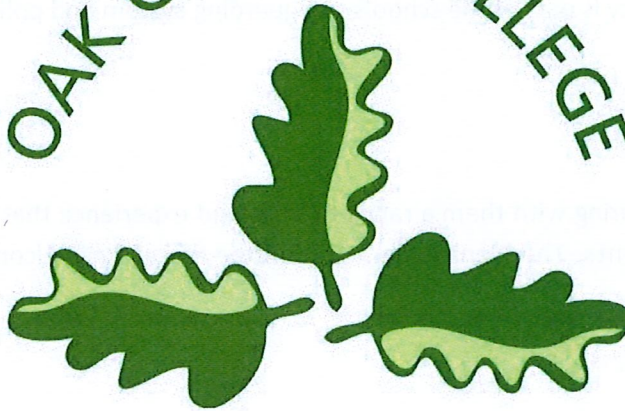


OAK GROVE COLLEGE



Everyone matters, every day counts

VOLUNTEER POLICY

Policy created:

Policy first adopted:

Signed chair of Management Committee:

A handwritten signature in black ink, appearing to be 'A. Lee'.

Re-adopted & signed:

28.01.19.

## **Volunteer Policy - Oak Grove College**

The school's volunteer policy is part of the schools safeguarding system and policy.

### **Introduction**

Volunteers at our college bring with them a range of skills and experience that can enhance the learning opportunities of our students. The Management Committee therefore, welcomes and encourages volunteers from the local community.

Our volunteers may include:

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

Oak Grove College welcomes volunteers dependent on the candidate and available spaces within college. Senior Management maintains the right to refuse volunteers and also terminate placements.

The types of activities that volunteers engage in, on behalf of the college, include:

Working with small groups of pupils to assist them in their learning

Working alongside individual pupils, as an additional tutor

Accompanying college visits

Undertaking a project in agreement with Senior Leaders of the college

### **Becoming a Volunteer**

Anyone wishing to become a volunteer, must first make contact with the college business manager for a short interview to discuss why they wish to volunteer and what they aim to achieve. It is the decision of the college to take on volunteers and this will depend on the time of year, the number of volunteers we already have in college and the potential impact on the children.

Volunteers should complete the Volunteer Application Form (appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

## **Child Protection and Safeguarding**

Safeguarding is our priority and we follow the safer recruitment guidelines to ensure that we are committed to safeguarding pupils, staff and visitors and expects its volunteers to share that commitment. The process of recruitment of volunteers mirrors the safer recruitment of paid staff to ensure the most suitable adults for our college.

To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers are given a copy of the Volunteer Policy and asked to sign a
- *Volunteer Agreement* (Appendix 2)
- All of our frequent volunteers must have been cleared by the Disclosure and Barring Service (DBS).
- Volunteers have a clear job description (Appendix 3)
- Volunteers will sign the visitors book at reception on arrival and sign out when leaving.

## **On-line Safety**

Online Safety relates to the teaching and learning of technology and through technology in a responsible and safe environment, focusing on raising awareness of the core messages of safe content, contact and conduct when using it. This can include accessing websites and online content, email, online chat rooms, mobile phones, gaming and games consoles, social networking sites, instant messaging (IM), viruses and spam. Volunteers, like staff are expected to follow the acceptable use policy which is available from the office or the school website, James Winchester leads on Online Safety.

Personal devices including mobile phones and wrist watch phones that connect to the internet should not be used in college during class time.

Volunteers must only use school owned devices for college purposes by agreement of the class teacher.

## **Work Experience/Placement Students**

We are happy to take students on placement if we have suitable experiences available. Secondary schools, colleges and universities wanting students to be placed with us need to formally make contact with the Business Manager outlining the aims of the placement and duration. Oak Grove College does not accept students aged 16 and under due to the age of the students on roll.

## **Confidentiality**

Volunteers are bound by a code of confidentiality. Any concerns that volunteers have about the students they work with/come into contact with should be voiced with the Class Teacher or Designated Safeguarding Officer.

Volunteers who are concerned about anything in the school, which may affect their work should raise the

matter with the Head teacher or appropriate senior member of staff. Any information gained at the school about a student or adult should remain confidential.

### **Supervision**

All volunteers work under the supervision of a teacher or full time member of staff.

Volunteers should have clear guidance from the class teacher as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the students understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from the teacher.

### **Health and Safety**

The school has a Health & Safety Policy and this is made available to volunteers working in the college. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying students on visits).Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated College Business Manager. Volunteers are covered by WSCC Public Liability Insurance.

### **Complaints Procedure**

Any safeguarding issues must be reported to the Designated Safeguarding Officer

Any complaints made about a volunteer should be reported to the College Business Manager.

Volunteers must address any complaints to the College Business Manager or Headteacher.

### **Monitoring and Review**

This policy has been approved by the Management Committee and will be regularly reviewed and updated.

APPENDIX 1

VOLUNTEER APPLICATION FORM – Please complete all sections using ‘not applicable’ where appropriate

Surname	Marital status (Married, etc)
Previous name	Title (Mr, Mrs, etc)
Forename	Middle name
Date of Birth	Ethnic Origin
Home address	Phone
Post code	Email:
Emergency Contact name	Relationship
Emergency phone	Address
National Insurance Number	Payroll number
Make of Car	Colour
Registration	
Are you registered Disabled	Yes/No
Do you have any condition that would impact you in volunteering at Oak Grove College	Yes/No

Are you entitled to live and work in the UK?	Yes/No
Passport number:	
Do you have a current DBS Certificate	Yes/No
DBS Number:	Date:
ID seen by:	

What activities/areas of the college’s work would you like to help with:

What days/times are you available;

What do you aim to achieve from volunteering at Oak Grove College:

Please provide details of two people who can provide professional references for you:

(If this is a work experience placement from a secondary school or college you only need to provide one reference from the school that you attend)

## APPENDIX 2

### VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Oak Grove College.

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

Please read and sign this Volunteer Agreement Sheet and address it to the Business Manager.

You will receive a copy of it for your records.

- I will follow Oak Grove College's Safeguarding Policy
- I have received a copy of the School's Volunteer Policy
- I agree to treat information obtained from being a Volunteer in Oak Grove College as Strictly Confidential
- I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken
- If you already have a DBS Certificate, please hand it to the school, the number will be recorded and checks made with the issuing body. A new enhanced DBS check must be undertaken.
- I agree to follow the Acceptable Use Policy

Signed:

Name:

Date:

## Appendix 3

### Job description

Job Title                      Volunteer

### Purpose of the Role

To work with Teachers as part of a professional team to support teaching and learning.

Providing learning support to students who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and /or behaviour, social, communication, sensory or physical difficulties.

Volunteers will provide support to the College in a range of duties.

### Key Duties:

- Take part in developing and maintaining resources to assist in teaching.
- Under the direction of class teachers, following agreed lesson plans, assist the teaching and learning of individuals/ groups of pupils, using support strategies appropriate to the needs of pupils, providing feedback and liaising with teachers over problems. Prepare, develop, maintain and deploy appropriate learning aids, materials and equipment, including IT, to assist in teaching under the direction of the Teacher.
- Support the teacher in the monitoring, recording and assessment of pupil progress.
- Contribute to the development of a purposeful working atmosphere and implement and monitor the school's behaviour and any related policies and procedures.
- As required, support specific projects or activities
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Understand and support independent learning and inclusion of all pupils as required
- Take part in swimming lessons if required
- Escort and supervise pupils on educational visits and out of school activities
- Breaktime supervision including facilitating games and activities
- Advise and assist pupils in the use and deployment of complex personal learning aides and equipment
- Be aware of and comply with school policies and procedures

### Induction

Volunteers are required to undergo Health and Safety and safeguarding training and have the same responsibility as staff in relation to child protection and safeguarding, this will be arranged on the first day as

