaginative, aspirational, and 'askers of questions'. We will teach them to debate, compromise, and think creatively. They are confident learners and articulate speakers who stand up for the right things. We nurture children and empower them to use their initiative, take risks, to be self-sufficient and self-motivated. Our children are enthusiastic about the community they live in, leading, not following.

These are the ingredients of a Jubilee and Fernbank child.

### **Our Ethos**

We are an inclusive school and children's centre with high expectations and aspirations. Children who come to Jubilee or Fernbank learn about many different religions, cultures and ideas. Our children are praised for what they can do and for the potential to do well.

We want all children to be in good physical health and have opportunities to try new sports and be active.

Through our immersive topic approach, all children have the opportunity to access learning through art, drama, and music. We believe in learning beyond the classroom.

Staff model and teach about Respect, Excellence, and Friendship. Every child is valued and everyone counts. We are a community school whose purpose is to serve the children, staff, parents and community.

### **Our Values:**

"Respect, Excellence, Friendship"

**Please note that references for volunteers will only be provided after a full term's commitment (or equivalent) to Jubilee on behalf of the volunteer and the agreement of the Headteacher. References for volunteers at Fernbank Children's Centre are at the discretion of the Head of Centre.**

### **Complaints Procedure**

Any complaints made about a volunteer will be referred to the Head of Centre (Fernbank), Assistant Head responsible for volunteer recruitment, Headteacher or Deputy Headteacher for investigation. Any complaints made by a volunteer will be referred to the Head of Centre, Assistant Head responsible for volunteer recruitment, Headteacher or Deputy Headteacher.

The Headteacher or Head of Centre reserves the right to take the following action:

- To speak with the Volunteer about a breach of the Volunteer Confidentiality Contract or Code of Conduct

and seek reassurance that this will not happen again;

- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class;
- Inform the Volunteer that the school/children's centre no longer wishes to support the placement.

### **Monitoring and Review**

This policy has been approved by the Governing Body and will be reviewed periodically and updated in the light of new guidance from either the Department of Education or Hackney Education.

## APPENDIX I



**Jubilee School & Fernbank Children's Centre**  
*inspiring imaginations*

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**VOLUNTEER APPLICATION FORM**

<b>Name:</b>	<b>Gender:</b> <b>Male</b> <b>Female</b>
<b>Date of birth:</b>	<b>Home address:</b>
<b>Tel:</b>	
<b>Email:</b>	

<b>Have you any experience of working as a volunteer and / or with children Yes / No</b>
If yes, where and when did you gain this experience?

<b>Are you available to commit yourself to this voluntary work for at least one term (average, 13 weeks)? Yes / No</b>
--

<b>Why would you like to be a volunteer at Jubilee Primary School or Fernbank Children's Centre?</b>
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<b>How much time each week do you feel able to volunteer for?</b>
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**When can you volunteer?**

	Monday	Tuesday	Wednesday	Thursday	Friday
am					
pm					

**What age-group would you prefer to work with? Please tick your preference/s.**

(6m-2 years)

(3-4 years)

(5-7 years)

(7-11 years)

**Would you feel able to help with any of the following in a classroom setting?**

Please tick your preference/s

Literacy (Reading, Writing)

I T

All-round support

Numeracy (Maths)

Stay &amp; Play

Creche

Drama

Music

**Would you prefer to work with one child or a small group? Please tick your preference.**

One child

Small  
Group

No preference

**Are there any particular activities you enjoy and would you like to share with the children?**

(For example: sports, arts and crafts, languages spoken)



## EQUAL OPPORTUNITIES

Jubilee Primary School Primary School and Fernbank Children's Centre is committed to Equal Opportunities. To help us, please describe your ethnic origin y circling the appropriate code below. This information is optional, confidential and will only be used for monitoring purposes.

I would describe my ethnic origin as:					
<b>WB</b>	British	<b>MB</b>	White & Black African	<b>OA</b>	Other Asian background
<b>WI</b>	Irish	<b>MA</b>	White & Asian	<b>BC</b>	Caribbean
<b>GK</b>	Greek / Greek Cypriot	<b>MO</b>	Other mixed background	<b>BA</b>	African
<b>TK</b>	Turkish / Turkish Cypriot	<b>IN</b>	Indian	<b>OB</b>	Other Black background
<b>OW</b>	Other White background	<b>PK</b>	Pakistani	<b>CH</b>	Chinese
<b>MC</b>	White and Black Caribbean	<b>BN</b>	Bangladeshi	<b>GO</b>	Other background

Do you have any disability or special need of which you would like us to take account? If yes, please specify.

## REFERENCES

Your placement as a volunteer in the school is subject to satisfactory references. Please give the name, address, phone number and email address of two referees who have known you for a **minimum of two years** in a **professional capacity if possible** (e.g. employer, tutor, colleague, etc.) who can vouch for your integrity and reliability.

<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Tel:</b>	<b>Tel:</b>
<b>Email:</b>	<b>Email:</b>

**In what capacity do you know these referees?**

1. ....

2. ....

**CONSENT**

Please note that your consent will be required for an enhanced DBS check (your signature below confirms this consent) and a payment of £10 is required for processing the DBS check.

I confirm that the information I have given above is correct. I give permission for my referees to be contacted and understand that Jubilee Primary School or Fernbank Children's Centre reserves the right to reject a volunteer's application at any stage of the recruitment process and remove a volunteer from the programme without providing a reason.

Signed: .....  
Date: .....

**Thank you for filling out this application form.**

**For Jubilee please return this form to:**

[admin@jubilee.hackney.sch.uk](mailto:admin@jubilee.hackney.sch.uk) or

The Senior Admin Officer  
Jubilee Primary School  
Filey Avenue  
London  
N16 6NR

**For Fernbank please return this form to:**

Finance and Administration Officer  
Fernbank Children's Centre  
1A Fountayne Road  
London  
N16 7EA

## APPENDIX 2

### CONFIDENTIALITY CONTRACT

As a Volunteer at Jubilee Primary School or Fernbank Children's Centre, I understand that class, children and parent/carers details, staff room conversations or school/children's centre matters are confidential and not to be shared or discussed with parents/carers or members of the general public.

If I have any concerns I will initially raise them with the Head of Centre, Deputy Headteacher or the class teacher/room lead then the Headteacher if necessary.

I understand that the class teacher (Jubilee) or room lead (Fernbank) is in charge of all activities and the discipline in the class. If I am asked to work with a group of children outside the classroom however, or in a discrete group in class, I can verbally discipline a child. I will not under any circumstances use physical force.

Jubilee Primary School and Fernbank Children's Centre pays full regard to the statutory guidance for schools and colleges; [Keeping Children Safe in Education \(2021\) – Part Three: Safer Recruitment](#). I understand that before I start working in school/children's centre, the school/children's centre will initiate an enhanced DBS check on me in the interest of the safety of the children in the school and children's centre.

Should a situation arise that indicates that I have divulged any confidential information to a parent/carer or members of the public the matter will be investigated and my placement may be withdrawn.

I understand that my personal details and details of the DBS check will be held on the school's and/or children's centre single central record for inspection by authorised personnel only.

**Name:** .....

**Date:** .....

**Signed:** .....

**Headteacher or Head of Centre:** .....

## APPENDIX 3

### OFF –SITE VISITS VOLUNTEER AGREEMENT

Trips are an integral part of learning at Jubilee Primary School and Fernbank Children’s Centre and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: You will have an important role to play in the success and safety of the trip.

Please read and return this appendix, and sign and return the helper’s return slip.

This is part of our risk assessment planning.

#### Role of the volunteer Helper

- To be responsible and look after, in equal measure in conjunction with school/children’s centre staff, all of the children in your group.
- To stay with your allocated staff member / group of children, ensuring that their wellbeing and safety is maintained for the total duration of the trip.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school or children’s centre!
- To ensure that the group you are with keep up with the body of the visit party, be it walking, entering or exiting from transportation or following speakers for the trip.
- To contact your / child’s class teacher / school or children’s centre member of staff if there are issues with first aid, safety and / or behaviour.

#### Working alongside school and children’s centre staff

We expect volunteer helpers to:

Comply with all of the above whilst being under the direct line management of our staff. Show commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs / labels/ information, asking questions that encourage children to think.

Follow guidance from the school or children’s centre staff.

#### What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the trip.
- Volunteer helpers are not allowed to re-organise visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give / buy their group treats e.g., ice-creams, biscuits, sweets, before, during or after the trip.

### First Aid

For each class or group on the visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication / needs. If medication needs to be administered, this will be done by a trained member of staff.

All first aid box(s) will be carried by staff.

### Emergencies

You are expected to inform a member of staff as soon as possible if you become separated from the rest of the school or children's centre party, please telephone one of the members of staff on your contact list or telephone: 020 8806 5446 (Jubilee) 020 8806 6622 (Fernbank).

Please sign below.

*A copy of this document should be kept by the school/children's centre and a copy handed to the volunteer.*

- I have read the Volunteer Policy
- I agree to the terms and conditions as stated in the policy
- I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

**Name of trip volunteer:**

Telephone Number

**Trip venue/destination:**

**Date of trip:**

**Volunteer's signature:**

**Date:** .....

**Trip leader's signature:**

**Date:** .....