

North Road Academy

Volunteers Working In School

Policy

APPROVED BY (Signature): Naeem Bashir

NAME (Print): Naeem Bashir

POSITION: Director

NEXT POLICY REVIEW DATE: September 2021

VOLUNTEER WORKING IN SCHOOL POLICY

The school's volunteer policy is part of the school's safeguarding systems.

Introduction

Volunteers at North Road Academy (NRA) and North Road Nursery (NRN) bring with them a range of skills and experience that can enhance the learning opportunities of pupils. We therefore, welcome and encourage volunteers from the local community.

Our volunteers include:

- Directors
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that volunteers engage in, on behalf of the school/ nursery, include:

- Hearing 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
- Supporting staff in the daily routine

Safeguarding

NRA and NRN are committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment. All volunteers must read the school's safeguarding policy and procedures.

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. hearing pupils read, usually approaches the office manager, Imran Siddique, directly or sends an email to the school administrator (admin@northroadacademy.com).

Volunteers should complete the Volunteer Application Form (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help. The application form is available from the school office; upon completion the form should be returned to the office marked for the attention of the headteacher.

Definition

Activity which is described as 'frequent' or 'intensive' covers the meaning given in the Safeguarding Vulnerable Groups Act 2006.

Process for recruiting Volunteers who will be working frequently or intensively is as follows:

- A) Identify the need and role
- B) Attract candidates by means of a local advert/school communications system
- C) The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
- D) Enhanced DBS check undertaken if necessary (see the flowchart Appendix)
- E) The volunteer will be made aware of the role and responsibilities they will be undertaking
- F) If appropriate 2 References should be sought where the volunteer arrangement will continue on a regular basis. Students who are undertaking a school work placement should provide a character reference.
- G) Induction- A volunteer supervisor is assigned and the relevant school policies and documentation explained and issued.

These to include:

- Volunteering working in school policy
- Safeguarding Policy
- First Aid Policy
- Health and Safety
- Behaviour Management Policy
- Code of Conduct
- Whistleblowing Policy
- Fire Safety Policy

H) The completed Induction form (is forwarded to the school office and an ID card is issued.

I) Volunteer records to be kept in a central place within the school

Before starting to help in the school or nursery, a volunteer should complete the Volunteer Agreement document (Appendix 2), which sets out the school's expectations of its volunteer and to confirm they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer (if it is necessary) before they are due to start, to make an informed decision when accepting volunteers to work with children (refer to Appendix 4)

Our School Aims

All adults / Young People who work in our school or nursery,, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our school aims and educational purpose, as identified below-

Our objective is to cultivate and educate children with the knowledge and life skills required to become positive contributors and examples of excellence in their communities and the society. we endeavour to do this in a positive Islamic environment. It is also important for us that our school stands out by the standard of academic and social education it offers Learners.

We aim to achieve this by:-

- Educating our Learners upon the correct understanding of Islam, based firmly upon the Qur'an and Sunnah of Prophet Muhammad (may the peace and blessings of Allah be upon him). Teachers and staff using and instilling a high standard of education within our Learners to support and nurture the development of a truly Islamic personality, based upon the principles of: Wellbeing (self-awareness, self-esteem, self-confidence), moral responsibility, uprightness, respect and tolerance.
- We enable Learners to acquire an appreciation and respect for their own and other cultures thereby contributing positively to their community and society, while confidently meeting any challenges.
- Providing our Learners with a strong Creative Curriculum that implements diverse teaching methods, combining authentic Islamic Education with aspects of the National Curriculum. Maintaining a safe, caring, creatively inspiring, exciting and positively challenging learning environment.
- Encouraging and supporting teachers, parents, carers, guardians and the community to collaborate and work together with us to contribute positively to the children's education and well-being.
- Providing our Learners with a broad general knowledge of public institutions and services which will help them to become aware of and understand other cultures and traditions, thereby promoting tolerance and coherence.

Confidentiality

Volunteers are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school or nursery, which may affect their work should raise the matter with the Headteacher or appropriate senior member of staff. **Any information gained at the**

school about a child or adult should remain confidential.

Mobile devices

The use of mobile phones are not permitted in class (whether it is to make a phone call, receive a phone call, for the purpose of texting or taking photographs). The use of mobiles is restricted to the staff rooms. Mobile devices are not to be used when supervising children whether on the school premises or offsite.

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 the pupils' behaviour and the activity they are undertaking.

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

Health & Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using D & T equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Headteacher. Volunteers are covered by NRAs Health & Safety Statement and indemnity and Public Liability Insurance.

Safeguarding

The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2)
- All of our volunteers who are in regulated activities have been cleared by the Disclosure and Barring service (DBS). (See Appendix 4)
- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff, must read and sign our Off-Site Visit Agreement (Appendix 3).
- Any concerns a volunteer has, about children's safety, should be referred to the designated safeguarding lead or Head Teacher immediately.

Volunteers signing in/out to school procedure:

- **Upon successful acceptance of the volunteers role in school/trip a signing in badge will be issued. This badge is to be collected from the school office on arrival and returned upon leaving.**
- **Volunteers are required to sign in and out of the building.**
- **The badge is to be worn at all times, without it you will not be allowed into the building.**

Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

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

- To speak with a volunteer about a breach of the Volunteer Agreement 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
- Based upon the facts identified in the investigation it may be necessary for the School to inform the volunteer that the school no longer wishes to use them

- Provide the volunteer with a copy of the school's full Complaints Procedure

Monitoring and Review

This policy has been approved by the Board of Directors and will be reviewed and updated annually and as and when required.

APPENDIX 1

VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER/WORK EXPERIENCE

Volunteer Details:

PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry). See **Notes for Guidance** below for reference help to completing the form.

All sections must be completed.

Surname/Family Name:	Preferred Title:
First Name(s):	Previous Surname:
Home Address:	Present Address (if different):
Post Code:	Post Code:
Telephone (Home):	Telephone (Work):
Telephone (Mobile):	Email:
Date of Birth:	GTC Number (if applicable):
CURRENT EMPLOYMENT	
(If you are not currently employed as a teacher please give details as appropriate)	
Name of Establishment:	Employer:
Type of School:	Key Stage:
Post Held:	Date Appointed:
Pay Scale:	Total Annual Salary:

PREVIOUS EMPLOYMENT DETAILS

Please list in chronological order, with precise dates if possible, as this information may be used to assess salary.

a) In Education (Supply teaching appointments need not be listed individually)

Employer and Establishment	Post and Grade	Type of School / Key Stage	From	To	Reason for Leaving

b) Outside Education

Employer	Post	From	To	Reason for Leaving

HIGHER EDUCATION

Establishment(s)	From	To	Full/ Part-time	Qualification Awarded			
				Degree	Class	Division	Date of award
or Cert.Ed							
PGCE				Key Stage			
Other- Foundation degree (pending qualification)							

SECONDARY SCHOOL EDUCATION

Establishment(s)	From	To

Examinations (for **first teaching appointment** please give details of 'A' Levels and GCSEs, or equivalent: i.e. Subject, Date, Results/Grade).

Subject	Date	Results/Grade

OTHER QUALIFICATIONS OBTAINED

Course and Organising Body	Date	Qualification

PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18 (Please give details)

	From		To	
	Month	Year	Month	Year

LEISURE INTERESTS

Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying.

What activities/ areas of the school's work would you like to help with?

Are there any particular age groups/classes you would like to work with?

Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School? (please give details)

What is your availability? one off or regular (if regular complete table below)

Days of Week	Tick	Time	Notes
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

REFERENCES

Please give the names, addresses and status of two referees who may be approached now.

References from friends or relatives are not acceptable.

(If you are currently employed as a teacher, one referee must be your present Headteacher).

Reference 1:	
Name:	Status:
Address:	
Telephone:	
Email:	
Reference 2:	
Name:	Status:
Address:	
Telephone:	
Email:	

If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.

From what source did you learn of this vacancy?	
Has someone else completed this form on your behalf?	No
If yes, please provide the person's name and an explanation:	

CONFIRMATION OF DETAILS I certify that the information given above and overleaf is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.	
Signature:	Date:

Thank you for taking time to complete this Volunteer Application Form. Please hand it to the School Office, marked for the attention of the Headteacher. Your offer of help is greatly appreciated and we will be in touch as soon as possible.

