

**St Thomas à Becket Church of England Federation**

**Blackboys C.E. School**  
School Lane  
Blackboys  
Uckfield  
East Sussex  
TN22 5LL



**Framfield C.E. School**  
The Street  
Framfield  
Uckfield  
East Sussex  
TN22 5NR

ADOPTED 10 JUNE 2021

REVIEW APRIL 2023

# Volunteer Policy

*Our Vision is to raise the aspiration of all pupils to “Be the Very Best they can Be”, through providing an engaging and Christian environment alongside an exciting broad and balanced curriculum striving to develop the skills, attitudes and Christian values of the whole Federation Community to face the new challenges of the 21<sup>st</sup> century with confidence.*

Our Christian ethos, vision and values underpin all we do.

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## **Introduction**

This policy has been developed by St Thomas à Becket Church of England Federation (which is referred to as the Federation in the rest of this document) to give general principles and guidance on activities involving Federation volunteers. A volunteer is defined as someone who commits time and energy for the benefit of the Federation and who does so through personal choice, without the expectations of financial reward.

Volunteers within our Federation bring with them a range of skills and experience that can enhance the learning opportunities of children at our schools. We welcome and encourage volunteers from the local community.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Ex-members of staff
- Local residents
- Friends of the Federation Schools

The types of activities that volunteers are engaged in include:

- Hearing pupils read
- Working with small groups of pupils
- Working alongside an individual pupil
- Undertaking art and craft activities with pupils
- Running after-school clubs
- Working with pupils on computers
- Accompanying school visits
- Driving children to activities (current driving licence, insurance documentation and MOT required)

## **Becoming a Volunteer**

Anyone wishing to become a volunteer in the first instance must meet with the Headteacher for the school they wish to volunteer in.

Volunteers must read and accept the Volunteer Guidelines. (Please see Appendix One)

Before starting to help in a Federation school, volunteers must sign the Volunteer Agreement (please see Appendix Two), which sets out the Federation's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

All adults who work in our Federation whether a paid member of staff, or a volunteer, are expected to work and behave in such a way as to actively promote our Federation's vision.

## **Federation Aims**

- To nurture an environment in which the Christian ethos is celebrated in all areas of school life.
- To nurture all children and enable them to achieve their personal and academic potential and to value each child's contribution.
- To create a friendly and secure learning environment where children and adults work together with fun, enjoyment and enthusiasm.
- To help children discover a sense of awe and wonder of the world in which they live and to develop a concern for its sustainability.
- To offer stimulating, challenging and creative learning experiences, in which provision is made to cater for all pupils' needs.
- To promote a healthy lifestyle through a positive attitude to physical and mental activity.
- To maintain a highly performing and effective learning environment.
- To empower our pupils by helping them to manage risk and to meet challenges positively.
- To ensure pupils are taught life skills to enable them to make a positive contribution to society in our continuously changing world.

To create an atmosphere of mutual respect for all by cultivating an appreciation of multi-cultural diversity, preparing children to develop into citizens of the twenty-first century who are tolerant and confident.

## **Values**

We specifically promote the values of Perseverance, Thankfulness, Fellowship, Respect, Courage and Understanding.

## **Confidentiality**

- Volunteers in schools within our Federation are bound by a code of confidentiality
- Any concerns that volunteers have about the children they work with and come into contact with should be voiced with the Class Teacher and NOT with the parent(s) of the child or persons outside the Federation
- Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from their school.

***Volunteers who are concerned about anything another adult in the Federation does or says should raise the matter with the Federation school's Headteacher.***

## Supervision

- All volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. This includes when on off-site visits.
- Volunteers should have clear guidance from the Teacher as to how an activity is carried out and what the expected outcome of an activity is.
- Volunteers are encouraged to seek further advice/guidance from the Teacher in the event of any query or problem regarding children's understanding of a task or behaviour.

## Off-Site Visits

- All volunteers work under the supervision of the Lead Teacher of the activity.
- Organisation of the pupils is the responsibility of the Lead Teacher.
- Volunteers should support the children following the clear guidance of the Teacher.

## Child Protection

The welfare of our pupils is paramount. To ensure the safety of our children, we adopt the following procedures:

All volunteers are given a copy of this Volunteer Policy and asked to sign the Volunteer Agreement (Appendix Two) New Volunteers are asked to complete the New Volunteers Application Form (Appendix Three).

**To ensure the safety and well-being of our pupils at all times, all volunteers must be cleared by the Disclosure and Barring Service (DBS). A DBS Disclosure is issued to the individual, the Federation is notified of the clearance by the DBS and a central record is maintained at the school within the Federation.**

The Federation (Blackboys CEP School and Framfield CEP School) processes personal information about its volunteers and is a 'data controller' for the purposes of Data Protection legislation.

We collect information from you and hold this information in line with the Federation's Information Security Policy. This policy is available on our school's websites or by request at your school office.

All personal data is subject to a retention policy which details how long we will retain the information. This is governed by the category of data and the requirement to hold it in our records in line with statutory provisions or other operational requirements. This policy is available on our school's websites or by request at your school office.

From time to time personal matters can affect capacity to maintain volunteer commitment. Volunteers should feel able to step aside whilst such matters are dealt with.

## **Complaints Procedure**

Any complaints made about a volunteer will be referred directly to the Federation school's Headteacher for investigation. Any complaints made by a volunteer will be referred to the Federation school's Headteacher.

The Headteacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again.
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another Class.
- Inform the volunteer that the Federation no longer wishes to use them. The full Complaints Policy and Procedure is available from Federation school offices.

