

# Newington Green Primary School



# Volunteer Policy

# Newington Green Primary School Volunteer Policy

## Our School Vision

Newington Green Primary School aims to be a learning hub for the community.

We aim to give our children the very best life chances through ensuring:

That children develop an understanding of what learning means and how they can learn things for themselves, so that they will be equipped for lifelong learning.

They have the core skills and knowledge necessary to access secondary education successfully.

Their families are engaged in the learning process and are involved in community learning opportunities.

That the children experience a broad curriculum.

That learning is high quality through regular evaluation and through implementing research led changes into pedagogy.

We expect children, staff, parents and the learning community to share our values which are:

**Aiming high:** There is no ceiling on what can be achieved

**Doing our best:** There are no excuses for not doing your best

**Caring for each other:** We are honest and care about each other

We are committed to providing stimulating learning activities that will ensure our children leave Newington Green with the skills and knowledge that will prepare them for lifelong learning. We will do this by fostering a love for learning, self confidence and respect for others, while we work in partnership with parents and the local community.

We endeavour to promote equality of opportunity for all of our children irrespective of gender, race, creed, ability or disability.

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

## Introduction

Volunteers at Newington Green Primary school bring with them a range of skills and experience that can enhance the learning opportunities of the children at our school. 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

The types of activities that volunteers are engaged in under supervision include:

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- Hearing children read
- Working with small groups of children
- Working alongside individual children in the classroom
- Undertaking art and craft activities with children
- Working with children on the computers
- Accompanying school visits

### **Becoming a volunteer**

Volunteers will be advised that completion of the legal requirements / application process can vary but may take up to 2 months.

Anyone wishing to become a volunteer should go to the school office and request a Volunteer Application form.

Volunteers will be required to complete the Volunteer Application form (**Appendix 1**) which includes their contact details, type of activities they would like to help with, and the times they are available to help. A DBS application **MUST** be completed (or evidenced if placement is through a college or university).

Where a volunteer is engaged in a "one-off" *(normally a parent)* activity e.g. a class trip, no formal checks are carried out on these volunteers. However, these volunteers will be under the constant supervision of school staff and must sign the Off Sites Visits Agreement (**Appendix 4**) as part of the school's risk assessment procedures.

### **Please Note:**

**VOLUNTEER** applicants will be asked to contribute **£ 25.00** to cover the admin fee charged to schools.

**STUDENT** applicants are expected to provide evidence of a recent DBS check through a college / University. If the DBS application is made through the school; students are expected to make a **NON-REFUNDABLE** payment of **£ 57.00** to cover the cost applied to the school through the HR provider.

As part of the application process the school will request the name and contact details of 2 previous referees.

Prior to placement volunteers / students will be required to attend a short informal interview / induction session with the Head of School. This induction will be an opportunity for volunteers to raise any questions they may have and will also provide a further opportunity for the volunteer coordinator to confirm the clear guidelines set out in this policy and the schools expectations.

Before starting to help in school, volunteers should complete the Volunteer Confidentiality Contract (**Appendix 2**), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

### **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.

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Volunteers should have clear guidance from the teacher as to how an activity is carried out/ 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 / problem regarding children's understanding of a task or behaviour.

All volunteers will have a termly supervision meeting with the volunteer coordinator.

### **Volunteer Procedures**

Volunteers are expected to sign in and out each time they are on the school premises, using the school's electronic signing in system, and wear the printed ID badge at all times whilst on site.

If a volunteer is unable to come to school for some reason then he/she is expected to call the school office by 8.30 am or, if volunteering in the afternoon, by 1.00 pm to inform the class teacher and the Head of School that they are unable to attend on that day. If a pattern of non-attendance emerges then the Head of School will meet with the volunteer to discuss the reasons for absence. Attendance will be monitored and if the pattern continues then the school will terminate the placement.

### **Volunteer Dress Code**

At Newington Green we expect staff and volunteers to present themselves professionally and for parents and visitors to perceive them in this way.

Generally, clothes should be smart, casual smart clothes are permissible. Clothes should be suitable for day wear and not overly decorative. Skirts should be knee-length or worn over thick leggings. Jeans are acceptable provided they are smart and not ripped or ragged. Similarly, cutoff jeans or trousers are not suitable but smart cropped trousers or tailored shorts to the knee are.

Revealing clothing is not permissible e.g. translucent leggings, low cut tops, tops with spaghetti straps or short skirts etc. Undergarments should not be visible. Hats should not be worn indoors. In warmer weather looser, cooler clothing may well be desirable; however, clothing should not be revealing and should promote a *positive and professional image*. All of the above is equally applicable to both male and female members of staff.

Footwear should be smart, safe, in good condition and suitable for the individual's daily activities. Please ensure footwear is robust for safety reasons.

Jewellery is up to the individual's discretion but should be safe and appropriate for the activity in which the member of staff is engaged. Tattoos' should be covered up at all times and facial piercings should be subtle and discreet. If deemed unsuitable, the Headteacher will ask for it to be removed.

### **Confidentiality**

Volunteers in school are bound by a confidentiality contract (**Appendix 2**). Any concerns that volunteers have about the children they work with / come into contact with should be voiced with the class teacher and not with the parents of the child / persons outside school. Comments regarding children's behaviour or

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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 the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Head of School (Designated Safeguarding Lead) or the Assistant Headteacher Phase 1 or 2.

### **Health & Safety**

The school has a Health & Safety Policy and this is made available on request to volunteers working in the school. Class teachers ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation – displayed in each classroom) and about any safety aspects associated with a particular task (e.g. using DT equipment / PE lessons / accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher.

### **Child Protection / Safeguarding**

*The Children's Act 2004 (Section 11) places a duty on key people and bodies to make arrangements to ensure that when carrying out their functions they take account of the need to safeguard and promote the welfare of children.*

*"Newington Green Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment."*

The welfare of our children is paramount. We have embraced Safer Recruitment practice guidelines provided by Islington. To ensure the safety of our children, we adopt the following procedures:

- At all times, all of our volunteers must have been cleared by the Disclosure and Barring Service (DBS). All applicants will be asked to sign an agreement form which means that when a certificate is issued to the individual they agree to bring the original certificate upon receipt into school for evidencing. If the DBS has been applied for through the College / University, the school will need to receive / evidence of recent clearance.
- All volunteers are given a copy of the Volunteers Policy and asked to sign a Confidentiality Contract.
- Where a volunteer is engaged in a "one-off" (*normally a parent*)\_activity e.g. a class trip, no formal checks are carried out on these volunteers. However these volunteers will be requested to sign the Off Site Visits Agreement before going on the trip.

### **Complaints Procedure**

Any complaints made about a volunteer will be referred to the Head of School for investigation. Any complaints made by a volunteer will be referred to the Head of School.

The Head of School reserves the right to take the following action:

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- To speak with the volunteer about a breach of the Volunteer Confidentiality Contract and seek reassurance that this will not happen again;
- Inform the volunteer that the school no longer wishes to support the placement.

### **Monitoring and Review**

This policy has been approved by the Governing Body and will be reviewed every two years and updated in the light of new guidance from either the DFE or Local Authority in accordance with the Safeguarding Children's Act 2004 and Islington's Safer Recruitment Policy.

**Reviewed November 2017**

**Date of next review November 2019**

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APPENDIX 1



VOLUNTEER APPLICATION FORM

<b>Name:</b>	<b>Gender</b> M <input type="checkbox"/> F <input type="checkbox"/>
<b>Date of Birth:</b>	<b>Home Address:</b>
<b>Tele:</b>	
<b>Email</b>	

**Have you any experience of working as a volunteer and / or with children  
Yes / No**

If yes, where and when did you gain this experience?

**Are you available to commit yourself to this voluntary work for at least one  
term (average, 13 weeks)?**

**Yes / No**

**Why would you like to be a volunteer at Newington Green Primary School?**

**How much time each week do you feel able to volunteer for?**

**When can you volunteer?**

	Monday	Tuesday	Wednesday	Thursday	Friday
am					
pm					

**What age-group would you prefer to work with? Please tick your  
preference/s.**

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Nursery (3-4 years)     Infants (5-7 years)     Juniors (7-11 years)

**Would you feel able to help with any of the following in a classroom setting?**

Please tick your preference / s

- |  |  |
|--|--|
| <input type="checkbox"/> Literacy (Reading, Writing) | <input type="checkbox"/> Geography/History       |
| <input type="checkbox"/> Numeracy (Maths)            | <input type="checkbox"/> Art/Design & Technology |
| <input type="checkbox"/> Early Years                 | <input type="checkbox"/> All-round support       |

**Are there any particular activities you enjoy and would you like to share with the children?** (For example: sports, arts and crafts, languages spoken)

**EQUAL OPPORTUNITIES**

Newington Green Primary School and Cambridge Education is committed to Equal Opportunities. To help us, please describe your ethnic origin by circling the appropriate code below. This information is optional, confidential and will only be used for monitoring purposes.

**I would describe my ethnic origin as:**

<b>WB</b>	British	<b>MB</b>	White & Black African	<b>OA</b>	Other Asian background
<b>WI</b>	Irish	<b>MA</b>	White & Asian	<b>BC</b>	Caribbean
<b>GK</b>	Greek / Greek Cypriot	<b>MO</b>	Other mixed background	<b>BA</b>	African
<b>TK</b>	Turkish / Turkish Cypriot	<b>IN</b>	Indian	<b>OB</b>	Other Black background
<b>OW</b>	Other White background	<b>PK</b>	Pakistani	<b>CH</b>	Chinese
<b>MC</b>	White and Black Caribbean	<b>BN</b>	Bangladeshi	<b>GO</b>	Other background

**Do you have any disability or special need of which you would like us to take account?**

If yes, please specify.

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**REFERENCES**

It is desirable that you have one satisfactory reference to start a placement at Newington Green. Please give the name, address, phone number and email address of one referee who have known you for a **minimum of two years** in a professional capacity if possible (e.g. employer, tutor, colleague, etc.)\_who can vouch for your integrity and reliability.

<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Tel:</b>	<b>Tel:</b>
<b>Email</b>	<b>Email:</b>

**In what capacity do you know these referees?**

.....  
.....

*The Children's Act 2004 (Section 11) places a duty on key people and bodies to make arrangements to ensure that when carrying out their functions they take account of the need to safeguard and promote the welfare of children.*

*"Newington Green Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment."*

**CONSENT**

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Please note that your consent will be required for a DBS police check (your signature below confirms this consent). I confirm that the information I have given above is correct. I give permission for my referees to be contacted and understand that Newington Green Primary / Islington Council reserves the right to reject a volunteer application at any stage of the recruitment process and remove a volunteer from the programme.

Signed: ..... Date: .....

**Thank you for filling out this application form.**

**Please return this form to:**

The school office marked FAO Helen Bennett – Head of School, Newington Green Primary School, Matthias Road, London N16 6TR.

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Telephone: 0207 254 3092

**APPENDIX 2  
VOLUNTEER REFERENCE REQUEST**

**Volunteer Name:**

Dear Sir / Madam,

The person named above has given your name as a referee to support their application to be a volunteer in our primary school. I would be grateful if you could complete the form and return to me as soon as possible, as we are keen to place this volunteer. Thank you in advance for your help.

**Referee Name:**

<b>Tel:</b>	<b>Email:</b>
<b>Address:</b>	

1. In what capacity do you know the applicant?

2. How many years have you known the applicant? (Employers please give start/end dates of employment)

3. How reliable and trustworthy is the applicant?

4. Are you aware of any reason why it would not be appropriate for the applicant to work with children?

5. Please give your comments on the applicant's suitability and positive qualities, and add any other information you think we should have:

6. Are you aware of any reason why it would not be appropriate for the applicant to work with children?

**If YES, please say why:**

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**Only employers and ex-employers need answer questions 6 and 7**

6. Would you re-employ him/her in the same capacity?

**If NO, please say why:**

7. If he/she has left your employment, please give his/her reasons for doing so:

**Signed:** ..... **Date:** .....

**Please return this form to:**

**Sue Cross  
School Business Manager  
Newington Green Primary School  
Matthias Road  
London N16 8NP**

**Email: [sue.cross@newingtongreen.islington.sch.uk](mailto:sue.cross@newingtongreen.islington.sch.uk)**

**Thank You**

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**APPENDIX 3  
CONFIDENTIALITY CONTRACT**

As a Volunteer at Newington Green Primary School I understand that class, pupil and parent details, staff room conversations or school matters are confidential and not to be shared or discussed with parents or members of the general public.

If I have any concerns I will initially raise them with the Class teacher and then the Head of School if necessary.

I understand that the class teacher is in charge of all activities and the behaviour management in the class. If I am asked to work with an individual or group of children within the classroom, I should follow the school Behaviour Policy which is on display in every classroom. I will not under any circumstances use physical force.

I understand that before I start working in school, the school will initiate an enhanced CRB check on me in the interest of the safety of the children in the school in accordance of the Children's Act 2004 (section 11).

Should a situation arise that indicates that I have divulged any confidential information to a parent or members of the public the matter will be investigated and my placement may be withdrawn.

I understand that my personal details and details of the CRB check will be held on the school's single central record for inspection by authorised personnel only.

**Name:** .....

**Date:** .....

**Signed:** .....

**Volunteer Coordinator** .....

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**APPENDIX 4**

**OFF –SITE VISITS VOLUNTEER / PARENT AGREEMENT**

School trips are an integral part of learning at Newington Green and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: You will have an important role to play in the success and safety of the school trip.

Please read and return this appendix, and sign and return the helper's return slip.

This is part of our school's risk assessment planning.

**Role of the volunteer Helper**

- To be responsible and look after, in equal measure in conjunction with school staff, all of the children in your group.
- To stay with your allocated staff member / group of children, ensuring that their well-being and safety is maintained for the total duration of the school trip.
  - To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that the group you are with keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip.
- To contact your / child's class teacher / school member of staff if there are issues with first aid, safety and / or behaviour.

**Working alongside School Staff**

School staff expect volunteer helpers to:

Comply with all of the above whilst being under the direct line management of school staff. Show commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs / labels/ information, asking questions that encourage children to think. Follow guidance from the school staff.

**What is not permitted**

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give / buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.

**First Aid**

All first aid bags will be carried by staff, who will also have a list of children with any medical needs. You will be informed if any child in your group has medication / medical needs. If medication needs to be administered, this will be done by a trained member of staff. Asthma inhalers will be brought for children who has asthma along with the emergency asthma inhaler in case of emergency.

**Emergencies**

You are expected to inform a member of staff as soon as possible if you become separated from the rest of the school party, please telephone the school directly on 0207 254 3092 and they will contact the staff member.

**Parent Volunteer:**

I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

**Trip Venue:** \_\_\_\_\_

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