



Inspiring Primaries Academy Trust  
Inspiring pupils to achieve for their tomorrows

## Inspiring Primaries Academy Trust Policy for Volunteers (M19)

The Board of Trustees adopted this policy on 10 November 2020  
To be reviewed Autumn 2023 or earlier if required.

***IPAT is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers' and visitors to share this commitment.***

### Introduction

We want our schools to be open and welcoming to all who would like to support the children. We also want to encourage parents, carers and other adults to help teachers in a variety of ways. ***However, our overriding concern is for the safety of the children in our care.*** This document sets out our trust's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security.

Our schools have a variety of adults working on the premises at any one time. They can be categorised as follows:

- Paid full-time or part-time staff employed by the trust:
- Governors or trustees
- Adult workers employed by another organisation:
  - Peripatetic music teachers
  - Trainee teachers
  - Advisers and inspectors
  - Health staff
  - Grounds maintenance staff
  - Contract workers
- Volunteer helpers:
  - Parents, carers or other adult helpers working alongside teachers
  - Students on work experience

***This policy sets out the arrangements for volunteers only.***

### Aim

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

### Volunteers

Volunteers support the school in a number of ways, including:

- Supporting individual pupils;
- Helping with classroom organisation;
- Helping with the supervision of children on school trips;
- Helping with group work.

Volunteer helpers are **not** allowed to do the following activities:

- Take responsibility for all or some of the whole class;
- Change very young children, or supervise them changing;
- Supervise children engaged in PE or other specialist activities;
- Take children off the school site without a teacher in charge.

***The responsibility for the health and welfare of the child remains with the class teacher at all times.***

### **Becoming a volunteer**

Anyone wishing to work as a volunteer in our schools on a regular basis should complete the brief application form. For the children's safety, all regular volunteer helpers are required to have enhanced clearance before they volunteer in our schools. Where the volunteering is a placement linked to a course of study the cost of the DBS (if required) will be met by the volunteer (or his/her college) unless a portable DBS has been activated. Additionally, two character references will be sought and must be received prior to the volunteering commencing. An entry will be made on the relevant school's Single Central Record for Safeguarding. The Executive Principal / Headteacher has the authority not to accept the help of volunteers if s/he believes it will not be in the best interests of children.

All volunteers working regularly in school must undertake a safeguarding induction to include health and safety and child protection before commencing their voluntary role. Volunteers are expected to adhere to school policies and sign a confidentiality agreement.

### **Signing in**

When volunteers arrive in school, they must sign in at the reception desk. They will be given a visitor's badge, which they should wear at all times. The signing-in sheet will give the date and time of arrival. They must also sign out, stating the time they are leaving, and return their badge before they leave.

### **Expectations**

Volunteers in school should expect to:

- Be welcomed and recognised for their valuable contribution to the learning experience for the children they support.
- Be assigned worthwhile tasks.
- Access trust / school policies or procedures that are relevant to their role.
- Access any training that is necessary for the success of their activities.

The Trust / School expects all volunteers to:

- Adhere to the relevant policies.
- Read and work within the Keeping Pupils Safe in Education Part 1.
- Work under the supervision and direction of staff.
- Be role models for the children they work with.
- Refer any behavioural or safeguarding concerns to the class teacher and not to attempt to deal with any such issues themselves.
- Commit to a regular window of time to allow teachers to plan activities to include the volunteer.
- Advise the school as soon as possible when it is not possible to attend.
- Be familiar with the school's evacuation procedure and follow staff instruction.
- Disclose any information of a criminal nature.

