

# HULME GRAMMAR SCHOOL

## VOLUNTEERS POLICY, AGREEMENT & SAFEGUARDING

*This protocol is applicable from EYFS through to Year 13*

### **Introduction**

Our school benefits from developing well planned, active parental and community links. Participation by adults in the activities of the school on a voluntary basis helps to achieve this.

### **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.

### **Categories of Volunteers**

Volunteers could include any of the following (this list is not exhaustive):

- Parents, carers, guardians, elder siblings or Grandparents of Pupils
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Ex-students
- Local residents
- Staff family members

### **Types of Activities**

Activities volunteers may be engaged in could include any of the following:

- Hearing children read
- Working with small groups of children
- Undertaking art and craft activities with small groups of children
- Teaching experience
- Assisting in the preparation resources for a future lessons
- Accompanying school visits
- School archivist activities
- Helping in other areas of the School e.g. Estates
- Fundraising activities
- Helping at lunchtime

### **Becoming a Volunteer**

Anyone wishing to work as a volunteer who will be in school on a regular basis or a one-off occasion should complete the application form at the end of this policy and this should be returned to the School. The school will undertake a written and recorded risk assessment to help decide whether the volunteer will be in regulated activity, and whether they are or not, what checks are required.

Volunteering placements with unsupervised access to children will need a Enhanced Disclosure and Barring Service (DBS) check with barred list check. If that is the case you will need to come into the School with the necessary original Identity documents to facilitate a DBS (Disclosure and Barring Service) check (see the list at the end of this policy). DBS checks for some volunteers are free, though where the volunteering is a formal placement linked to a course of study the cost of the DBS will be met by the volunteer (or his/her educational establishment). Further information can be found here:

<https://www.gov.uk/disclosure-barring-service-check/overview>

### **One-off Volunteers**

One-off volunteers for day trips, school concerts etc will not require a vetting check, but they must not be unsupervised and / or must not undertake any kind of personal care.

## **Supervision of volunteers**

Where volunteers are supervised this will be:

- Carried out by a person who is in regulated activity (e.g. a teacher or a Teaching Assistant)
- Regular and day to day;
- Reasonable in the circumstances to ensure the protection of children (taking into account: the age of the children, the number of the children, whether or not other workers are helping to look after the children; the nature of the work; how vulnerable the children are)

The Principal (or SLT member with delegated responsibility) will interview the potential volunteer and an appropriate placement will be agreed. The volunteer will also be expected to provide the names of two referees and sign the volunteer agreement. If any member of staff wishes to bring a volunteer into school they must seek the approval of a member of SLT and then follow this procedure.

## **Information on the Role of a Volunteer**

### **School Values**

All adults who work in school are expected to work and behave in such a way as to promote the School values.

### **Volunteers' Expectations from School**

Volunteers in school should expect to:

- be recognised for their valuable contribution to the School
- be assigned worthwhile tasks
- access to any school policies or procedures that are relevant to their role

### **School's Expectations from Volunteers**

School expects all volunteers to:

- Adhere to all relevant School policies and procedures, including those relating to safeguarding and health and safety
- To wear the appropriate lanyard (orange for volunteers who need to be supervised at all times, and black for volunteers for whom we have verification that they have had the appropriate DBS check)
- Work under the supervision and direction of staff
- Be role models for the children they work with
- Refer any behavioural or safeguarding concerns directly to the Designated Safeguarding Lead and not to attempt to deal with any such issues themselves
- Have read the school's safeguarding guidance for visitors

### **Complaints Procedure**

Any complaints made by a volunteer or about a volunteer will be referred to the Principal (or a delegated SLT member) for investigation.

The Principal (or delegated SLT member in their absence) reserves the right to take the following action:

- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated.
- Offer an alternative placement or activity for a volunteer.
- Inform the volunteer that the placement has been withdrawn.

### **COVID-19 (Coronavirus) procedures**

During the COVID-19 pandemic, visitors must complete the [COVID-19 Screening Checklist for Visitors](#) as part of the Government Test and Trace programme.