## **Health and Safety**

The Federation's Health and Safety Policy is available on request to volunteers working within a Federation school. Class Teachers ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment/accompanying children on visits).

Volunteers are expected to follow all Federation Health and Safety Policies and Procedures whilst undertaking volunteering duties either on or off site.

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher in the first instance.

## **General Data Protection Regulations**

Under Data Protection Law, individuals have a right to be informed about how the Federation uses any personal data that it holds about them. The Federation complies with this right by providing "Privacy Notices" to individuals where the Federation is processing their personal data. This Notice explains how we collect, store and use personal data.

The Privacy Notice can be viewed at [Privacy-Notice-Governors-and-Volunteers.pdf \(framfieldcep.e-sussex.sch.uk\)](http://framfieldcep.e-sussex.sch.uk/Privacy-Notice-Governors-and-Volunteers.pdf) or [Privacy-Notice-Governors-and-Volunteers.pdf \(blackboys.e-sussex.sch.uk\)](http://blackboys.e-sussex.sch.uk/Privacy-Notice-Governors-and-Volunteers.pdf). Alternatively, on both school's websites from the Information Tab and then the GDPR Tab or a copy can be obtained via the school office of the school in which you volunteer.

## **Monitoring and Review**

This policy will be reviewed as it is deemed appropriate and updated in the light of new guidance from either the Department of Education or Children's Services Authority (CSA) of East Sussex, but no less frequently than every two years. The policy review will be undertaken by the Federation's Headteachers and the Governing Body's Policies Working Party.

## Appendix One

### St Thomas à Becket Church of England Federation – Volunteer Guidelines

#### Framfield Church of England Primary School Blackboys Church of England Primary School

Thank you very much for volunteering to help at Framfield/Blackboys CEP School. The following are a set of guidelines, which we hope will help to establish a successful partnership between members of staff and volunteers in our schools.

- Class Teachers work hard to plan lessons and direct learning in advance. If you are unsure of the purpose of the activity you have been asked to assist with please clarify it with the Class Teacher or Teaching Assistant at the start of the session.
- If you are committed to helping on a regular basis and for any reasons are unable to attend on a day when you are expected, please inform the Class Teacher or the school office in advance. Similarly, if your help is not required on a particular day (due to a trip or other school activity) then the Class Teacher will provide you with advance notice of this.
- Helping in the school that contains your own child will give you an insight into his or her education. Should you have any questions that arise out of this please direct them to the Class Teacher privately on a separate occasion, through Parent/Teacher evenings, or through the other channels that already exist within the school.
- When you are working with the children it is important to create an atmosphere that makes the children want to learn. Enthusiasm and encouragement are extremely important in helping with development.
- Should a child or children spoil an activity for others in which you are participating, please give one warning before asking the Class Teacher or Teaching Assistant to intervene.
- Under the Children Act 1989 relating to child protection, if a child tells you something that you feel is of concern but you might not know the relevance of, you should discuss this privately with the Teacher present and no further. Follow the advice on the Safeguarding Card you will be given on your first visit to a Federation School. This will inform you of who takes ultimate responsibility for Safeguarding.
- Confidentiality regarding what might be seen, heard or discussed within the class or group by children or adults is extremely important. Federation members of staff are bound by the rules of confidentiality that as a volunteer will also apply to you. Please do not discuss any issues that might arise in class with anyone other than the Class Teacher who is best placed to decide on the correct course of action.

You may be aware that legislation requires all people working with ‘vulnerable members of society’, whether in a professional or a voluntary capacity, have to apply for a “Disclosure” from the Disclosure and Barring Service (DBS). DBS disclosures are not ‘portable’ and therefore, even if you have one already, you will need to fill in a new form. Forms are available at either school office.

Thank you very much for volunteering, your time, effort and enthusiasm to help in school. You can be assured that your help is greatly appreciated and will be of genuine help to both children and members of staff alike.

## Appendix Two

### St Thomas à Becket Church of England Federation

**Framfield Church of England Primary School**  
**Blackboys Church of England Primary School**

#### Volunteer Agreement

Thank you for offering your services as a Volunteer at Framfield CE Primary School/Blackboys CE Primary School\*. Your offer of help is greatly appreciated, and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement sheet and hand it to the school office.

You will receive a copy of it for your records.

- ✓ I have received a copy of the Federation's Volunteer Policy and have read the Volunteer Guidelines.
- ✓ I agree to support the Federation's Aims and Values and follow Federation Policies.
- ✓ I agree to treat information I learn from being a Volunteer as confidential.
- ✓ I understand that I am required to undergo a Disclosure and Barring Service check to advise the Federation of my suitability as a volunteer.

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

Name: \_\_\_\_\_

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

\* Please delete as appropriate

**Appendix Three**

**St Thomas à Becket Church of England Federation**

**Framfield Church of England Primary School  
Blackboys Church of England Primary School**

**VOLUNTEER APPLICATION FORM**

Name of Volunteer:.....

Address:.....

.....

.....

Telephone:.....

What skills / areas would you like to help with in school?

.....

.....

Are there any particular age groups / classes you would like to work with?

.....

Do you have any disabilities / other needs we need to take into account when working as a volunteer within a Federation school? (please give details)

.....

.....

Thank you for taking the time to complete this Volunteer Application Form. Please hand it into the relevant school office.

Your offer of help is appreciated, and we will be in touch shortly.

Chair of Governors

Headteacher – Framfield: Mrs L Pestell

Headteacher – Blackboys: Mr G Sullivan