

## Volunteering Policy



Written by	Harriet Carter	April 2025
Next review due by		April 2026

## INTRODUCTION:

At Earley Springs, we recognise that there are situations in which volunteers can make an appropriate and significant contribution to the work and services of the School. This policy defines the term and sets out the principles, practices, and procedures that will be followed in the appointment, management, and supervision of volunteers. The contribution of volunteers to the work of the School is especially valued and respected. At Earley Springs School, we believe that by providing opportunities for volunteers to work alongside pupils with special educational needs, the volunteer will gain a range of skills and work experience. They will develop confidence and motivation to try different things and benefit the community they serve. This policy sets out how Earley Springs intends to support its volunteers.

Our volunteers include:

- Members of the Executive Board
- Parents, carers, and guardians
- University, College, and sixth-form pupils
- Students of work experience
- Former pupils of Earley Springs
- Members of the local community

At Earley Springs, we aim to:

- Provide a range of activities that support, reinforce, and enrich the learning and development of the children.
- Be open, welcoming, and encouraging to parents and other adults who can help us in providing the best for our children.
- Respect everyone equally, supporting diversity and individualism.

We all agree that volunteers in school can make a great difference to children's work. It also gives parents a chance to be involved in the life of the school. The following points should be followed so that all volunteers are aware of their role, and the school can make maximum benefit of their help for the pupils. However, we must be mindful at all times about the well-being and safety of the pupils in the school.

The responsibility for the health and welfare of the children remains with the class teacher at all times.

**ALL voluntary helpers** must undergo a check in order to ensure that the children are protected. They must complete the application form attached to this policy and undergo a DBS check.

## DISCLOSURE AND BARRING SERVICE (DBS):

There are strict national requirements about DBS checks on all adults who work or volunteer in schools. Volunteers who help in school regularly are required to complete a DBS form, but not

those who help on a one-off occasion. This should be completed and returned along with the necessary original Identity documents to facilitate a DBS (Disclosure and Barring Service) check and for two references to be sought. Only when two satisfactory references and a clear DBS have been received by the school, will the placement be agreed. Once agreed, the applicant will be placed in a class which has no family connection. The process has to be completed and cleared before the volunteer starts, so adequate time must be allowed for this.

The school maintains a log of those adults who have been DBS-checked.

The Headteacher has the authority not to accept the help of a volunteer if she believes it will not be in the best interests of a child or children.

### **DEPLOYMENT OF VOLUNTEERS:**

Volunteers will be asked to support in classes where their help will be of most value. Some volunteers do apply for a specific role in school such as assisting with specific students

### **SIGNING IN:**

When volunteers arrive at the school, they must sign in and take a visitor's badge, which they wear at all times. The signing-in sheet will record the date and time of arrival. They must also sign out, stating the time they are leaving and return their badge before they depart.

### **EXPECTATIONS OF VOLUNTEERS:**

Volunteers are expected to follow all school policies and procedures, which will be made available to them. Particular regard must be paid to the school's Health and Safety, Behaviour, and Child Protection policies. Issues regarding confidentiality will also be discussed. Volunteers are asked to wear appropriate, smart but casual dress in line with the school's dress code and work under the supervision and direction of staff.

### **INSURANCE:**

Anyone who comes onto the premises is covered by 'Public Liability' for accidents.

### **MONITORING:**

The day-to-day monitoring of this policy is the responsibility of the Headteacher, with immediate oversight by the teacher in charge of the lesson/activity.

\*The only exceptions to this will be those who visit the school for a short period only and who will be supervised by a member of staff AT ALL TIMES. Please consult the Headteacher before making such arrangements.

### **GUIDANCE TO TEACHERS:**

- Make sure that you take time to explain the learning objectives and outcomes so that volunteers feel confident about what they are doing.
- Check with volunteers that they are confident and happy to do what you are asking them to do. Some parents prefer to help with practical tasks while others do not. Take time to find out what they are happy doing; it makes the working relationship much more productive and means that they will keep coming back!
- If you have a concern about a volunteer, in the first instance a quiet word may resolve the issue – usually it is just a case of not knowing. For more serious issues, teachers should inform the Principal.

### **THE ROLE OF THE WORK EXPERIENCE PUPIL IN THE CLASSROOM:**

Work experience pupils are to be actively involved in all aspects of the curriculum and can be planned into lesson plans. Pupils should not be asked to stand in for staff if you have a staff shortage; so, for example, if they have already negotiated to spend some time with the therapists or nurse, they should be allowed to carry this out.

They are assigned to work in one class for the period of time they are in school, but it may be possible to arrange for them to spend some time in another class. As class teachers, please negotiate this amongst yourselves, paying due consideration to the fact that every effort is made to ensure throughout the year that all classes get a more or less equal share of pupils – both school/college work experience pupils and nursing pupils. It may also be possible for them to spend time with the school nurse and therapists – please facilitate these opportunities.

All pupils on placements are entitled to a 1-hour lunch break; they are welcome to use the staff room for breaks.

School/college work experience pupils are not allowed to become involved in any type of personal care activity; they can, if they wish, help with some straightforward feeding which only requires basic support (but this needs to be at your discretion).

All pupils are informed that they must not get involved in any physical interventions that may occur as a result of a pupil displaying challenging behaviour.

### **Onboarding and Ongoing Support:**

- **Initial Induction:** All pupils, upon entering the classroom, will need to be informed about essential school procedures, such as fire evacuation protocols and consistent responses to behavioral concerns. These critical issues should be addressed comprehensively during their initial whole-school induction.
- **Assessment Criteria:** Most pupils will have specific assessment criteria to fulfill during their placement. Please discuss these criteria with your pupils at a mutually convenient time that does not interfere with your classroom planning or the learning opportunities of your own pupils.
- **Feedback and Support:**

- Providing regular feedback to pupils throughout their placement is crucial, encompassing both positive observations and any areas for development.
- It is recommended that you address any concerns directly with the pupil in the first instance.
- If the issue persists, a member of the Senior Leadership Team should be informed to schedule a one-on-one meeting with the pupil for further guidance and support

## Volunteer application form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

### DATA PROTECTION NOTICE

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations

### PERSONAL DETAILS

<b>Name:</b>	
<b>Date of birth:</b>	
<b>Gender:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	
<b>Home address:</b>	

## DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

Earley Springs is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Earley Springs privacy notice.

<b>Do you have a DBS check? (please circle)</b>	Yes/No
<b>If yes, what type of check do you have? (please circle)</b>	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information
<b>Date of check:</b>	
<b>Certificate number:</b>	

AVAILABILITY					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Before school					
After school					

<b>Lunchtimes</b>					
<b>How many hours per week/month can you volunteer?</b>					
<b>Can you commit to at least 1 term?</b>					

<b>EXPERIENCE AND QUALIFICATIONS</b>
<p><b>Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.</b></p>
<div></div>
<p><b>Why would you like to volunteer at Earley Springs?</b></p>
<div></div>
<p><b>Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)</b></p>

<b>Do you have any relevant qualifications?</b>

<b>PREFERENCES</b>	
What [age group/department/etc.] would you prefer to work with?	
Would you prefer to work 1-on-1 or with a small group?	

<b>REFERENCES</b>
<b>Your placement as a volunteer may be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).</b>



<b>Name:</b>	<b>Name:</b>
<b>Relationship to you:</b>	<b>Relationship to you:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone number:</b>	<b>Telephone number:</b>
<b>Email address:</b>	<b>Email address:</b>

## DISABILITY AND ACCESSIBILITY

Earley Springs is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require: