



Birmingham Federation
Maintained Nursery Schools

*Allens Croft Nursery School
Jakeman Nursery School
Shenley Fields Nursery School*

*Lillian De Lissa Nursery School
Newtown Nursery School
St Thomas Nursery School*

*Adderley Nursery School
Gracelands Nursery School
Highfield Nursery School*

VOLUNTEER POLICY

Cluster: Gracelands Nursery School Jakeman Nursery School

Local Committee Approved: 08 December 2022

Full Governing Body Approved: 16 January 2023

Date Policy Adopted: 08 December 2022

Date for next renewal: Spring Term 2025

Chair of Governors: Sean Delaney

Executive Head Teacher: Samantha Richards

Contents

Policy Statement.....	3
The Role of Volunteers	3
Recruitment.....	3
Training and Induction.....	4
Volunteer Records	4
Communication and Support	4
Confidentiality	4
Equal Opportunities and Diversity.....	5
Safeguarding/ Child Protection	5
Health and Safety	5
Concerns and Complaints.....	5
Insurance	5
Appendix 1 Expectations of Volunteers	6
Appendix 2 Procedural Flow Chart.....	7
Appendix 3 Volunteer Application Form	8
Appendix 4 Reference request text.....	10
Appendix 5 Reference for volunteer applicant	11
Appendix 6 Response letter to volunteer applicant.....	12
Appendix 7 Volunteers Task Form.....	13
Appendix 8 Volunteer's Induction Checklist.....	14
Appendix 9 Volunteer support and Supervision Record	15
Appendix 10 The role of senior staff	16

RRS – The UN Convention on the Rights of the Child links

Article 3 (best interests of the child) *The best interests of the child must be a top priority in all decisions and actions that affect children.*

Article 16 (right to privacy) *Every child has the right to privacy. The law should protect the child's private, family and home life, including protecting children from unlawful attacks that harm their reputation.*

Article 19 (protection from violence, abuse and neglect) *Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.*

Article 28 (right to education) *Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.*

Article 29 (goals of education) *Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.*

Article 30 (children from minority or indigenous groups) *Every child has the right to learn and use the language, customs and religion of their family, whether or not these are shared by the majority of the people in the country where they live.*

Article 31 (leisure, play and culture) *Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.*

Article 42 (knowledge of rights) *Governments must actively work to make sure children and adults know about the Convention.*

Policy Statement

This policy provides guidance and clarity about the role of volunteers within Gracelands and Jakeman Nursery Schools. It is based on principles and values that guide all our work with young children and their families, the wider local community, professional groups and other organisations with whom we come into contact.

This policy provides the basis for all our work with volunteers. It will provide consistency across the cluster and reflect on our commitment to achieving good quality opportunities for volunteers and good quality service to children and families.

The policy will be made known to all volunteers and may be used by them and staff as a point of reference.

The Role of Volunteers

All school staff appreciate the value of volunteering opportunities for parents and other community members in helping to meet our objectives, but volunteers are not a substitute for paid staff. Within our school, the following opportunities will be open to volunteers in order to gain experience and new skills:

-Tasks relating to the role of clerical and early years staff.

We are careful where parents/ community members are placed to ensure safeguarding and confidentiality remain paramount.

A general indication of our volunteer's expectations is listed in Appendix 1.

We also appreciate the benefits that volunteers can bring, including:

- A wide range of skills and life experiences
- Fresh ideas and different points of view
- Flexibility

Recruitment

See appendix 2 – Procedural Flowchart

The DHT / SNM is responsible for co-ordinating volunteers. An information pack (including this policy, Safeguarding Policy, part one of Keeping Children Safe in Education and any other policies/ information that is relevant) will be given to all people who are interested in volunteering for the cluster.

Volunteers will be recruited from the local community and will reflect the diverse cultures and backgrounds within it. All volunteers must be aged 16 years or over. Potential volunteers will complete a volunteer application form (appendix 3) and give the names of 2 people (not family members) who can provide a written reference (appendix 4). A DBS check will be sought prior to commencing any volunteering duties.

The purpose of a reference is to safeguard the school community and to help confirm the suitability of the volunteer applicant for carrying out volunteer tasks within the setting. The reference process helps to ensure that we protect the interests and safety of children and families that we are working with.

References may be provided by current or previous employers, education or training bodies, religious leaders or people involved in running community organisations.

The DHT / SNM will check all references and are Safer Recruitment trained.

Prior to seeking references, each potential volunteer will have an interview where the DHT / SNM will:

- Inform them about the work of school
- Establish if they have skills or could develop skills that will be useful to the school and relevant to specific area of work
- Provide information to the potential volunteer about what is expected of them and what training and support will be available

A volunteer's appointment is at the discretion of the DHT / SNM and the Executive Headteacher.

If no volunteer placements are available the volunteer will be notified.

