




Greenfields Primary School

Volunteering Policy and Code of Conduct

Signed by Head teacher / Chair	
Date of approval	July 2019
Date of review	July 2021

Introduction

This policy sets out the broad principles for voluntary involvement in Greenfields Primary School. It is of relevance to all within the school, including volunteers, staff and governors.

This policy is approved by the Governing Body and will be reviewed annually to ensure that it remains appropriate to the needs of the volunteers at Greenfields Primary School.

Commitment

Greenfields Primary School acknowledges that volunteers contribute in many ways, that their contribution is unique and that volunteering can benefit the children and staff as well as the volunteers themselves. Greenfields Primary School values the contribution made by volunteers and is committed to involving volunteers in appropriate positions and in ways which are encouraging, supportive and which develop volunteering.

Greenfields Primary School recognises its responsibility to arrange its volunteering efficiently and sensitively so that the valuable gift of the volunteers' time is best used to the mutual advantage of all concerned.

Definition

Volunteering is an important expression of citizenship as well as an important component of democracy. Volunteers are people who are unpaid and, of their own free will, contribute their time, energy and skills to benefit the community.

Statement of values and principles

Volunteering is a legitimate and crucial activity that is supported and encouraged by Greenfields Primary School and is not intended to be a substitute for paid employment. The role of volunteers complements but does not replace the role of paid staff. Appropriate steps will be taken to ensure that paid staff are clear about the role of volunteers, and to foster good working relationships between paid staff and volunteers.

Volunteers will not be used during times of industrial action to do the work of paid staff. The volunteer role is a gift relationship, binding only in honour, trust and mutual understanding. No enforceable obligation, contractual or otherwise, can be imposed on volunteers to attend, give or be set a minimum amount of time to carry out the tasks involved in their voluntary activity. Likewise the school cannot be compelled to provide either regular tasks, payment or other benefit for any activity undertaken by the volunteer.

Although volunteers offer time freely and willingly without binding obligation, there is a presumption of mutual support and reliability. Reciprocal expectations are acknowledged – both of what the school expects of volunteers and what volunteers expect of the school.

Volunteer Co-ordination

Volunteers will have a nominated member of staff or volunteer to offer guidance and advice to help the volunteer carry out tasks effectively. Volunteers will be informed of who to contact to receive support and supervision.

The nominated post holder with overall responsibility for the development of voluntary activities within the organisation is Kate Day, the Headteacher. This person is responsible for the management and welfare of the organisation's volunteers.

Recruitment and Selection

Greenfields Primary School is committed to equal opportunities and believes that volunteering should be open to all regardless of race, gender, religion, sexual orientation, political beliefs or offending background that does not create a risk to vulnerable groups including children. The acceptance of volunteer assistance for a particular role is made on merit, the sole selection criterion being the individual's suitability to carry out agreed tasks. Information about the volunteer not relevant to the performance of the volunteering tasks concerned will be disregarded by the school in terms of recruitment and selection.

Volunteering opportunities will be widely promoted in ways that makes them accessible to all members of the community. Volunteers who are considered unsuitable for a particular task will either be offered alternative voluntary involvement with the school or referred to the nearest Volunteer Centre.

Volunteers will be asked to produce two references and invited to attend an informal interview. As any volunteer will be working in a school with access to vulnerable groups (children and/or adults) they will be required to undergo our safer recruitment procedures including asking a volunteer to complete an enhanced Disclosure and Barring Services (DBS) check.

Volunteers will have a clear and concise task description, which can be reviewed at any time particularly if the volunteers' circumstances change. The task description will be prepared in conjunction with the volunteer and the designated person referred to above.

New volunteers will be properly inducted into the school. Volunteers will be properly briefed about the activities to be undertaken and given all the necessary information to enable them to perform with confidence.

Safeguarding

Volunteers will be invited to attend a Safeguarding induction with a member of the SLT. This is an important part of the role of a volunteer and ensures that children are supported by adults that are aware of all aspects and the importance of Safeguarding.

Training & Development

Volunteers will be made aware of and have access to the school's relevant policies, including those relating to volunteering, health & safety, safeguarding vulnerable groups and equal opportunities.

The development of training and support for volunteers is a priority for the school in order to equip them with the necessary information and skills to carry out their tasks. It will be the responsibility of the designated person referred to above to offer any relevant training which may be needed. It is the responsibility of the volunteer to attend relevant training. Training in the supervision of volunteers will be provided for those who have direct contact or responsibility for volunteers.

Support, Supervision and Recognition

Volunteers will have a named person to whom they can take their volunteering concerns and seek guidance and support.

Volunteers will have access to regular support and supervision. This will enable both the volunteer and the supervisor to identify, monitor and evaluate the volunteer's involvement,

recognise achievements and identify individual training needs, including that relevant to their particular volunteering role and to their wider personal development. The frequency, duration and format of these sessions will be negotiated between the volunteer and the designated officer referred to above. Volunteers will be given the opportunity, where relevant, to share their views and opinions with the school's wider staff, at staff meetings etc.

The contribution of volunteers is appreciated and will be recognised through thank you cards and letters.

Insurance

The school's liability insurance policies include the activities of volunteers and liability towards them. The school does not insure the volunteer's personal possessions against loss or damage

Confidentiality

The school will advise the volunteer on its confidentiality policy and procedures, where relevant. This would include those relating to personal information held by the school relating to the volunteer.

Settling Differences

The school aims to treat all volunteers fairly, objectively and consistently. The school seeks to ensure that volunteers' views are heard, noted and acted upon promptly and aim for a positive and amicable solution based on the school's guidelines for settling differences.

The designated officer referred to above is responsible for handling problems regarding volunteer complaints or conduct and these should be referred to him/her. In the event of a problem, all relevant facts should be obtained as quickly as possible. Support will be provided by the school to the volunteer while it endeavours to resolve the problem in an informal manner. If an informal resolution proves impossible, the school's wider grievance or complaints policies and procedures (which include volunteers) will be referred to. If a volunteer's behaviour is repeatedly or seriously unacceptable, they may be asked to change their role, or to leave the school.

Rights and Responsibilities

The school recognises the rights of volunteers to:

- know what is (and what is not) expected of them
- have adequate support in their volunteering
- receive appreciation
- volunteer in a safe environment
- be insured
- know their rights and responsibilities if something goes wrong
- receive relevant out-of-pocket expenses
- receive appropriate training
- be free from discrimination
- be offered the opportunity for personal development

The school expects volunteers to:

- be reliable
- be honest
- respect confidentiality
- make the most of training and support opportunities

- carry out tasks in a way that reflects the aims and values of the school
- carry out tasks within agreed guidelines
- respect the work of the organisation and not bring it into disrepute
- comply with the school's policies

Code of Conduct for Volunteers

Objective, Scope and Principles

This Code of Conduct is designed to give clear guidance on the standards of behaviour all volunteers in school are expected to observe. All adults in school are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the school. As a member of a school community, each adult has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to all volunteers working at the school.

1. Setting an Example

1.1 Adults who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore for example avoid using inappropriate or offensive language at all times.

1.2 Adults must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.

1.3 Adults must also avoid putting themselves at risk of allegations of abusive or inappropriate conduct.

1.4 This Code helps adults to understand what behaviour is and is not acceptable.

1.5 Adults are expected to familiarise themselves and comply with all relevant school policies and procedures.

2. Safeguarding Pupils/Students

2.1 Adults in school have a duty to safeguard pupils/students from physical abuse, sexual abuse, emotional abuse and neglect

2.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student or colleague to the school's Designated Senior Person (DSP) for Child Protection.

2.3 The school's DSP is **Kate Day**

2.4 The Deputy DSPs are Joanne Evans and Nicola Weller

2.5 Adults are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and must be familiar with these documents.

2.6 Adults should treat children with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.

2.7 Adults should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students.

2.8 Adults must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

3. Relationships with students

3.1 Relationships with students must be professional at all times, physical relationships with students are not permitted and may lead to a criminal conviction.

3.2 At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students.

3.3 If contacted by a student by an inappropriate route, adults should report the contact to the Headteacher immediately.

4. Honesty and Integrity

4.1 Adults must maintain high standards of honesty and integrity.

5. Conduct outside of Work

5.1 Adults must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the adult's own reputation or the reputation of other members of the school community.

5.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are regarded as unacceptable.

6. E-Safety and Internet Use

6.1 Adults must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the schools' E-Safety and ICT Acceptable Use Policy at all times both inside and outside of work.

6.2 Adults must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

6.3 Photographs/stills or video footage of students should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the schools procedures on school equipment.

7. Confidentiality

7.1 Where adults have access to confidential information about pupils/students or their parents or carers, they must not reveal such information except to other adults who have a professional role in relation to the pupil/student.

7.2 Adults are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the

pupil's/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate authority to deal with the matter.

7.3 However, adults have an obligation to share with the school's Designated Senior Person (Kate Day) any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student.

8. Dress and Appearance

8.1 Adults must dress in a manner that is appropriate to a professional role and promoting a professional image

8.2 Adults should dress in a manner that is not offensive, revealing or sexually provocative

8.3 Adults should dress in a manner that is absent from political or other contentious slogans.

9. Compliance

Staff must complete the form in appendix 1 to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated.

When using any form of ICT, including the Internet, in school and outside school

For your own protection we advise that you:

- Ensure all electronic communication with students, parents, carers, staff and others is compatible with your role as a volunteer in school with privileged access that requires a high level of confidentiality and is in line with school policies.
- Do not talk about your volunteer role in any capacity when using social media such as Facebook and You Tube.
- Do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your volunteer role.
- Only take images of students and/or staff for professional purposes, in accordance with school policy and with the knowledge of a member of staff.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, both in school and outside school, will not bring the school or professional role into disrepute.
- You have a duty to report any e-Safety incident which may impact on you, your role as a volunteer or the school.

Appendix 1

Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with the school's code of conduct for Volunteers.

Name

Signed

Date

Once completed, signed and dated, please return this form to the Headteacher