



SPHERE FEDERATION

Scholes (Elmet) Primary | St James' CE Primary | Moortown Primary

Volunteer policy and good practice guide

Introduction

Thank you for expressing an interest in volunteering your time and enthusiasm to Sphere Federation and its children and staff. Volunteers have a very important role to play in bringing a range of skills and experience that can enhance and promote the learning opportunities that we offer to our pupils.

Our volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Ex-members of staff
- Students on work experience
- University students
- Local residents
- Friends and supporters of the school

The types of activities that volunteers engage in, include:

- Listening to pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils as an additional tutor
- Assisting with extra-curricular activities

Safeguarding

Sphere Federation is committed to the safeguarding of pupils and everyone who works here. We expect volunteers to share this commitment and follow policies and procedures in relation to this.

Becoming a volunteer

Anyone wishing to become a volunteer should approach a member of the school administration team.

Volunteers should complete a Volunteer Application Form (Appendix 1) and the Volunteer Agreement (Appendix 2) which sets out our expectations of volunteers, and confirms that they have received a copy of this Volunteer policy and good practice guide.

If the volunteer will be in school on a frequent or regular basis, a DBS Enhanced Disclosure is undertaken and references are checked before the volunteer starts working. Volunteer records will be kept centrally within the school.

If successful, a short induction meeting takes place (this is not required where a volunteer is participating in a one-off activity):

- the volunteer will be made aware of their role and responsibilities
- relevant school policies and documentation will be explained and issued; these will include those relating to safeguarding
- an appropriate member of staff will ensure that volunteers are clear about emergency procedure (eg fire alarm evacuation) and about any safety aspects associated with particular tasks (eg using equipment or accompanying pupils on visits).

Upholding the school ethos

All adults and young people who work within our federation, whether as a paid member of staff or as a volunteer, are expected to work and behave in such a way as to promote our aims and educational purpose.

- It is critically important for pupils to see all adults in school as role models.

- 🌀 You are not expected to make judgments about pupils' abilities or behaviour. Any personal views you may have about a pupil's ability should not be disclosed to anybody except a member of the school's teaching staff.
- 🌀 Your help will bring you into close contact with staff and pupils. Much of what you see in school is confidential, so please do not talk about things outside of school.
- 🌀 Please do everything possible to avoid any physical contact with pupils, even touching.
- 🌀 You should not get drawn into inappropriate topics of conversations with pupils. If a pupil begins to talk to you about matters which disturb you, please talk to a member of staff, or the Head of School.
- 🌀 Although it can be tempting, please do not seek to use your time in school as an opportunity to discuss personal issues such as your child's educational progress (this can be distracting for teachers during school time).
- 🌀 All personal belongings (bags, valuables and medications) must be kept with you at all times or locked away securely (a member of staff will help you with this).
- 🌀 Mobile phones, personal cameras and recording devices must be locked away, out of the reach of children during school hours, and must never be used to take photographs of pupils, whether in school or out on a school trip or other event.
- 🌀 If you are in doubt about anything, always ask the advice of a member of staff or the Head of School.
- 🌀 Many of the above standards are there not only for the protection of our children, but also for your own. A breach of any of the standards set out above might lead to a volunteer being removed and considered an unsuitable candidate for further voluntary / student placement involvement. Obviously, we hope and expect that such a situation remains extremely rare.

Supervision

All volunteers work under the supervision of a teacher or full-time member of staff. Teachers retain ultimate responsibility for pupils at all times, including pupils' behaviour and the activity that they are undertaking. Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out and the expected outcome of the activity. In the event of any query or problem regarding the pupil's understanding of the task, their behaviour or welfare, volunteers must seek advice / guidance from their designated supervisor.

Health and Safety

Volunteers need to exercise due care and attention and communicate any obvious hazards or concerns to their designated supervisor or other senior member of staff. Volunteers are covered by the school's Indemnity and Public Liability Insurance.

Complaints

Any complaints made about a volunteer will be referred to the Head of School or delegated to a senior member of staff for investigation. Any complaints made by a volunteer will be dealt with in the same way. The Head of School or designated member of staff reserves the right to take the following action:

- 🌀 Speak with the volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again
- 🌀 Offer an alternative placement for the volunteer (eg helping with a different activity or in another class)
- 🌀 End the school-volunteer relationship, and therefore no longer agree for the individual to volunteer in school

The volunteer will be provided with a copy of Sphere Federation's Complaints Policy and Procedures if he/she requests.

Equality, diversity and inclusion

At Sphere Federation we aim to ensure that no member of the school community experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; any disability they may have; their ethnicity, colour or national origin; their gender; their religion or beliefs. We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of

our children's range of life experiences when devising and implementing school policies and procedures.

Monitoring and Evaluation

This policy and guidance will be regularly reviewed by senior leaders in Sphere Federation.

Finally...

We hope that you find this guidance helpful and that you will keep it in mind throughout your time in school. We are confident that you will enjoy the experience of working as a volunteer, satisfied in the knowledge that you are making a positive contribution.

Appendix 1



Scholes (Elmet) Primary | St James' CE Primary | Moortown Primary

Volunteer application form

Personal details

Title:	Home address:
First name(s):	
Surname:	
Home telephone number:	Postcode:
Mobile number:	

Which school are you interested in volunteering for?

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What activities / areas of the school's work would you like to help with?

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

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Do you have any disabilities or other needs we need to take into account, or adjustments we need to make, to enable you to work as a volunteer in school? (Please give details)

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References

It is expected that applicants will name their most recent employer as their first referee.

Title:	Title:
Name:	Name:
Position:	Position:
Address:	Address:
Postcode:	Postcode:
Telephone:	Telephone:
Email:	Email:
Capacity in which known:	Capacity in which known:

Secondary, further and higher education				
Dates (month and year) (start and end date)	School, college, university or educational establishment	Exams taken or being taken or any other qualifications obtained	Full or part time	Exam result / grade (with dates)

Work experience (please start with most recent)			
Please give details in chronological order or any experience / activities which you consider relevant e.g. commercial experience, raising a family, youth work, voluntary work.			
Details and nature of work / activity	Name of employer	Period of service (start and end date)	Full time / part time

Information in support of this application

You may use this space to provide any information you wish, including any interest or unpaid activity. Ensure that you provide a full description of all skills, knowledge and experience that you feel are relevant.

Criminal Offences

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions or binding overs which for other purposes are 'spent' under the provisions of the Act.

You are asked to disclose any previous convictions. Any failure to disclose convictions could result in dismissal from the voluntary position.

Have you ever been convicted of a criminal offence, received bindovers or police cautions?

Yes / No

If **Yes**, please give details:

Data Protection Act 1998

The information you submit will be processed by Sphere Federation who act as a data processor for Leeds City Council.

Declaration

I consent to Sphere Federation recording and processing the information detailed in this application form. I understand that this information may be used by the company in pursuance of its business purposes and my consent is conditional upon Sphere Federation complying with their obligations under the Data Protection Act 1998.

I confirm that all information given in this application is accurate and I agree that if my application is successful my appointment will be subject to satisfactory criminal vetting under the legislation for the protection of children.

Signed:

Date:

**Thank you for taking the time to complete this Volunteer Application Form. Please hand it to the School Office, marked for the attention of the Head of School.
Your offer of help is greatly appreciated, but we can't guarantee we will be able to accommodate every volunteer in our schools. We'll be in touch soon.**

Equal opportunities	
Volunteers will not be unfairly discriminated against on the grounds of their sex, marital status, disability, colour, race, nationality or ethnic origin, sexuality or age. To ensure the effectiveness of the policy, and to assist in its development, all applications are monitored. You do not need to respond to some or all if you'd rather not.	
Age	
Date of birth:	
Gender	
Male	
Female	
Other	
Disability	
Are you disabled?	
Yes	
No	
Do you consider yourself to meet the Disability Discrimination Act definition of a disabled person?	
Yes	
No	
For disabled candidates only	
If called for an interview, does your impairment require us to make any particular arrangements?	Yes / No
If yes, please describe. It would be useful if you could give us any information you have about how these might be overcome. If you do not let us know at this stage what your needs are, there is no guarantee that we can meet them if you let us know at a later date.	
Ethnic Background	
White	
English / Welsh / Scottish / Northern Irish / British	
Irish	
Gypsy or Irish Traveller	
Any Other White background	
Mixed / Multiple ethnic group	
White and Black Caribbean	
White and Black African	
White and Asian	
Any Other Mixed / multiple ethnic background	
Asian / Asian British	
Indian	
Pakistani	
Bangladeshi	
Chinese	
Any other Asian background	
Black / African / Caribbean / Black British	
African	
Caribbean	
Any other Black / African / Caribbean background	
Other	
Arab	
Any other ethnic group	
Would prefer not to say	

Appendix 2



Volunteer Agreement

Thank you for offering your services as a volunteer at Sphere Federation.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please sign this Volunteer Agreement and hand it in to the School Office.

I have been accepted as a volunteer at Sphere Federation and I can confirm the following:

- I understand and accept the Sphere Federation Volunteer Policy and Good Practice Guide, which applies to my involvement as a volunteer
- I agree to support Sphere Federation aims and educational purpose
- I agree to adhere to Sphere Federation policies and procedures at all time
- I agree to work within the boundaries of Sphere Federation Safeguarding procedures at all times
- I agree to treat any information obtained from within school with the strictest of confidence
- I agree to undertaking an enhanced Disclosure and Barring Service check
- I have been informed of who will be my designated supervisor

Signed:

Full Name:

Date: