



## Volunteering Policy

At the Harbour View Federation, volunteer helpers are of paramount importance in supporting teaching and learning, achievements, attitudes and well-being of all our children. The role they can play in supporting staff to deliver a high quality education is invaluable.

The aim of this policy is to ensure that volunteers are seen by children as safe and trustworthy adults and that the requirements for safeguarding and safer recruitment are applied appropriately to them.

### RECRUITMENT:

- All new volunteers must complete the volunteer registration form attached to this policy.
- All new volunteers must attend an informal interview and agree to relevant DBS checks
- All new volunteers must, as part of their induction, read and sign the Federation's confidentiality agreement.
- If the person is not known to the school they must provide two referees.

### INDUCTION

All new volunteers will complete an induction process which will include safeguarding, fire safety, confidentiality, and guidelines of good practice when working with children.

### CONFIDENTIALITY AND SAFEGUARDING

All volunteers are bound by a code of confidentiality. Any information that is disclosed by or about a pupil must be reported to the class teacher or Designated Safeguarding Person. No information about pupils should be taken outside the school. Volunteers should not speak directly to parents about a pupil's work or welfare.

Volunteers who are concerned about anything another adult in the school says or does should raise their concerns with the Head teacher or Designated Safeguarding Person.

Volunteers' use of social networking sites should be used with due care and attention. In particular, use of such sites must not involve any activities or observations which may bring the school, pupils or staff into disrepute.

### WORKING IN CLASSROOMS/WITH PUPILS

Volunteers must work under the guidelines of the teacher who will be responsible for ensuring that the Volunteer is familiar with the class expectations of behaviour and the specific Learning support that is needed. If any recording of information is required the teacher should ensure the volunteer is shown how to make the recording

### REVIEW

Every three years unless new legislation comes into force which may require updating at an earlier time.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Next Review Date: March 2019

# Volunteer registration form – Harbour View Federation

## YOUR DETAILS

Volunteer Name \_\_\_\_\_

Tel No \_\_\_\_\_

Mobile \_\_\_\_\_

e-mail address \_\_\_\_\_

## PLEASE INDICATE BRIEFLY WHY YOU WOULD LIKE TO VOLUNTEER AT OUR SCHOOL

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## DO YOU HAVE ANY SPECIFIC SKILLS WHICH MAY BE OF USE TO THE SCHOOL?

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## DO YOU CONSENT TO (PLEASE TICK)

Undertake a DBS clearance or provide a current, acceptable DBS clearance?

*If on the DBS update service, please provide the following information:*

Surname DBS issued in: \_\_\_\_\_ DBS #: \_\_\_\_\_ DoB \_\_\_\_\_

Abide by our confidentiality policy?

Follow our safeguarding guidelines?

Adhere to our Health and Safety policy?

## REFERENCES

If you are not already known to the school, please can you provide details of two people who can be contacted to provide brief references for you?

### Referee 1

Name \_\_\_\_\_

Contact details (e-mail or telephone number) \_\_\_\_\_

### Referee 2

Name \_\_\_\_\_

Contact details (e-mail or telephone number) \_\_\_\_\_

Volunteer signature \_\_\_\_\_ Date \_\_\_\_\_

***Thank you for completing this form***