



Parent/Volunteer Helper Policy

Our children and our staff are at the centre of our vision at The Viaduct Federation of Schools. The following policy is for their protection.

This document sets out our school's policy, which is to ensure that the students benefit from as much help and support as possible and are provided at the same time with the best possible security.

The policy is part of the schools safeguarding suite of policies.

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

Signing in - When helpers arrive in the school, they must sign in at the reception desk. They will be given a visitor's badge, which they should wear at all times. The signing-in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving, and return their badge before they leave.

Risk Assessment

In line with Keeping children safe in education (KCSiE) 2022 a risk assessment must be undertaken for every volunteer. The risk assessment process should be used to agree the role to be undertaken by any volunteer. Additionally supervision arrangements should be explored and agreed both with the volunteer and their named supervisee.

The schools will undertake a risk assessment and use their professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity.

RISK ASSESSMENT FOR : Students, Work Experience and Volunteers at the Viaduct Federation of Schools	
Date: Various through-out the year	
Location: Bushfield and Wyvern Schools	Contact: Bushfield School 01908 314876 Wyvern School 01908 312275
Assessor: SLT	Date of Assessment: October 2020

<p>Those at Risk: Student / work experience person Volunteers Students and staff at Bushfield and Wyvern Schools Other people/ visitors within the school environment</p>
<p>Emergency Contact Numbers: Bushfield School 01908 314876 Wyvern School 01908 312275</p>
<p>Equipment & Medication: Student/volunteer must inform school staff and class teacher they are working with of any medical needs such as allergies. Students/Volunteers should be informed who first Aiders are and where First Aid kits are located in school. Students/volunteers must seek medical attention from First Aid staff within school following any accident or incident.</p>
<p>The school Parent/Volunteer Helper Expectations and Confidentiality Agreement and risk assessment must be completed prior to commencing any volunteering. Upon arriving all volunteers/students will be given an introductory tour, have code of conduct, health and safety and safeguarding procedures explained.</p>

Identified Hazard/Risk	Actions to reduce risk	Action to be taken if risk occurs
Transport getting on and off minibus car park area	students/volunteers to make their own way to and from school If driving to school students/volunteers need to park on the roads surrounding the school and sign in at school reception upon arrival.	students/volunteers need to ensure they arrive at school safely and at agreed time.
Toilets	students/volunteers need to use staff toilets.	N/A
Fire	students/volunteers will to be told of fire alarm procedures for the areas they will be working in within school, where to assemble and shown what to do in case of an emergency	All students/volunteers need to check they understand fire drill procedures and ensure they sign in/ out of school each time they enter/ leave the building

Students/volunteers not following professional guidelines or school expectations	Any disciplinary issues to be dealt with by leadership team	Volunteer to be immediately removed from class. Contact organiser /named person from the student's school/ college/place of education Placement may be immediately terminated if deemed appropriate by SLT
Medication	To be notified to school staff	Medication only on site if necessary and must be locked away.
Staff to children ratio (allocation of children to staff)	students/volunteers must be supervised at all times with children	students/volunteers must always have a member of staff with them if they are with children If volunteer finds themselves alone with students they must press the alarm/call for help immediately.
Hazards/accidents arising from the activities.	Students/volunteers must not lift, pick up, carry or manoeuvre children under any circumstances. Students/volunteers should be given key information about the pupil they are supporting.	students/volunteers will be spoken to by SMT if they do not follow our guidelines
Mobile Phones	Students/volunteers must not use mobile phones to make / receive calls or use any of the applications/ functions whilst on the school premises to ensure safety of our children	Students will be reported to their organiser from the student's school/ college/place of education Students/volunteers will be spoken to by our SMT
Confidentiality / Safeguarding / GDPR	All students/volunteers will be made aware of the school policies around Safeguarding and GDPR. All students/volunteers will sign the volunteers agreement prior to starting their placement to confirm that they are aware of and have understood school's policies. No information regarding Bushfield and Wyvern Schools and its staff or pupils may be shared on any form of Social Media	Students will be reported to their organiser from the student's school/ college/place of education students/volunteers will be spoken to by our SMT Placement may be immediately terminated if deemed appropriate by SLT



Parent/Volunteer Helper Expectations and Confidentiality Agreement
Approved by the Governors of the Resources Committee on 8th March 2017#
Reviewed 12th February 2020

Our children and our staff are at the centre of our vision at The Viaduct Federation of Schools. The following agreement is for their protection.