EQUAL OPPORTUNITIES RECRUITMENT MONITORING

Name: Job Title:

Date:

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate:

Ethnic Origin

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2001 Census with additional categories included:

<p>A: White British / Irish</p> <p><input type="checkbox"/> Bosnian</p> <p><input type="checkbox"/> Albanian</p> <p><input type="checkbox"/> Kosovan</p> <p><input type="checkbox"/> Romanian</p> <p>Any Other White Background Please State Here: _____</p>	<p>B: Mixed</p> <p><input type="checkbox"/> White & Black – Caribbean</p> <p><input type="checkbox"/> White & Asian</p> <p><input type="checkbox"/> White & Black – African</p> <p><input type="checkbox"/> Asian & Black</p> <p>Any Other Mixed Background Please State Here: _____</p>
<p>C: Asian or British Asian</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Kashmiri</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p>Any Other Asian Background Please State Here: _____</p>	<p>D: Black or British Black</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p>Any Other Black Background Please State Here: _____</p>
<p>E: Chinese Or Other Ethnic Group</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Arab</p> <p><input type="checkbox"/> Afghan</p> <p><input type="checkbox"/> Kurdish</p> <p><input type="checkbox"/> Vietnamese</p> <p>Any Other Please State Here: _____</p>	

Gender:

- Female
- Male

Date of Birth:

Age:.....

Disability

The Disability Discrimination Act 1995 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day-to-day activities.

Do you have a disability as defined above?

- Yes
- No
- If all the above does not apply to you, however you consider yourself to have a disability please tick here:

Employment Status

Are you currently employed?

- Yes
- No

If yes, please state if you are employed on a temporary, casual or permanent basis:

Permanent (part time).....

APPENDIX 2

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at school. Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at school. You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy
- I agree to support the School's Aims
- I agree to treat information obtained from being a Volunteer in School as Strictly Confidential
- I understand that an enhanced DBS check may be undertaken
- If you already have a DBS Certificate, please hand it to the school, the number will be recorded and checks made with the issuing body. A new enhanced DBS check must be undertaken.
- I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Teacher, Head of Department
- I have received and read the school's safeguarding policy
- I have received and read the First Aid Policy
- I have received and read the Health and Safety
- I have received and read the Behaviour Management Policy
- I have received and read the Whistleblowing Policy

Signed:.....

Name:

Date:

APPENDIX 3

Off-Site Visits Volunteer Agreement

School trips are an integral part of learning at our school and afford many pupils 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 this school trip. Please read and return this appendix, and sign and return the helper's slip. This is part of our school's risk assessment planning and safeguarding arrangements.

Role of the Volunteer Helper:

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip
- To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school 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!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour
- Working alongside school staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest
- Follow guidance from the school staff

What is not permitted:

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer to school/school trips
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties
- Volunteer helpers are not permitted to take photographs of pupils, pupils work or the school
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets – before, during or after the school/ school trip
- Volunteer helpers are not allowed to take photographs using their mobile devices of the children or share details of school/ school trips and children on social media
- Volunteers and helpers should not do such actions that contravene the school ethos, values and aims.

First Aid

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless you are the Parent/ Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine. On trips all other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible; if that is not possible then call the emergency services. If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

- 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 event.
- I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Signed: _____

Name: _____

Date: _____

NOTES FOR GUIDANCE - VOLUNTARY STAFF THE APPLICATION FORM

The following notes will explain the application form and give some useful advice on how to complete it. Please use BLACK ink or type since it will be necessary to photocopy your form.

PERSONAL DETAILS

Please enter your personal details fully and clearly so that we may contact you about your application.

EDUCATION DETAILS (SECONDARY/FURTHER EDUCATION)

We are interested in ANY form of education you are involved with or have followed, including any courses which did not lead to an examination or qualification. We will take full note of any education or qualification gained overseas or as part of a Training Scheme.

EXPERIENCE - previous career and other

Please give full details of all employment and other experience since leaving school, including any breaks or unpaid activities such as voluntary work, child rearing, travel abroad etc. We are interested in all present or past employment you consider relevant to your application. If you have recently left school or college or a training programme and have not yet had a full time or permanent job, please give details of any other employment that you may have had such as work experience gained on Training Schemes, part time, holiday work or voluntary activities. Please include your current job title and where applicable school and LEA. If you have passed through the threshold and you are successful in your application you will be required to produce a copy of your letter of confirmation to Schools Personnel Services/The Staff Agency. This will assist in ensuring you receive the correct salary.

IN SERVICE TRAINING/PROFESSIONAL DEVELOPMENT

Please include any training you have undertaken which you feel is relevant to the job you are applying for. We do of course recognise that not everybody has had access to training opportunities.

REFERENCES

Please give the names and addresses (including postcode) of two referees. If you have been or are employed, the first referee should be your present or most recent employer. Students should give a College Principal as their first referee and their second referee should be a representative from their teaching practice.

"Position/Job Title" (if appropriate) refers to the referee, e.g. Manager, Senior Lecturer, Head Teacher.

OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION

Pick out those aspects of your experience or skills that are RELEVANT to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy, where set out in the **person specification** (where provided). Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other information should include important issues particularly related to the school e.g. the curriculum on offer, the ethos of the school etc.

If you are a newly qualified teacher, you may wish to give us your views on working in Stoke and if you wish to work in a faith school. Give examples where you can in support of your application.

DISCLOSURE

It is **essential** that you complete this section with full details as requested. Please note that a conviction will include circumstances where the offender has been put on probation, has been discharged either conditionally or absolutely, or has been bound over to keep the peace or be of good behaviour.

DATA PROTECTION ACT

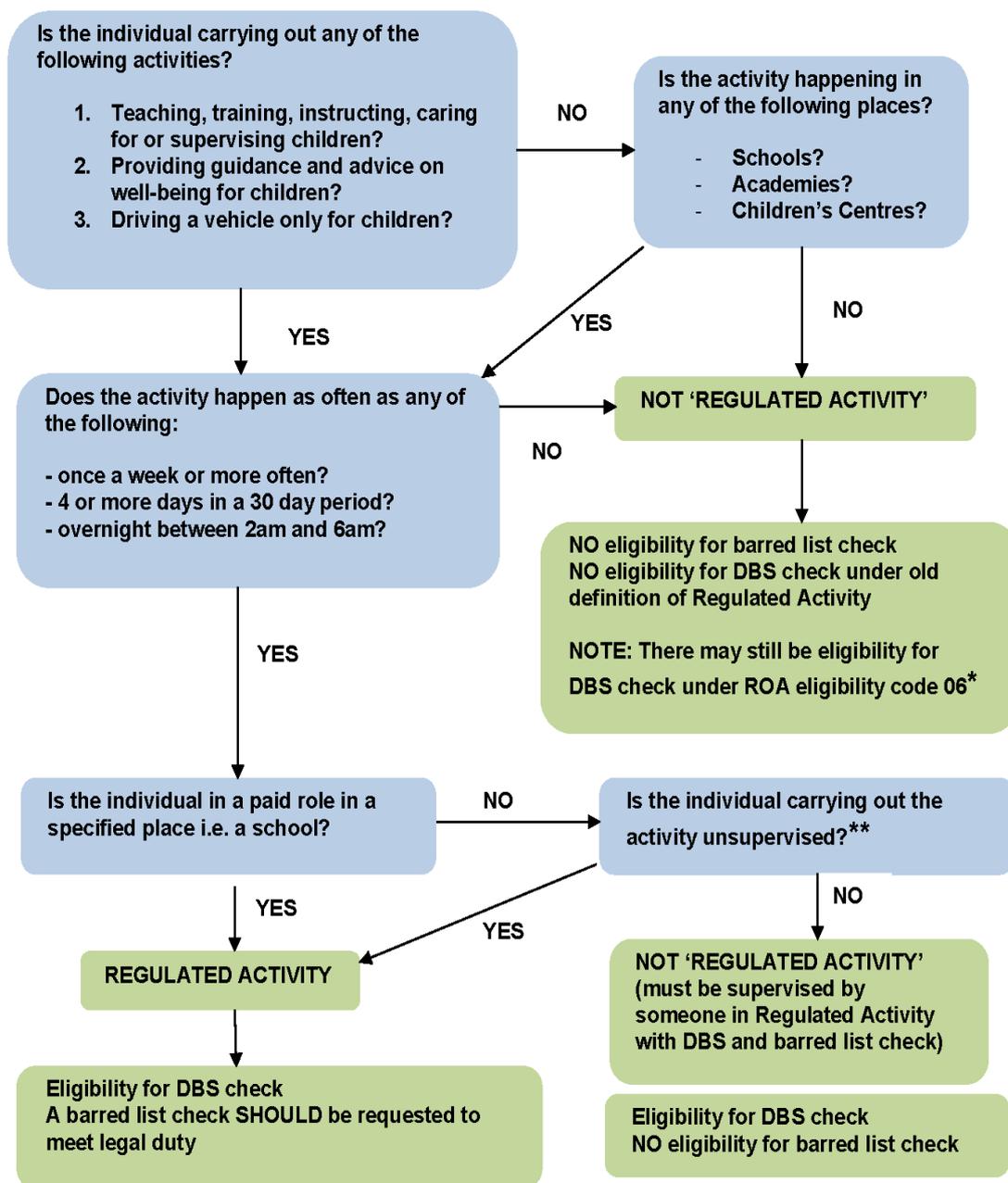
Please note that the information given will be held on computer and that your rights under the Data Protection Act 1998 apply.

