

# Welton St. Mary's Church of England Primary Academy



## Our Vision

As an inclusive Christian community we value each person, seeking to release everyone's full potential as promised by Jesus Christ. We seek to provide a safe, inspiring and creative learning environment providing opportunities for all to flourish. Through challenge, support and care, we strive for excellence in all that we do; always building on the foundations of shared values with consistently high expectations rooted in God's love. Together we are encouraged to be agents of positive change in this world.

*'May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit.'* Romans 15:13

**Wisdom Hope Community Dignity**

## Volunteer Policy

Approved May 2021  
Review Bi-annually  
Next Review Term 1 2022/23

**WELTON ST. MARY'S CHURCH OF ENGLAND PRIMARY ACADEMY**  
VOLUNTEER HELPERS IN SCHOOL POLICY

*'A generous person will prosper; whoever refreshes others will be refreshed.'*  
Proverbs 11:25

**Aims of Volunteer Helpers policy**

- To provide parents/staff and volunteers with clear expectations, induction and guidelines for working in school.
- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.
  - To ensure the highest standards of safeguarding for our pupils by having a shared knowledge of procedures.

**Introduction**

Volunteers are parents or other adults working alongside the school staff and students on work experience. Thank you for volunteering to help support our school community. At Welton St Mary's CE Primary Academy we welcome those wishing to help in the school and value the contribution they make to school life. We believe that the involvement of parents, carers and volunteers in children's education is vital and we encourage active participation in many ways. Some volunteers come to school to help with a variety of tasks such as ICT, art, cooking, reading and usually work with individuals or small groups in specific classes. In addition volunteers often help when the children are taken on educational visits outside school or get involved in the work of the School Friends.

These guidelines have been written to ensure that for all concerned – volunteers, teachers and children – the experience is positive and rewarding.

**Aims and ethos**

Welton St Mary's Church of England Primary Academy is a good school with wonderful children and a great staff and governor team. Our vision is for all our children, staff, parents and volunteers to be supported so that all can develop their skills, knowledge and understanding within a caring environment underpinned by distinctive Christian values. We are committed to providing the greatest possible access for all children by providing a broad and balanced curriculum.

*'Together we care, learn and thrive.'*

**Our vision**

'As an inclusive Christian community we value each person, seeking to release everyone's full potential as promised by Jesus Christ. We seek to provide a safe, inspiring and creative learning environment providing opportunities for all to flourish. Through challenge, support and care, we strive for excellence in all that we do; always building on the foundations of shared values with consistently high expectations rooted in God's love. Together we are encouraged to be agents of positive change in this world.'

***'May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit.'* Romans 15:13**

The vision statement is key to the way we work and we expect all staff, governors and volunteers to be committed to it, in total agreement with it and to work hard to achieve it!

### **Safeguarding**

As part of our commitment to safeguarding, all volunteers will be asked to complete a registration form (**appendix2**) and will be asked to attend an informal interview to ensure the aims and intentions of the school and the volunteer are compatible. The Headteacher has the authority not to accept the help of volunteers if he or she believes that it is not in the best interest of the children. We carry out a Disclosure and Barring Service (DBS) check for all volunteers who have regular contact with children. All schools need to hold a register of the checks undertaken. In order for you to work in school as a volunteer you will need to complete the DBS online check. We will help you to get the process started. Please be assured that all the information will be treated with the strictest confidence and that these checks are done only in the best interests and safety of the children. Mrs Williams in the school office will help you with this process.

If a volunteer has had any criminal allegations made against them, these must also be disclosed to the Headteacher prior to volunteering in the school. All volunteers will be asked to complete a self-disclosure form (appendix 5) prior to meeting with the Headteacher at an informal interview. Any disclosures will be dealt with in strictest confidence.

Those of you who help out at specific events such as the school fair, relatives in school days etc who do not have unsupervised access to children do not need a DBS but must not have unsupervised access to children.

### **Becoming a volunteer in school**

All volunteers will be asked to complete a registration form. (**appendix 2**)

All volunteers will be asked to complete a self-disclosure form of any offences, spent or unspent

All volunteers will be asked to attend an induction meeting which will cover the following topics:

- confidentiality
- safeguarding including the Prevent Duty
- Child Protection
- Health and Safety including COVID preventative measures

- Fire Evacuation

### **Deployment of volunteers**

Volunteers will be asked to support in classes / areas of the school where there is the required need for support. (see job description **appendix 3**) Parent volunteers should be aware that they will not work in their child's class as for some children this can be distracting for the child and perhaps can place the class teacher in a difficult situation. It is helpful if you can explain to your child that you will be coming into school to help all of the children and that he / she will not always be able to work with you.

### **Volunteer roles in school**

Many of the activities that we ask you to help with are the sorts of things that parents do with their own children at home. We might ask you to become involved in a variety of activities such as:

- sharing books
- working on computers
- playing games
- making things
- gardening
- sewing
- topic related studies
- coming on visits

The teacher will give you:

- clear guidelines
- all the materials you need

### **Procedures and Protocols**

#### **Safeguarding**

When a volunteer arrives in the school they must sign into the school office. Please indicate your arrival time and which class/person you will be working with. Volunteers must always wear a visitor badge whilst on site. Volunteers must also sign out and state the time when they are leaving the school premises. Signing in and out is important in the event of an emergency so that staff and emergency services know who needs to be accounted for. Visitors with a DBS clearance will have been identified to staff members.

The Headteacher has the authority to withdraw the help of volunteers if he or she believes it is not in the best interest of the children.

#### **Confidentiality**

It is very important that all staff, parent volunteers and other adults working in the school to work to a policy of confidentiality. While in school you are likely to become aware of issues relating to individual children. You may see children struggling with their work, be upset or misbehaving or hear / see other information concerning a child whilst you are in school. It is vital that you do not share anything about specific children with friends, family or a child's parents if you know them.

Volunteers in classrooms do so on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside the school. If you ever have any concerns about a child, please speak to the class teacher as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.

Volunteers are asked to sign a 'Volunteer in school protocol' (**see appendix 4**) a copy of which will be kept in school.

Safeguarding concerns including those regarding the Prevent Duty (**see appendix 1**) about a child must be shared immediately with one of the designated safeguarding lead as soon as possible after the disclosure.

The designated Safeguarding Lead is Mrs Gough, Headteacher and the Deputy Safeguarding Leads are Mrs Thorner and Miss Sylvester.

### **Guidelines for supporting children in school**

- It is vital to encourage children to talk about what they are doing in order to support them in using the correct vocabulary.
- There is no rush. We give the children plenty of time to complete a task and they will often need to return to it several times.
- Always encourage the children to do things for themselves. It is important that they are independent and although some children may need help and supervision the end result should always be their own work. Please don't be tempted to do the work for them! The learning that goes on while the children are doing an activity is often far more important than the end product!
- When playing games with the children, try and encourage the idea of turn taking, sharing and being a good loser.
- It is important that all children are treated equally.
- Please do not lift, carry or move a child in any way.
- Always follow our school values and expect the same from the children.

### **Housekeeping**

**Mobile phones** –mobile phone must be switched off whilst helping in school and stored mobile securely, and away from children, during the working day (there are lockers in the staffroom for personal belongings).

Personal phones must only be used in the case of emergency or in break times, but at all times in areas of the school where children are not present.

**Tea /coffee arrangements-** If you are at school over break times, there are tea and coffee facilities in the staffroom which you are welcome to use. If you are a regular visitor then please ask our School Business Manager, Mrs Harkness about contributing to tea and coffee funds.

**Photocopier** – The photocopiers are located in the staffroom and Library. You may be asked to use these machines to support the class teacher in preparing resources. Please ask a member of staff if you are unsure how to use them.

**First Aid** –Please do not administer First Aid to children whilst you are volunteering in school. A number of staff hold certificates for emergency first aid at work and paediatric first aid. Please talk to the class teacher or teachers on the playground if you are approached by a child with an ailment or injury.

**Fire Safety** – (Bomb Threat etc.) Each room in the school has a sign giving information as to what to do in the case of a fire. Please read them so that you are prepared. Signing in and out of the building gives us a record of who is in the building in case of emergency evacuation.

**Security** -Often during the school day doors may be locked to maintain the security of pupils and staff; at other times, such as break, certain doors may be open to allow free movement about school. The school is not responsible for the security of individual's property brought onto school. Please ask at the office when signing in should you wish items such as handbags to be in a secure place.

**Policies** - The school has a number of policies on a variety of aspects of the school. A list of policies is available at the office and staff can provide copies for anyone to read should you wish to do so, some policies are also listed on the school website: [www.welton-st-marys.lincs.sch.co.uk](http://www.welton-st-marys.lincs.sch.co.uk)

## **Health and Safety in School**

**Wet Floors** -\_During cleaning and after spillages wet floors can be a slip hazard; these may be marked with a yellow cone or the entrance to a room/area temporarily restricted. However, due to various reasons a wet floor may not be marked so please be vigilant in noticing and avoiding these areas. If you think there is an unmarked slip hazard please report it to a member of staff immediately. Should you have to cross a wet surface please do so with extreme care.

**Working above floor level** -\_If you are working above your reach (eg pinning work to a wall) please ask staff for a small step ladder. Do not use chairs or tables. There is a risk assessment in place and guidance in the School Health and Safety manual. Please see the School Business Manager before you use any step ladders in school.

**Lifting** -\_Please ask for help or advice from School Business Manager with regard to lifting heavy objects.

**Mechanical and electrical safety** -Please ask for help and advice from staff with regard to the operation and maintenance of equipment in school. Many volunteers use a laminator. There is a risk assessment in place. Please see School Business Manager for a copy.

**Hot liquids** - Hot liquids must not be carried around school. Hot drinks can only be drunk in the staffroom unless they are in cups that have lids. Water is always available to drink. Objects and substances that may be harmful to pupils must be stored in a secure/appropriate place. Please ask staff for advice.

**Reporting accidents** -All accidents need to be reported to staff and if appropriate will be entered in the school accident record book. If you discover a potential hazard in school that you are unsure others are aware of, please mention it to staff so that they are aware and it can be addressed.

**Attendance**- if you find you are not going to be able to come into school on a particular day, it is really helpful to know in advance, even if that's only a phone call on the morning in question.

## **COVID**

We have comprehensive preventative measures in place and expect all adults on our school site to adhere to them. The school works in line with Government and DFE guidelines.

## **References**

Occasionally volunteers ask school to provide a written reference when they are seeking employment. We stipulate a minimum qualifying period of three months attendance of regular volunteering (eg once a week) before we feel able to provide a work-based reference. We believe that this is fair to both prospective employers and candidates.

## **Thank you!**

In case we forget to say so, please be assured that we really do appreciate your help (we may sometimes forget to say so because we are busy, but we do!)

If you have any worries or queries, or any good idea on how we can improve something, please let us know – we are always willing to listen.

## **Appendix 1 –safeguarding protocol including the Prevent Duty**

**Designated safeguarding lead: Nicola Gough Headteacher**

**Deputy Designated Safeguarding Lead: Odette Thorner, Assistant Headteacher and Miss Dawn Sylvester, Learning Mentor.**

It is everyone's responsibility to keep children safe. Children may disclose information or worries at any time of the school day. It is not unusual for children to disclose information to people they feel less affiliated with and anything could trigger this.

If a child says something that concerns you:

- **DO listen closely and carefully to everything that the child says**
- **DO report it to one of the school's designate safeguarding leads immediately**
- **DO write down everything that was said as soon as possible recording the date, time and as close to the exact wording as you can of the child's disclosure.**
  
- **DO NOT make promises of secrecy**
- **DO NOT ask questions**
- **DO NOT appear shocked or terrified, but instead remain calm and reassuring**
- **DO NOT delay in reporting the disclosure**

### **The Prevent Duty**

All schools have a duty to provide a form of safeguarding to recognise children at risk of, or who may be vulnerable to, potential radicalisation. Whilst Lincolnshire remains a low risk area for this type of radicalisation we need to remain mindful of this risk to children and be aware of the signs that could warrant early intervention.

Signs could include:

- Expressing extreme views regarding people of other ethnicities, cultures or faiths.
- Unusual or unsafe online activity
- disclosures regarding family member views or behaviours towards other ethnic groups
- signs of isolation, fear or rejection of peer groups
- recent political or religious conversion
- conflict with family over political or religious views



## Appendix 2

Registration Form for Volunteer Helpers at  
Welton St Mary's Church of England Primary Academy

You will appreciate that our school must be particularly careful to enquire into the background of individuals who work with children in our school. The school keeps a record of all persons who carry out voluntary work at our school. In accordance with 'Keeping Children Safe in Education' we ask volunteers to give names and addresses of two 'professional' referees. Please provide these below. If as a volunteer, you have **regular unsupervised contact** with pupils then it will be necessary for a Disclosure and Barring check to be made on you.

Surname \_\_\_\_\_ Title \_\_\_\_\_

Previous Name(s) \_\_\_\_\_ Date of birth \_\_\_/\_\_\_/\_\_\_

Forename(s) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone number(s) \_\_\_\_\_

Have you lived abroad in the last 5 years? Yes No If 'yes' please provide details.

\_\_\_\_\_

Email Address: \_\_\_\_\_

Relevant experience: eg Education, Training, Employment, Voluntary work \_\_\_\_\_

\_\_\_\_\_

If you are the parent of children in school, please give names: \_\_\_\_\_

\_\_\_\_\_

Which areas of the school would you prefer to support? \_\_\_\_\_

\_\_\_\_\_

Do you have any specific skills/ strengths that could be utilised? \_\_\_\_\_

\_\_\_\_\_

Are there any activities that you cannot support? Please give details. \_\_\_\_\_

\_\_\_\_\_

**When are you available to support in school? Please give days and times.** \_\_\_\_\_

\_\_\_\_\_

**Referees:** Two professional referees who can comment on your suitability to work with children are required

**First reference**

**Full name:** \_\_\_\_\_

**Full Address:** \_\_\_\_\_

\_\_\_\_\_ **Tel no. :** \_\_\_\_\_

**Job title:** \_\_\_\_\_ **Relationship to applicant** \_\_\_\_\_

**Second reference**

**Full name:** \_\_\_\_\_

**Full Address:** \_\_\_\_\_

\_\_\_\_\_ **Tel no. :** \_\_\_\_\_

**Job title:** \_\_\_\_\_ **Relationship to applicant** \_\_\_\_\_

**Disclosure and Barring check**

I consent to a DBS check being carried out on me if I will have regular unsupervised contact with pupils and this being held by the school as a record that appropriate checks have been carried out.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_



## Appendix 3

### Job description

<b>JOB DESCRIPTION</b>	
<b>Job Title:</b>	Volunteer teaching assistant
<b>School:</b>	Welton St Mary's CE Primary Academy
<b>Reports to:</b>	Headteacher, Mrs N Gough
<b>Grade:</b>	N/A
<b>Location:</b>	School Drive, Welton, Lincoln LN2 3FE
<b>Hours:</b>	to be agreed
<b>Job Purpose:</b>	
Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school.	
<b>Principal accountabilities:</b>	
<b>1. Support for children</b>	
<ul style="list-style-type: none"><li>• <b>Under the direction of the teacher</b>, carry out pre-determined tasks and / or perform general classroom duties</li><li>• Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks</li><li>• Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities</li></ul>	
<b>2. Support for the curriculum</b>	
<ul style="list-style-type: none"><li>• <b>Under the direction of the teacher</b>, support the school curriculum, including English and maths activities</li></ul>	
<b>3. Support for the teacher</b>	
<ul style="list-style-type: none"><li>• help to prepare the learning environment for use</li><li>• undertake support activities for the teacher as required eg photocopying, preparation of materials, mounting displays</li><li>• ensure that information relating to the child's safety is shared effectively and sensitively with the class teacher</li><li>• work with individuals or groups of children with learning activities prepared by the teacher</li></ul>	
<b>4. Support for the school</b>	
<ul style="list-style-type: none"><li>• develop and maintain effective working relationships with staff</li><li>• contribute to the maintenance of a safe and healthy environment</li><li>• provide support for school events</li><li>• commit to promoting and safeguarding the welfare of all children</li><li>• participate in training sessions or safety briefings relevant to your role in school</li><li>• maintain confidentiality about individuals within the school</li></ul>	

***The governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is expected that all volunteers undertake an enhanced DBS check.***

**Volunteer Teaching Assistant**

**Person Specification**

	<b>Essential or Desirable</b>
Demonstrate a commitment to safeguarding children and promoting their welfare	<b>E</b>
A good standard of literacy or numeracy skills (minimum GCSE C or equivalent)	<b>D</b>
Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to the child's needs	<b>E</b>
Willing to comply with all school policies eg behaviour management, health and safety, equal opportunities	<b>E</b>
Ability to work effectively with colleagues	<b>E</b>
Will maintain confidentiality on all school matters	<b>E</b>
Willingness to approach tasks enthusiastically which could include breaktime supervision, photocopying	<b>E</b>



## Appendix 4

### VOLUNTEER IN SCHOOL PROTOCOL

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer:

As a school we agree to:

- explain your tasks / jobs carefully so that you are clear about what we would like you to do with the children
- share the school behaviour policy with you to help you understand how we manage behaviour
- ensure that the children you work with behave and work well
- treat you with the highest respect and care
- share relevant information about the children you are working with
- treat anything you tell us with confidentiality

We agree to not ask you to:

- deal with difficult or challenging behaviour
- carry out a task you feel unprepared to complete

Signed ..... Date.....

Volunteer Helper ..... (Printed name)

As a volunteer helper I agree to:

- use the school behaviour policy and inform the teacher of any inappropriate behaviour
- share in our school vision 'Together, we care, learn and thrive'
- inform the teacher / safeguarding lead if I observe anything that concerns me in school
- treat any information with total confidentiality
- inform the school if I am unable to come in for any reason
- respect and listen to the guidance of the teacher at all times
- complete the appropriate DBS checks
- disclose any criminal allegations to the Headteacher prior to starting as a volunteer helper

I agree to not:

- Look at or compare children's work, records or staff records
- Share any information about a child or member of staff with anyone outside the school staff team



## Appendix 5

### SELF DISCLOSURE

Please complete and return this section only if you are shortlisted for interview. We will require the return of this form 2 days before your interview. If we do not receive this form, we reserve the right to withdraw the offer of interview.

POST APPLIED FOR:	Date:
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Surname:	Previous name(s) (if any):		
Forename(s):	Preferred title:	Date of birth:	
National Insurance No:	Teacher Ref. No (if applicable):	Date of recognition as qualified teacher, QTS (if applicable):	

***Welton St Mary's CofE Primary Academy is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.***

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. As you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/> or email [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) or phone 0300 123 1999

Unlock – <http://hub.unlock.org.uk/contact/> phone 01634 247350 text 07824 113848

1. Do you have any convictions or adult cautions that are unspent? Yes / No	
If yes, please provide details here	
2. Do you have any other cautions or convictions that would not be filtered? Yes / No	
If yes, please provide details here	
3. Are you included on the DBS children's barred list? Yes / No	
If yes, please provide details here	
4. Are you included on the DBS adult barred list? Yes / No	
If yes, please provide details here	
5. (Teaching posts only) Are you, or have you ever been, prohibited from teaching by the TRA or sanctioned by the GTCE? Yes / No / Not applicable	
If yes, please provide details here	
6. Have you been prohibited from management of an independent school (s128)? Yes / No / Not applicable	
If yes, please provide details here	
7. Have you lived or worked outside the UK for more than 3 months in the last 5 years? / No	Yes
If yes, please provide details here	

8. Are you subject to any sanctions relating to work with children in any country outside the UK? Yes / No

If yes, please provide details here

9. \*Applicants for posts in early years or later years childcare (wrap around care) only

The Disqualification under the Childcare Act 2006 Regulations (2018) state that anyone employed to care for children in early years (children under the age of 5) or later years (wrap-around care for children under the age of 8) is disqualified from that work if they meet certain criteria. These criteria include (this is not an exhaustive list):

- Certain serious criminal offences
- Court orders relating to the care of your own child
- Being prohibited from private fostering

Do you have any reason to believe you are disqualified from working in childcare? Yes / No

If yes, please contact us for more information on the Regulations.

**Please complete the declaration below:**

I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.

**Signed:**

**Date:**

**Please return this form to: Joanna Williams (HR & Finance Administrator)**

*Please note that, if you are unsuccessful, this disclosure form will be securely destroyed 6 months from the date of interview.*