Visitors must not enter the sites if they are showing symptoms of COVID-19.

Visitors to the sites must follow the relevant COVID 19 procedures current at the time of the visit.

## VOLUNTEER APPLICATION FORM

|  |                    |
|--|--------------------|
| Title:   | Surname:           |
| Forename(s):   |                    |
| Address:   | Emergency Contact: |
| Tel No: (please include code):   | E-mail address:    |
| Are you volunteering for a specific event or activity e.g. a school trip? <b>YES / NO</b> (if yes, please give details)                                |                    |
| <b>Additional Information (Optional):</b> You may wish to give details on what skills you can offer or areas you would like to help with at the School |                    |
| Do you have any disability, medical condition or other needs the School should be aware of? <b>Yes/No (if yes, please give details):</b>               |                    |

Please return this application form and signed agreement by post to:

Joanne Lawton, HR Officer

Hulme Grammar School

Chamber Road

Oldham OL8 4BX

Or by email to [j.lawton@ohgs.co.uk](mailto:j.lawton@ohgs.co.uk)

## SCHOOL VOLUNTEER AGREEMENT

Thank you for offering your services as a Volunteer at Hulme Grammar School. 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. Please keep a copy of it for your records.

As a volunteer at the school, you are likely to have substantial access to children and as such it is important that you provide us with honest, accurate answers. You may be required to undergo checks with the Disclosure and Barring Service (DBS).

The nature of the work you are applying for is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions and bind-overs, including those regarded as spent, must be declared.

Please disclose any unspent convictions, cautions, reprimands or warnings, though note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website [www.gov.uk/dbs](http://www.gov.uk/dbs).

Disclosure of any offence will not necessarily prevent you from volunteering at the School, but we reserve the right to consider the significance in relation to working with children. Any information will be completely confidential and will be considered only in relation to this application.

It is the School's policy that the confidential and personal Disclosure information from the DBS is used responsibly in order to avoid unfair discrimination, and that ex-offenders will retain the protection afforded by the Rehabilitation of Offenders Act 1974. A copy of the School Policy on the Recruitment of Ex-offenders is available on request.

The School complies with the provisions of the DBS Code of Practice (COP). A copy of the COP is available on request. This COP is intended to ensure that information released by the DBS is used fairly, and that sensitive personal information is handled and stored appropriately and kept for only as long as is necessary. Any disclosures made by the DBS will remain strictly confidential.

Accordingly, the following declarations are required:

- I have not been disqualified from working with children
- I am not named on the Disclosure and Barring Service Children's Barred List
- I am not subject to sanctions imposed by any regulatory body in relation to working with children
- I have no convictions, cautions, nor bind-overs. (If any convictions, cautions or bind-overs are held, details must be provided in a sealed envelope, marked 'confidential' and attached to this application)
- I have read the Volunteer Policy and agree to the terms and conditions as stated in the policy
- I agree to treat information I have access to as confidential
- I can confirm I have read and fully understand the School's Safeguarding For Visitors Document

This volunteer agreement is binding in honour only, and is not intended to be a legally binding contract between the volunteer and the organisation. Neither party intends any employment relationship to be created now or at any time in the future. This agreement may be cancelled at any time at the discretion of either party

Name: ..... Date: .....

Signed: .....

## **SAFEGUARDING FOR VOLUNTEERS**

Hulme Grammar School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment.

By undertaking voluntary work at OHGS you are agreeing to follow the advice within this leaflet. All volunteers must wear the appropriate badge / card and lanyard provided by reception. An adult without such identification will be accompanied to the school's reception to confirm they have signed in.

**Volunteers for whom we do not have DBS clearance must be accompanied at all times by a member of the school staff, and will be issued with an orange lanyard.**

**Volunteers who we have verified have the appropriate DBS checks are identified by a black lanyard.**

**If you have ANY concerns about a child's welfare or well-being or have a concern about the behaviour of any adult within the school towards a child:**

- Discuss your concerns without delay with the Designated Safeguarding Lead – the Head of Senior School (Mr John Budding) or one of the Deputy Designated Safeguarding Leads – Mr Andy Marshall (Deputy Principal, Pastoral), Mrs Arwa Berry (Head of Sixth Form), Miss Laura Lavin (Head of Year 7), Mr Richard Hobson-Williams (Assistant Principal, Additional Needs), Mr Nathan Buckley (Middle School, Pastoral), Mr Jack Williams (Head of Year 12), Mr Chris Millington (Head of Year 13), Mrs Zoey Ward (Head of Prep), Mrs Alanya Thorpe (Deputy Head of Prep), Miss Kayleigh Evans (Assistant Head of Prep), Miss Steph Cosgrove (Upper Juniors Class Teacher), and Mrs Kim Gresty (School Nurse and Mental Health Lead).
- Remember it is important to share your concerns even if you are unsure.
- Anyone can make a referral to the Oldham Multi-Agency Safeguarding Hub (Tel: 0161 770 7777)
- The Local Authority Designated Officer (L.A.D.O.) for Managing Allegations Against Staff is Colette Morris and can be contacted on 0161 770 8870.
- [colette.morris@oldham.gov.uk](mailto:colette.morris@oldham.gov.uk)
- **Mobile: 07583 101863**

**Guidance to an adult receiving disclosure from a pupil about alleged abuse**

- A child is likely to make a disclosure to someone they trust. This could be anyone on the school staff or a volunteer.
- Listen carefully. Take the pupil seriously and show sympathy and understanding. Do not be judgmental about his/her story.
- Reassure him/her that he/she is not to blame for any abuse that he/she may have experienced.
- Affirm the pupil's feelings as expressed; do not tell him/her how he/she should feel.
- Avoid persistent questioning and avoid silencing him/her by indications of disbelief.
- Do not confuse taking what he/she has said seriously with believing what he/she has said.
- Do not guarantee confidentiality. Explain that you will have to speak to the DSL or a DDSL.
- Make a record of the disclosure. Best practice is to wait until the end of the disclosure and write up a full summary. Staff members or volunteers should devote their full attention to the child. If making notes during the disclosure it is important to remain engaged with the child and not be distracted by the note taking. It is essential that a written record is made.
- Only record the facts as the child presents them. The notes should not reflect the personal opinion of the note maker.

The responsibility of the adult to whom a disclosure about alleged abuse is made is to observe, record and report to the designated person. Nothing more is required.

It is the responsibility of those carrying out an investigation (police, social services) to question and to assess the evidence which will be tested later by trained professionals.

### **Remember**

- Be a positive role model to young people
- dress appropriately ensuring your clothing is not likely to be viewed as offensive or revealing
- treat all members of the school's community with respect and tolerance
- work with children so that you are visible by a member of the school staff
- respect a child's privacy, confidentiality and dignity
- always be able to justify any physical contact you have with a young person
- always report any situations that arise that you may feel may give rise to a complaint or misunderstanding in respect of your own actions

### **Do Not:**

- Photograph a child without the school's permission
- Use your personal mobile phone in areas used by young people
- Ignore inappropriate behaviours towards children either by other children or adults
- Share personal details with a child
- Meet or contact the child out of school including by text, email, Facebook or other social media or give a child a lift home
- Discuss the school, children or adults working within the school on social media
- Make inappropriate comments to a child including racist, homophobic, transphobic, sexist or sexualised comments
- Give gifts to a young person (unless part of the school's agreed rewards policy or with the agreement of your line manager) or show them preferential treatment

### **In the case of a fire follow the following procedures:**

- Evacuate the building immediately following the exit signs. Proceed to the assembly point and report to the member of staff you have been visiting.
- If you discover a fire there should be no delay in ringing 999 and requesting fire and police.

### **If a child or member of staff needs emergency treatment or first aid:**

- There should be no delay in ringing 999 and requesting an ambulance.

**Volunteers, Agreement & Safeguarding Policy Reviewed: November 2022**

**Next Review Due: November 2023**