CONFIRMATION OF DETAILS

When completed, read through your application form carefully, checking for errors and omissions. Ensure that you have signed and dated your application form to confirm that your details are correct and complete. All applications are treated confidentially.

Pages 21 Onwards - For Admin Usage Only.

Flow chart to determine if an individual is in 'Regulated Activity':



* Rehabilitation of Offenders Act eligibility code 06 'Any position which otherwise involves regularly caring for, training, supervising or being solely in charge of children' is still available for sport to use. The word 'regularly' in this eligibility code is not linked to the requirements in the definition of 'Regulated Activity' – it is open to define by the organisation. It is suggested annually is not enough but an argument could be made for eligibility if an individual does an activity 8 times over the summer period or once a month for example. Appendix B lists all eligibility codes.

** To answer 'No' to this question the individual carrying out the activity must be supervised by an individual who is in 'Regulated Activity' themselves.

Supervisor's Induction checklist

Name of Supervisor: _____

Name of Volunteer: _____

Date: _____

- Checked that the volunteer has read the School's Volunteer Policy
- I have explained to treat information obtained from being a Volunteer in School as Strictly Confidential
- I have explained that unless the volunteer has DBS she is not allowed to be alone with pupils
- I have made the volunteer aware of who is the designated supervisor is e.g. Class Teacher, Year Teacher, Head of Department
- I have made the volunteer aware of who the DSL, SPOC, First Aid officers, Health and Safety officers and the Fire Marshals are.
- I have shown the volunteer the fire exits and the assembly points
- I have shown the volunteer the adult toilets
- I have shown the volunteer the staffroom
- I have explained to the volunteer the break and lunch arrangements
- I have ensured that a Volunteer badge has been issued and have explained that the volunteer badge needs to be worn at all times (the badge is collected from the office and returned upon leaving)
- I have explained that volunteers need to sign in and sign out
- I have explained that in the event of absence or lateness the volunteer needs to inform the school in good time by phoning the school office

I have ascertained that the volunteer has received and read the following policies:

- First Aid Policy
- Safeguarding Policy
- Health and Safety
- Behaviour Management Policy
- Code of Conduct
- Whistleblowing Policy

Signature of Supervisor: _____

Signature of Volunteer: _____

Office checklist

- I have given the Volunteer's pack to the volunteer
- I have created a volunteer file
- I have added the volunteer to the SCR
- I have ensured two references or in case of a placement a character reference are on file
- I have ensured that a supervisor has been arranged and a supervisor's checklist has been given to the supervisor.
- I have filed the volunteer's completed application form
- I have filed the completed volunteer agreement form
- I have filed the completed volunteer off-site trips agreement form
- I have filed the completed Supervisor's checklist

