



**BELLE VUE**  
GIRLS' ACADEMY

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## Volunteers

<b>Reviewed by</b>	<b>Approved by</b>	<b>Date of Approval</b>	<b>Next Review Date</b>
MH	LGB	October 21	October 22

## **Introduction**

Volunteers at Belle Vue Girls' Academy bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Board of Governors therefore, welcomes and encourages volunteers from the local community.

### **Our volunteers may include:**

1. Members of the Governing Body
2. Parents of pupils
3. Ex-pupils
4. Students on work experience
5. Ex-members of staff
6. Local residents
7. Friends of the school

The recruitment of new volunteers can take up to half a term and intake of new volunteers will be dependent on the candidate and available spaces within school. Senior Management maintains the right to refuse volunteers and also terminate placements.

### **The types of activities that volunteers engage in, on behalf of the school, include:**

1. Working with small groups of pupils to assist them in their learning
2. Working alongside individual pupils, as an additional tutor
3. Accompanying school visits
4. Helping develop the school environment and community

## **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. pupil support, usually approaches the Academy Business Leader. It is the schools decision to take on volunteers and this will depend on the time of year, the number of volunteers we already have in school and the potential impact on the children.

Volunteers should complete the Volunteer Application with their contact details, types of activities they would like to help with, and the times they are available to help.

## **Child Protection and Safeguarding**

Safeguarding is our priority and we follow the safer recruitment guidelines to ensure that we are committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment. The process of recruitment of volunteers mirrors the safer recruitment of paid staff. A list of volunteers will be kept with the HR officer.

### **To ensure the safety of our pupils, we adopt the following procedures:**

1. All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement.
2. Volunteers who, on an unsupervised basis teach or look after children regularly, or provide personal care on a one-off basis, will be in regulated activity. This will require an enhanced DBS with barred list information

## **Induction and Training**

Volunteers must complete appropriate training prior to beginning work at the school.

Training requirements will be determined by the headteacher, or the appropriate member of staff.

All volunteers must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

## VOLUNTEER CODE OF CONDUCT AND AGREEMENT

By signing this form, volunteers agree to the following:

### 1. School rules and policies

- 1.1. Volunteers will follow all school rules and policies, including those on:
  - 1.1.1. Child protection and safeguarding
  - 1.1.2. ICT and internet acceptable use
  - 1.1.3. GDPR
  - 1.1.4. Health and safety
  - 1.1.5. Equality
  - 1.1.6. Whistle-blowing
  - 1.1.7. Behaviour
- 1.2. Copies of the school policies are available on the academy website or from the Academy Business Leader

### 2. Professional conduct

- 2.1. Volunteers must accept and follow instructions provided by their line manager, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the Academy Business Leader
- 2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.
- 2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:
  - 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
  - 2.3.2. Refraining from using inappropriate language
  - 2.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values
  - 2.3.4. Behaving in a way that is appropriate for the role they are undertaking
  - 2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute
- 2.4. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.
- 2.5. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.
- 2.6. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their line manager or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

### 3. Safeguarding

- 3.1. Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.
- 3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is Jonathan Patterson, Dept Headteacher.
- 3.3. Volunteers must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
  - 3.3.1. Exchanging contact information
  - 3.3.2. Making contact with pupils outside of school, including on social media
  - 3.3.3. Arranging to meet pupils outside of school
  - 3.3.4. Alerting the DSL if a pupil develops an infatuation with them.

### 4. Health and safety

- 4.1. Volunteers must abide by the school's health and safety and first aid policies.
- 4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- 4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

### 5. Confidentiality

- 5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

X

\_\_\_\_\_  
Volunteer name (please print)

X

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

X

\_\_\_\_\_  
Date

