

Heath Hayes Academy



Students & Volunteers Policy

Sept 2020

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Statement of Intent

At Heath Hayes Academy, we recognise and value the effort taken by students and volunteers who contribute towards our school.

We encourage your assistance and acknowledge that many school activities can be enhanced by the support of volunteers and students. As a result, we want to make sure that time spent in the school is productive and enjoyable.

The development of any volunteer or student, 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.

Legal Framework

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

- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- The Childcare Act 2006
- The General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- DfE 'Keeping children safe in education' 2019
- DfE 'Disqualification under the Childcare Act 2006' 2018

School Regulations

2.1 All volunteers will be required to make themselves familiar with school procedures, including the following:

- Safeguarding CP Policy
- Health and Safety Policy
- Social, Emotional and Well-Being Policy
- Whistleblowing Policy
- Complaints Policy

Regulated Activity

3.1 For the purpose of this policy, a volunteer or student will 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.

Safeguarding children and child protection

- 4.1. Students & volunteers will be provided with Level 1 Safeguarding training by the DSL at the earliest opportunity prior to them working within classrooms. If SG level 1 has not yet been completed, students and volunteers will not be in regulated activity with children on a 1:1 basis.
- 4.2. All students and volunteers will be required to have a DBS certificate.
- 4.3. The school is required to obtain an enhanced DBS certificate and barred list information for all students and volunteers.
- 4.4. The school may decide to conduct a repeat DBS check on any volunteer we hold concerns about, which will include barred list information.
- 4.5. The school wants to ensure that activities are planned properly and safely, and that students and volunteers are informed of these plans. We strive to ensure that students and volunteers have access to a member of school staff, should they wish to discuss difficulties or report on issues that may arise.
- 4.6. All staff, visitors, students and volunteers are required to be identified and located at all times. For this reason, the following process will be adhered to:
- Sign in and out of the building at the office/reception
 - Green lanyard to be worn at all times (those with SG level 1)
 - Red lanyard to be worn at all times (those waiting to complete SG level 1)
 - A designated member of staff – AHT– is made aware of where the student and volunteer is working
- 4.7. All staff, students and volunteers will remain alert to, and when it comes to their attention report to the LA, the potential need for early help for a child who:
- Is disabled and has specific additional needs.
 - Has SEND.
 - Is a young carer.
 - Is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement.
 - Is frequently missing or goes missing from care or home.
 - Is at risk of modern slavery, trafficking or exploitation.
 - Is at risk of being radicalised or exploited.
 - Is in a family circumstance presenting challenges, such as drug and alcohol misuse.
 - Is misusing drugs or alcohol themselves.
 - Has returned home to their family from care.
 - Is a privately fostered child.

Disqualification under the Childcare Act

- 5.1 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.
- 5.2 Any student or 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.
- 5.3 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.

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

5.5 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.

Supervision

6.1 If a student or volunteer is required to be supervised when undertaking an activity, who would otherwise be in regulated activity if not supervised, the school will ensure that:

- There is supervision by an individual who is in regulated activity.
- The supervision is regular and day-to-day.
- The supervision is reasonable enough within the circumstances to ensure the protection of the pupils.

6.2 When determining what supervision is reasonable so that the student or volunteer would not be in regulated activity, the school will take the following factors into consideration:

- The ages of the pupils, including whether there is a large gap in their ages
- The number of pupils that the individual is working with
- Whether or not there are other staff members present during the activity
- The nature of the student or volunteer's work and the opportunity for contact with pupils
- How vulnerable the pupils are
- How many staff members would be supervised by each member of supervising staff

Allegations of abuse

7.1 Any allegations of abuse, whereby a member of staff is accused of abusing a pupil, will be reported to the headteacher.

7.2 Should the allegation be made against the headteacher, this will be brought to the attention of the chair of governors immediately.

7.3 In any case in which LA children's social care has undertaken enquiries to determine whether the child or children are in need of protection, the headteacher and chair of governors will take account of any relevant information obtained in the course of those enquiries when considering disciplinary action.

7.4 If there is no cause to suspect that any significant harm is an issue, but a criminal offence might have been committed, the headteacher will immediately inform the police and convene a discussion to decide whether a police investigation is needed.

7.5 meetings, or by liaising with the police and/or children's social work services colleagues or the school, as appropriate.

7.6 Clear, comprehensive records of all allegations are kept even if disciplinary action is not taken or proven.

7.7 Confidentiality is maintained whenever an allegation is made; however, there may be a need to share information with relevant agencies on a need-to-know basis.

Health and safety

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

8.2 All students and 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.

8.3 If a student or volunteer notices any potential hazard which may put another individual at risk of harm, they will report this immediately to the School Business Manager.

Absence

9.1 Students and volunteers are required to inform the AHT by 7.30am if they are unable to attend at the agreed time.

9.2 Failure to inform the AHT on more than **three** instances may result in the student or volunteer being unable to attend the school on any further occasions.

9.3 If a student or volunteer is called away in the event of an emergency while working, they will inform the class teacher or AHT, and will sign out of the building before leaving the premises.

Confidentiality

10.1 Students and 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.

10.2. Students and volunteers are not permitted to discuss any confidential information regarding a pupil or member of staff, with any other individual at the school.

10.3. Any student or 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.

10.4. There may be instances where a student or volunteer is required to pass information to a member of staff, such as if they notice a pupil being bullied or subjected to harm.

10.5. Students and volunteers will report any concerns to a member of staff and are instructed not to notify the parents.

Internet Use

11.1. All students 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 following school policies:

- E-safety Policy
- GDPR Plan
- Social Media Policy
- Mobile Phones Policy

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

Monitoring and review

12.1. The AHT will review this policy on an annual basis, and will communicate any changes to all members of staff and existing students and volunteers.

12.2. All students and volunteers will be required to:

- Read this policy prior to their attendance at the school.
- Complete an application form.
- Attend a short informal interview with AHT
- Gain 2 references on the designated reference form
- Sign a students and volunteers agreement and code of conduct
- Provide or obtain an enhanced DBS