As a volunteer I agree to adhere to the following procedures and expectations when helping in school with reading, class activities, preparing resources, when accompanying children on an outing and at all times when I have direct contact with children or staff:

I understand, and agree to a DBS check being carried out – if required

I am aware of the school's dress code and will dress appropriately

I will collect a visitor's badge from the office and sign the visitors' book when entering and on leaving.

I respect the need for confidentiality when working with the children and I will adhere to this at all times. I agree not to discuss or disclose any information about the children's levels or their needs with anyone other than the Headteacher in or out of school. If a child makes a disclosure to me I will report this directly to the Headteacher.

Following the requirements of our Safeguarding Policy I understand that at no time will I take photographs of any children.

I will be a role model at all times; I will follow the school rules and will adhere to safeguarding procedures.

I understand that this confidentiality agreement also applies to my working with staff and my behaviour towards them. I also agree to respect their privacy.

I fully understand that if at any time I am in breach of this agreement I will not be allowed to volunteer any longer in school.

Signed: _____ Date: _____

Print Name: _____

You are required to disclose details of any convictions, cautions, reprimands and final warnings including motor vehicle related offences (but not fixed penalty speeding offences). This must also include convictions that would otherwise be considered 'spent'.

Do you have any spent or unspent convictions, cautions, reprimands or final warnings?

Yes No (circle as appropriate)

If answering yes to the above question, you must attach details in a sealed envelope for the attention of the Headteacher only.

**Viaduct Federation of Schools
Volunteer Information**

NAME	
ADDRESS	
PHONE	
EMAIL	
Areas of interest/expertise	
Preferred age group	
Time available	
DBS Completed	YES / NO Date sent:
References	Please supply the names and contact details of two referees who can comment on your suitability for this position. One should be your current or most recent employer. (Note: if you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend).
Name of two referees	Name.....Relationship.....
One referee should be your most recent employer	Address..... Telephone:..... Email:..... How long has this person known you.....
If you have previously worked with children, one referee should be provided from this employment/work experience.	Name.....Relationship..... Address..... Telephone:..... Email:..... How long has this person known you.....
Interviewed by:	Print Name: Date:
Additional info	

Individual Risk Assessment

This risk assessment should be completed for all volunteers.

Name of volunteer

Nature of volunteering work

Please describe the planned supervision arrangements for the volunteer

(Please note it is recommended that family members do not supervise other family members and that friends do not supervise friends)

Is the volunteer expected to undertake any regulated activity Y / N

If **Yes** then DBS must be sought.

Principle Supervisee will be

(Ensure they are aware of their duties and the expectations of this duty)

Considerations

Age(S) of pupils to be supported	
Additional needs and vulnerabilities of pupils to be supported	
Frequency volunteer will be on site	
Does the volunteer undertake any other un/paid work with children	
Have any references been sought?	
Has the identity of the volunteer been verified?	
Is the volunteer signed up to the DBS update service?	
Is the volunteer aware of any reason why they should not work with children?	

Volunteers who, on an unsupervised basis teach or look after children **regularly** or provide personal care on a one-off basis in schools and colleges, will be in regulated activity.

The school or college should obtain an enhanced DBS certificate (which should include barred list information) for all volunteers **who are new to working in regulated activity**. **Existing volunteers in regulated activity do not have to be re-checked** if they have already had a DBS check (which includes barred list information). However, schools and colleges may conduct a repeat DBS check (which should include barred list information) on any such volunteer should they have concerns.

Having considered the above information it has been determined that the volunteer named in this document requires the following level of DBS check.

Level of check to be applied for:

Additional notes (Please add any additional notes you feel are necessary here)

The volunteer is aware of the reasons why we have reached the decision to request a DBS check and the level of check, they are also aware that under certain circumstances we may be required to complete rechecks or change the level of DBS check if activities change.

The volunteer will have a safeguarding induction before they commence their activities, a record of this will be made and held **insert information here**

Signature of person completing assessment:

Date:

This assessment will be reviewed (insert date)_____

Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity

