

Aims

At Dussindale Primary School, we recognise and value the effort taken by volunteers who contribute towards our school. We encourage your assistance and acknowledge that many school activities and processes would be at risk if it were not for your help. As a result, we want to make sure that your time spent in the school is productive and enjoyable.

The development of any volunteer, whether for one day or for a number of sessions over a longer period, must take into account the needs of pupils and the staff to whom they are assigned. We have a duty to ensure that the welfare of pupils is promoted and they are safeguarded from harm.

This policy sets out the practices and procedures which will be followed when appointing, managing and supervising volunteers, as well as a Code of Conduct which all volunteers are required to comply with. All volunteers will be required to read this policy prior to their attendance at the school.

The school wants to ensure that activities are planned properly and safely, and that volunteers are informed of these plans. We will ensure that volunteers work under supervision and have access to a member of school staff, should they wish to discuss difficulties or report on issues that may arise.

The Head teacher reserves the right to terminate any volunteer placement immediately.

This policy must be read in conjunction with the school's 'Safeguarding incorporating Child Protection' policy.

1. Legal framework

1.1 This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE Keeping Children Safe in Education 2018
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- DfE Disqualification Under the Childcare Act 2006 (2018)
- The Childcare Act 2006
- The General Data Protection Regulation (GDPR)
- The Data Protection Act 2018

2. School regulations

2.1 All volunteers will be required to make themselves familiar with school policies and procedures, including but not limited to the following:

- Safeguarding (incorporating Child Protection) Policy
- Behaviour Policy
- Safe Touch Policy
- E-Safety Policy
- Health and Safety Policy

3. Safeguarding Children and Child Protection

3.1 Regular volunteers will be subject to the same checks as a member of staff and a DBS certificate will be obtained.

- For the purpose of this policy, a volunteer would be engaging in "regulated activity" if they work unsupervised when teaching or looking after children regularly, or provide pastoral care on a one-off basis. **At Dussindale Primary School, under no circumstances should any volunteer be left unsupervised or be allowed to work in regulated activity.** All volunteers will be supervised by a staff member who is in regulated activity.

3.2 The school may decide to conduct a repeat DBS check on any volunteer of whom they hold concerns about.

3.3 The following factors will be taken into consideration when deciding whether to seek an enhanced DBS certificate for non-regular volunteers:

- The nature of the work with the pupils
- The school's knowledge of the volunteer, including any formal or informal information offered by staff and parents
- Whether the volunteer has any other employment or voluntary activities, and where referees can advise of their suitability
- Whether the role is eligible for an enhanced DBS check

- 3.4 Any individual who is classified as being disqualified under the *Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018* and section 25 of the *Childcare Act 2006*, is unable to provide any means of childcare provision. Therefore, any volunteer who is directly concerned with the management of childcare provision, or who works with children on a regular basis, whether supervised or not, is covered by these regulations and may be disqualified.
- 3.5 An individual will be classed as disqualified if:
- They have been reported on the DBS Children's Barred List.
 - They have been noted as committing certain violent and sexual offences against children and adults.
 - They have been refused any provision relating to childcare, or have been prohibited from private fostering.
 - They have received certain orders in relation to the care of children.

The school will not employ any volunteer who is classified as being disqualified under the above regulations.

- 3.6 When gathering information to make decisions, the school will ensure that they act proportionately in order to minimise any intrusion into an individual's private life. The GDPR does not prevent an employer from asking questions relating to the suitability of the individual employed on safeguarding grounds.
- 3.7 Volunteers will be provided with safeguarding information as determined by the governing board, using a proportional, risk-based approach.
- 3.8 When new regular volunteers join Dussindale, during their induction they will be informed of the safeguarding arrangements in place and be told who the Designated Safeguarding Lead (DSL) and alternate DSLs are. They will be given a copy of the school's Safeguarding Policy along with the Code of Conduct, Part One and Annex A of 'Keeping Children Safe in Education' They will also receive a copy of the Behaviour Policy and be informed of the school's response to children who go missing from education. All volunteers are expected to read and adhere to these key documents. They will also be provided with the safeguarding recording form and given information on how to complete it.
- 3.9 Every new regular volunteer will also receive safeguarding training during their induction period. This programme will include information relating to signs and symptoms of abuse; how to manage a disclosure from a child; how to record; the processes for referral to Children's Services and the statutory assessments under Section 17 and Section 47; as well as the remit of the role of the Designated Safeguarding Lead (DSL). The training will also include information about whistle-

blowing in respect of concerns about another adult's behaviour and suitability to work with children. Staff will also receive on-line safety training as this is part of the overarching safeguarding approach of our school and will sign the E-Safety agreement.

3.10 All staff, visitors and volunteers are required to be identified and located at all times. For this reason, the following process will be adhered to:

- Volunteers sign in and out of the building at the office/reception where they will be given a '*Safeguarding Information Leaflet for Visitors and Volunteers*';
- A Visitor's badge must be worn at **all** times;
- The headteacher and DSL are made aware of where the volunteer is working.

3.11 All volunteers will remain alert to, and when it comes to their attention report to the DSL, the potential need for early help for a child.

4. Allegations of abuse

4.1 The aim of Dussindale Primary is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for our children. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

4.2 Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

4.3 Further details of the steps we will take to safeguard our children and to ensure that the adults in our school are safe to work with children can be found in the Safeguarding (incorporating Child Protection) Policy.

5. Health and safety

5.1 All volunteers will be required to read the Health and Safety Policy, prior to them undertaking any activity on behalf of the school.

5.2 All volunteers will ensure that they are familiar with emergency procedures, e.g. evacuation, and of any health and safety aspects relating to the activity they will be undertaking, e.g. whilst in a cookery class.

5.3 If a volunteer notices any potential hazard which may put another individual at risk of harm, they will report this immediately to the class teacher or a senior member of staff.

6. Absence

- 6.1 Volunteers are required to inform the school office by 8:00 am if they are unable to attend at the agreed time.
- 6.2 Failure to inform the school office on more than three instances may result in the volunteer being unable to attend the school on any further occasions.
- 6.3 If a volunteer is called away in the event of an emergency while volunteering, they will inform the class teacher or senior leader, and will sign out of the building before leaving the premises.

7. Confidentiality

- 7.1 Volunteers will be reminded that all information with regards to individual pupils and members of staff is confidential, and that the sharing of data is protected under the Data Protection Act 2018.
- 7.2 Volunteers are not permitted to discuss any confidential information regarding a pupil or member of staff, with any other individual at the school unless it is with a DSL with regards to safeguarding.
- 7.3 Any volunteer who breaches the confidentiality rules will be asked to leave the premises and will not be able to return to undertake any further activity.
- 7.4 Volunteers will report any concerns to a member of staff and are instructed **not** to notify the parents.

8. Internet use

- 8.1 All volunteers will be required to behave in an ethical and respectful manner with regards to email and internet use, and will be expected to follow the processes outlined in the school policies and Code of Conduct.
- 8.2 Volunteers will have restricted access to the school network and will be instructed on ensuring appropriate use.
- 8.3 No volunteers are permitted to make contact with pupils via social media or email, or arrange to meet pupils outside of school.

BEHAVIOUR AND CONDUCT

- All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at the school.
- Volunteers will accept and follow directions from their supervisor (and/or a member of the SLT) and seek guidance through clarification where uncertain of tasks or requirements.
- Volunteers are expected to treat other adults in school, pupils, parents/carers, and external contacts with dignity and respect.
- The use of foul and abusive language will not be tolerated.
- Discrimination, bullying, harassment or intimidation, including physical, sexual and verbal abuse will not be tolerated.
- Volunteers will not misuse or misrepresent their position, qualifications or experience, or bring the school into disrepute.
- Volunteers **will not** discipline a pupil; if there are any problems, the class teacher/senior member of staff must be informed straight away and he/she will deal with the situation.

APPEARANCE AND DRESS

The school expects the volunteers will:

- Ensure that their appearance is professional, clean and smart when at or representing the school
- Dress in a manner that is appropriate to their role, remembering they are a role model for pupils.

In order to ensure safety and comfort to all volunteers the following advice is offered. (NB/ Governors reserve their right to be the final arbiters of its interpretation.)

- All footwear must have backs;
- All volunteers engaging in sporting activities must wear appropriate clothing;
- Small earrings are acceptable and safe;
- Volunteers should not wear clothing that could be considered culturally insensitive, provocative, or revealing.

GIFTS, REWARDS AND FAVOURITISM

Volunteers should be very careful not to show favouritism to any one child or group of children, either by how children are selected / excluded from activities, or by giving gifts or extra time or attention other than that required by particular needs.

CONDUCT OUTSIDE OF SCHOOL

A volunteer's work, interests and activities must not be seen to bring the school into disrepute. Volunteers will not engage in outside work which could seriously damage the reputation and standing of the school or the reputation of other members of the school community. In particular, criminal offences that involve violence, possession or use of illegal drugs or sexual misconduct are unacceptable. Volunteers will not engage in inappropriate use of social network sites which may bring themselves, the school, or school community into disrepute.

Volunteers are required to declare their interests, both personal and financial, where the group or organisation they are affiliated with would be considered to be in conflict with the ethos of the school. Failure to make a relevant declaration of interests is a very serious breach of trust.

The deliberate falsification of documents, such as references, academic qualifications or legal documents is unacceptable. Where a volunteer falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

SMOKING, ALCOHOL AND OTHER SUBSTANCES

Volunteers will not smoke on, or directly outside the school premises. Volunteers will not smoke whilst working with or supervising pupils off-site, such as when on educational visits and trips. The taking of illegal drugs is unacceptable and will not be tolerated. Volunteers must never attend the school under the influence of alcohol. If alcohol or drug usage impacts on a volunteer's performance, the school has the right to discuss the matter with the volunteer and take appropriate action in accordance with the school's disciplinary procedures, including referral to the police.

HEALTH AND SAFETY

Volunteers will:

- Be familiar with and adhere to the school's Health and Safety Policy, and ensure that they take every action to keep themselves and everyone in the school environment safe and well.

- Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.
- Comply with hygiene requirements.
- Comply with accident reporting requirements.

RELATIONSHIPS WITH PUPILS

The school expects that volunteers will:

- Maintain professional boundaries and relationships with pupils at all times, and will consider whether their actions are warranted, proportionate, safe and necessary.
- Act in an open and transparent way that would not lead to others questioning their actions.
- Ensure that they do not establish social contact with pupils for the purpose of securing a friendship, or to pursue or strengthen a relationship.

PHYSICAL CONTACT WITH PUPILS

The school understands that there are circumstances in which it is entirely necessary for staff and volunteers to have physical contact with pupils; however volunteers will only do so in a professional and appropriate manner in line with relevant school policies.

- Volunteers **must not** assist in intimate care.
- Volunteers **must not** administer First Aid, unless they have given a copy of up to date certificate in to the school and this has been agreed in advance by the head teacher at their induction.

When physical contact is made with pupils, it is imperative that it is conducted in a way which is responsive to the pupil's needs, is of limited duration and is appropriate to their age, stage of development, gender, ethnicity and background. Volunteers will seek the pupil's permission, where possible, before initiating contact. Volunteers will always use their professional judgement when determining what physical contact is appropriate, as this may differ between pupils. As such, the pupil's feelings and wishes will always be taken into account.

Volunteers will **never** touch a pupil in a way which is indecent, and will always be prepared to explain their actions.

Volunteers will be aware that even well-intentioned physical contact may be misconstrued by a pupil, an observer or by anyone to whom this action is described and, therefore, will be prepared to justify their actions.

Volunteers will not engage in rough play, tickling or fun fights with pupils. Extra caution will be taken where it is known that a pupil has previously suffered from abuse or neglect.

Physical contact will never be secretive; if a member of staff believes an action could be misinterpreted, this will be reported to the headteacher (or the person acting in the absence of the headteacher) straightaway and appropriate procedures will be followed.

Where it is necessary in sporting activities for volunteers to demonstrate use of equipment, this will be only be conducted with another member of staff; if a pupil is required to participate, their consent will be given before doing so.

If a child is in distress and in need of comfort as reassurance, volunteers may use age-appropriate physical contact such as a 'safe hug' in line with the Safe Touch Policy. Volunteers will remain self-aware of their actions at all times and ensure that their contact is not threatening, intrusive or subject to misinterpretation.

ONE TO ONE SITUATIONS

Volunteers **should never** be alone with a child. If working 1:1 with a child, this should be in an area of the school which is visible by other members of staff.

E-SAFETY

Volunteers will adhere to the procedures outlined in Dussindale Primary Schools' E-safety policy at all times.

The school understands that some volunteers are also parents/carers of pupils at the school and, therefore, may wish to make contact with other parents/carers. When doing so, volunteers will exercise their professional judgement and will not contact family members on social media if this would lead to a conflict of interest.

Volunteers will remain mindful of their use of social media and their web-based presence; this includes written content, videos or photographs, and views expressed directly or indirectly which may bring themselves, the school or the school community into disrepute.

No volunteers are permitted to make contact with pupils via social media or email, or arrange to meet pupils outside of school.

PHOTOGRAPHY AND VIDEOS

Volunteers **must** seek consent from the Headteacher (in advance) with regards to photographs and videos. If consent is granted this will only be taken using school equipment - **using personal mobile phones for this purpose is prohibited.**

The school will obtain consent obtained from parents/carers and pupils in the event of any images or videos of pupils which the school wishes to use, e.g. to publish on the website. The wishes of the pupil will also be taken into account when taking images or videos, ensuring that those who do not wish to have their photograph taken or be filmed are respected. The headteacher will always be notified of the proposed use of the imagery or video and the equipment, and ensure that the use of such is included in lesson plans where this is necessary.

All photographs and videos will be available for scrutiny, and volunteers will be prepared to justify the images or footage taken. Careful consideration will always be given to the activities which are being filmed or photographed, in order to ensure that images or videos are not indecent and cannot be misused.

USE OF PERSONAL DEVICES

Personal phones should only be used in the office area or in classrooms outside of working hours when children are not present.

CURRICULUM

Children often raise sensitive issues during the course of discussion. Where children raise issues or questions that may lead to inappropriate, offensive or harmful discussion, volunteers should exercise caution and seek advice from a member of the Senior Leadership Team.

REFRESHMENTS

Hot drinks and food are not permitted in the classroom during working hours when children are present.

I, _____, have read the code of conduct and agree to abide by the rules outlined.

Signed: _____

Date: _____

Volunteer agreement form

Name:	
Name of staff member to whom you will report:	
Number of times that you will volunteer in the school:	
Between the following dates (to be reviewed after one month):	

Please tick the appropriate box once you have read and understood the following documents:			
Behaviour Policy			
Anti-bullying Policy (and child-friendly version)			
Child Protection and Safeguarding Policy			
Health and Safety Policy			
Prevent Policy			
Photography and Video Policy			
E-Safety Policy			
SEND Policy			
Staff Anti-bullying/Harassment Policy			
Data protection and Data Breach Policy			
Safe Touch Policy			
Volunteer Code of Conduct			
I understand that I am a volunteer and will therefore not receive payment for my duties, including travel expenses:			
Signature of volunteer:		Date:	
Signature of Headteacher:		Date:	

Volunteer application form

Name:		Date of birth:	
Postcode:		Telephone:	
Address:			

Is your application in connection to an educational course? (please circle)	Yes/No
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In the box below, please give details of why you wish to volunteer and the activities you want to undertake:

If you answered 'yes' to the above, please fill out the table below:

Name of educational school/college/university:		Postcode:	
Address:			
Course details:			
Qualification:		Length of course:	
Link tutor:		Telephone:	

Please fill out the below, providing accurate details of when and how long you are available for:

I wish to work on the following school days (please tick):

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

I wish to work (please tick):

- A full day ([8:30am](#) - [3:20pm](#))
- Mornings
- Afternoons

Please list any other requirements in terms of availability (e.g. specific times):

Reference 1:

Name

In what context do they know you?

Address

Email

Phone number

Reference 1:

Name

In what context do they know you?

Address

Email

Phone number

If accepted, I understand that I will need to attend an induction meeting, safeguarding training and will need to be aware of, and follow, all school policies:

Signature of volunteer:

Date:

FIRST AID

A number of staff are First Aid trained and there is a list in each classroom and first aid room. They should be called to assist with an emergency, or be called upon if a pupil or adult is taken unwell.

FIRE SAFETY

If the fire alarm should sound, please leave by the nearest fire exit and report to a member staff on the top playground. Do not re-enter the building until informed it is safe to do so.

REPORTING CONCERNS ABOUT ADULTS

If you have any concerns relating to the conduct of an adult working in the school, please speak to the Headteacher (or Deputy in her absence). If the concern relates to the conduct of the Headteacher, please contact the Chair of Governors—details available at the school office. Alternatively, you can contact the Local Authority Designated Officer (LADO) on 01603 223473 or the NSPCC Whistleblowing Line 0800 028 0285 (8:00AM TO 8:00PM MON-FRI)

VISITOR AGREEMENT

The visitor badge is issued to you on the following conditions:

- Your badge should be collected when you sign in on arrival and handed back when you sign out on departure.
- The Visitor badge must be on show at all times during your visit.
- Your safety and wellbeing are important to us. As a visitor you have a duty to care for the health and safety of yourself and others.
- The school cannot be held responsible for any loss or damage to vehicles and/or personal possessions whilst using or visiting these premises.
- Smoking on the site is prohibited.

I have read and understood the information included in this pamphlet.

NAME:.....

SIGNED:.....

DATE:.....



**DUSSINDALE
PRIMARY SCHOOL**
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office@dussindale.norfolk.sch.uk

**INFORMATION
FOR VISITORS
SAFEGUARDING
AND SAFETY**

Role	Name
Designated Safeguarding Lead	Sally Bailey
Headteacher/Alternate DSL	Louise Norgate
Alternate DSL	Sarah Dorling
Named Safeguarding Governor	Peter Harwood
Chair of Governors	Owen Jenkins

SAFEGUARDING

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.
(Keeping Children Safe in Education DfE 2018)

All adults visiting the school are advised to maintain an attitude of 'it could happen here'.

IF YOU HAVE ANY CONCERNS ABOUT THE SAFETY OR WELFARE OF A CHILD AT THIS SCHOOL PLEASE ASK A MEMBER OF STAFF TO LOCATE THE DESIGNATED SAFEGUARDING LEAD **IMMEDIATELY** SO YOU CAN SHARE THIS INFORMATION.

THE NAME OF THE DSL AND ALTERNATE DSLs ARE ON THE FRONT OF THIS LEAFLET.

KEEPING OURSELVES SAFE

We must take steps to keep ourselves safe. Our actions can sometimes be perceived in a way that was not intended. We want to ensure safe working practices, for everyone on the school site, regardless of role. Therefore, please follow these guidelines:

- Act in a professional, open and transparent way that would not lead to others questioning your actions.
- Mobile phones should not be used in areas where children are present.
- **Do** report any unacceptable behaviour from a pupil to a member of staff.
- **Do not** give any personal information to any pupil, for example your name, address, telephone number, e-mail address or personal websites.
- **Do not** accept or respond to a pupil attempting to give you personal information, for example their name, address, telephone or mobile number, e-mail address or personal websites.
- **Do not** be in an unsupervised one to one situation with a pupil.
- **Do not** have physical contact with a pupil.

OUR SCHOOL DOES NOT TOLERATE ANY FORM OF HARASSMENT OR DISCRIMINATION. PLEASE REPORT ANY UNACCEPTABLE BEHAVIOUR TO A MEMBER OF STAFF.

WHAT TO DO IF A CHILD MAKES A DISCLOSURE

DO LISTEN SENSITIVELY

DO INFORM THEM THAT YOU WILL NEED TO TELL THE DESIGNATED SAFEGUARDING LEAD (MRS BAILEY) OR (ALTERNATE DSL) MRS NORGATE OR MRS DORLING

DO LOCATE THE DSL AND MAKE A WRITTEN RECORD USING THE AGREED SAFEGUARDING FORM

DO NOT ASK LEADING QUESTIONS OR INVESTIGATE

DO NOT PROMISE TO KEEP A SECRET

PLEASE REPORT ANY CONCERNS INCLUDING: EMOTIONAL/BEHAVIOURAL PRESENTATION; PHYSICAL PRESENTATION; ANY DISCLOSURE OF DOMESTIC VIOLENCE OR HARM.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us, as we would prefer know about something that appears small than miss a worrying situation.