

IncludEd Learning

Independent Specialist Education Provider



VOLUNTEER POLICY

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Introduction

Volunteers at Included Learning bring with them a range of skills and experience that can enhance the learning opportunities of our pupils. We welcome and encourage volunteers from the local community to support teachers, administration of the school and helping young people with particular needs is vital.

Our volunteers include:

- members of the Advisory panel
- friends of IncludEd Learning
- parents/carers of students
- ex students
- students on work experience
- university students referred to us by University Services
- local residents

The types of activities that volunteers are involved in are:

- hearing students read
- working alongside groups of students to assist them in their learning
- undertaking Arts and Crafts activities
- working alongside individual students as an additional tutor
- workshop topics relevant to school curriculum
- accompanying school days out/educational visits

IncludEd Learning is committed to safeguarding students, young people and vulnerable adults and expects its volunteers to show that commitment.

Becoming a Volunteer

Anyone wishing to be a volunteer, either for a one off event such as an educational visit or on a more regular basis e.g. hearing pupils read, should approach the Head in the first instance. Volunteers should complete the form found in the Appendix 1, with their details and type of activities that they would like to be involved with, and the times they are available to help.

Definition “Regulated Activity”

All those (whether paid or voluntary) who engage in any activity on a frequent or intensive basis that occurs in an educational institution which is exclusively or mainly for the provision of full-time education to children. This means that all who work on a regular basis within a school’s premises must comply with all statutory requirements regarding recruitment and ID checks.

Recruiting Frequent or Intensive Volunteers

- The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role;
- Applicable statutory recruitment checks such as Enhanced DBS/Barred list/ID/references, etc will be undertaken before commencement;
- The volunteer will be made aware of the role and responsibilities they will be undertaking;
- If appropriate two references should be sought where the volunteer arrangement will continue on a regular basis;
- Induction: School policies and documentation explained and issued.

These will include:

- ➔ The school’s Safeguarding and Child Protection Policy
- ➔ The Staff Code of Conduct including the whistleblowing procedures
- ➔ The identity of the Designated Safeguarding Leads (DSL)
- ➔ A copy of Part 1 and Part 5 of up to date KCSIE
- ➔ The Confidentiality Policy
- ➔ The Health & Safety Policy
- ➔ The Positive Behaviour and Communication Policy
- ➔ Teaching and Learning Policy
- ➔ E-Safety Policy - including Acceptable Use Declaration
- ➔ SEND Policy
- ➔ Mental Health and Wellbeing Policy

Volunteer records to be kept in a central place within the school.

Before starting to help at IncludEd Learning, a volunteer should complete the Volunteer Agreement (Appendix 2) which sets out the school’s expectations of its volunteer and confirm they have received a copy of this agreement.

The school will seek Enhanced DBS clearance for a volunteer before they are left unsupervised with any students. This is not required where a volunteer is engaged in a one-off activity as the volunteer will be accompanied by a member of staff at all times.

Our Aims

All adults at IncludEd Learning, whether paid or volunteer, are expected to work and behave in such a way as to actively promote our school aims.

Confidentiality

All volunteers are bound by a code of confidentiality. Any concerns that volunteers may have about the students that they work with/come in contact with should be voiced with the Class Teacher initially and not with the parents/carers of the child. Comments regarding a student's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of the child if they hear about issues third hand rather than through directly from the school.

Volunteers who are concerned about anything in the school which may affect their work should raise the matter with the Headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

Supervision

All volunteers work under the supervision of the teaching staff or full time member of staff. Teaching staff retain ultimate responsibility for students at all times, including the students' behaviour and the activity they are undertaking. Volunteers should be given clear guidance from the designated supervisor 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 their designated supervisor.

Health & Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school and is displayed on the school website. An appropriate member of staff will ensure that volunteers are clear about the emergency procedures (e.g., Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g., accompanying students on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated supervisor/Head of Centre.

Child Protection

The welfare of our students is paramount. To ensure the safety of our students, 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 volunteers must have been cleared by the Disclosure & Barring Service (DBS);
- Where a volunteer is engaged in a one-off activity, e.g., helping supervise a group of students as part of a class visit, a Barred List check will be required. However, such volunteers, who will not be left unsupervised, must read and sign off our Off-Site Visit Agreement (Appendix 3);
- Any concerns a volunteer has about child protection issues should be referred to the designated supervisor or the Head of Centre.

Advisory Panel

School governors are the largest volunteer force in the country, giving their time freely and generously to help schools achieve the highest standards. Our Advisory Panel play an important role in setting the school's strategic direction and ensuring that staff is accountable to the wider community for pupil achievements. Working as members of the Advisory Panel their main role is to promote high educational standards for all the students in their school.

Compliments

It is always good to receive positive feedback. This will always be shared with staff and students in a timely way via briefings and briefing notes, email; text message, in person where appropriate; during student council meetings and via student representative groups.

Complaints

Any complaints made about a volunteer will be referred to the Head of Centre or appropriate senior member of staff for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Head of Centre or designated member of staff reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;
- Offer an alternative placement for a volunteer, e.g., helping with another activity or on another class;
- Based upon the facts identified in the investigation it may be necessary for the school to inform the volunteer that the school no longer wishes to use them;
- Provide the volunteer with a copy of the school's full Compliments and Complaints Procedure.

Monitoring and Review

This policy will be regularly reviewed and updated.

Policy Updated February 2024

→ Appendix 1: Volunteer Information Sheet

Full Name:	DOB:
Other Names Known By (including maiden name):	
Address:	
Contact Number:	
What activities/areas of the school's work would you like to help with? (If you are a student please include details of your course/placement requirements.)	
What is your availability?	
Are there any particular age groups/classes that you would like to work with?	
Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a volunteer in school? (Please give details)	

Thank you for taking the time to complete this Volunteer Sheet. Your offer of help is appreciated and we will be in touch with you shortly.

→ Appendix 2: Volunteer Agreement

Thank you for offering your services as a Volunteer at IncludEd Learning. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it in the main office. You will receive a copy of it for your records.

- I have received a copy of the IncludEd Learning's Volunteer Policy.
- I agree to support all of IncludEd Learning's aims and core values.
- I agree to treat information I learn from being a Volunteer at IncludEd Learning as confidential.
- I understand that I am required to undergo a DBS check and any other checks required, to advise IncludEd Learning of my suitability as a volunteer.

If you already have a DBS Certificate, please inform the Head..

The wellbeing of our students and staff is at the centre of our vision at IncludEd Learning. As a volunteer helper, I agree to adhere to the following procedures and expectations when helping at school with reading, class activities, preparing resources, when involved with a working party addressing a particular area of school life, when accompanying students on an outing and at all times when I have direct contact with students and staff.

- I am aware of IncludEd Learning's code and will dress appropriately;
- I will collect a visitor's badge upon arrival and sign the visitor book when entering and leaving the premises;
- I respect the need for confidentiality when working with students. I agree not to discuss or disclose any information about students' levels or their needs and behaviour with anyone other than the staff at IncludEd Learning;
- I understand that this confidentiality agreement also applies to my working with staff and our behaviour towards each other. I also agree to respect staff's privacy as I expect the school to respect mine;
- I will be a role model at all time, following the school's expectations as set out in the Curriculum Policy and the Positive Behaviour and Communication Policy;
- I fully understand that if at any time I am in breach of this agreement I will not be permitted to continue as a volunteer helper in the school;
- I agree to an Enhanced DBS/Barred List check and other statutory applicable safeguarding checks on request.

Name:
Signed:
Date:

→ Appendix 3: Off-Site Volunteer Agreement

School trips are an integral part of learning at IncludEd Learning and afford many of our students opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: You will have an important role to play in the success and safety of this school trip.

Please read and return this appendix, and sign and return the helper's slip. This is part of our school's risk assessment planning.

Role of the Volunteer Helper

- to be responsible and look after, in equal measure, all of the students in your group;
- to stay with your allocated group of students, ensuring that their well being and safety is maintained for the total duration of the school trip;
- to promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of IncludEd Learning;
- to ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip;
- to contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour;

Working alongside IncludEd Learning staff

IncludEd Learning Learning staff expect volunteer helpers to:

- comply with all of the above whilst being under the direct line management of IncludEd Learning staff;
- show a commitment to their group, an interest in the focus of the visit and assist students in their learning by helping them to read signs/labels/information, asking questions that encourage them to think about the task and help to explain areas of interest;
- follow guidance from IncludEd Learning staff.

What is not permitted?

- Volunteer helpers are not allowed to bring additional young people on the trips;
- Volunteer helpers are not allowed to re-organise visit groups;
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices;
- Volunteer helpers are not permitted to take photographs of children;
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice creams, biscuits, sweets – before, during or after any trip;

First Aid

For each class on the visit, there will be at least one qualified First Aider and at least one qualified Mental Health First Aider. You will be informed if any student in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless it is your child who requires medicine in which case you will be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid boxes will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible. If you have become separated from the rest of the party, please telephone one of the members of staff on your contact list or telephone Included.

I have read the volunteer Policy.

I agree to the terms and conditions as stated in the policy.

I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

Name:
Signed:
Date:

→ Appendix 4: Volunteer Expenses Form



Volunteer Expenses Claim Form

This form is to be used to record those expenses you incur while volunteering for IncludEd Learning for which you are to be reimbursed. The types of expenditure for which we provide reimbursement are:

Expenses will be reimbursed on production of the relevant receipts. Please remember to keep receipts, bus tickets etc;

Date	Type of Expense	Amount

These represent an accurate account of my out of pocket expenses.

Name of Volunteer

Authorised by

Signature

Date