Applicants who are in receipt of welfare benefits must consider the impact of volunteering as this reduces their availability for employment etc. and are required by the benefit agencies, to complete the relevant form about volunteering.

See Appendix 8 – Recruitment checklist

Training and Induction

Once accepted, volunteers will attend a short induction that will include:

- Information about the school and how they will work with us as a volunteer
- Safeguarding Policies and Procedures
- Other relevant policies and procedures
- Confidentiality
- Communication and interpersonal skills
- Health and Safety

The senior staff member will arrange an induction for the volunteer and ensure that they clearly understand what is required of them. They will receive a clear explanation of the tasks expected of them and will be appropriately supported.

Volunteer Records

The volunteer's senior staff member will be responsible for ensuring that a file for each volunteer is set up and kept up to date. The record will contain the application form, references, volunteer agreements and notes of support or supervision sessions. If issues relating to performance of tasks are raised or complaints are received, these will also be kept on record. Supervised access to the record will be available for the volunteer.

Communication and Support

Staff will ensure that volunteers are given clear information about opportunities for volunteering and that information about specific tasks is clear.

Confidentiality

The volunteers are expected to respect confidentiality.

Failure to observe rules of confidentiality will result in the volunteer being requested to leave; as we must have the trust of the community and able to give guarantees on confidentiality.

Equal Opportunities and Diversity

Gracelands and Jakeman Nursery Schools are committed to providing equality of opportunities for all people involved with parents and children. We welcome volunteers who reflect the diversity of our setting i.e. different ages, gender, culture, religion, sexual orientation, ethnicity and abilities. Volunteers, whatever their background, will be valued and supported to carry out the volunteering work.

Volunteers will be expected to observe good practice

Safeguarding/ Child Protection

Volunteers will come into contact with young children. They will be made aware of the contents and expectations of the Safeguarding Policy and Keeping Children Safe in Education (KCSIE) Part 1 and will be expected to follow it. The DHT / SNM will ensure that volunteers have an understanding of the policy and KCSIE.

All volunteers will have a DBS check prior to undertaking any voluntary work.

Volunteers will at no time have sole responsibilities for supervision of children.

Health and Safety

The Health and Safety policy must be read by and be observed in practice by volunteers. Volunteers will not be asked to undertake tasks where there is thought to be any element of risk. Regular risk assessments will be carried out and volunteers will need to support these.

Concerns and Complaints

If a volunteer has a concern or a complaint against the school they must raise it with the DHT / SNM or the Executive Headteacher. If this is not resolved, the Complaints Procedure/ Policy will be followed. This will also be followed where there is a concern or complaint is about the volunteer.

Insurance

Volunteers will be covered for an accidental death, bodily injury or an accidental loss or damage to property under the school's public liability insurance (under Birmingham City Council).

The setting will bear no responsibility for vehicles that are used by volunteers to get to or from the place they are volunteering for.

The schools cannot accept responsibility for loss or damage to personal property, however caused.

Appendix 1 Expectations of Volunteers

- Demonstrate ability to complete the agreed task with support
- Demonstrate good time keeping and reliability
- Maintain confidentiality in relation to the school members of staff details/information
- Treat all community members and staff with respect
- Attend volunteer support meetings (if available)
- Adhere to policies and procedures of the setting
- Avoid putting themselves at risk whilst volunteering and raise concern if they arise
- Discuss any difficulties or doubts about volunteering with named lead worker
- Notify appropriate lead worker if they are not available for volunteering or meetings
- Ask for support if and when needed
- Do not take on more than you can manage
- Work alongside paid and other volunteers
- Seek advice about benefit payments re being a volunteer
- Show willingness to learn

Appendix 2 Procedural Flow Chart

Potential volunteer states an interest in volunteering

Send out application form within 7 days

Application form returned to the deputy head teacher

Deputy head teacher meets with potential volunteer to discuss motivation, availability suitability etc.

Pursue written references.

Deputy headteacher speaks to referees and decision is made about accepting applicants for volunteering if references are satisfactory

DBS is applied for. If this is satisfactory the applicant is informed in writing on that they are accepted as a volunteer. If this is unsatisfactory the applicant is informed in writing that their application has not been successful.

Successful applicant attends induction training

Volunteer commences volunteering

Weekly meeting with senior staff member/deputy headteacher

Volunteering may end when the volunteer wishes to cease being a volunteer or when there are no longer opportunities for volunteering.

Appendix 3 Volunteer Application Form

We are committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken

Please complete all sections fully;

First name			
Surname			
Birth name or other name			
Date of birth			
Address			
Telephone number			
Email			
Job title	Employers name and address	From	To
Any relevant training attended:			
What type of task would you like to do for the school?			
Please tick :			
<ul style="list-style-type: none">a) Help us to prepare newsletters/calendar of eventsb) Childcare/education			
How do you think you will benefit from being a volunteer?			
Please tell us about any hobbies or interest you have			
Tell us what day times you are available for volunteering			

Have you ever been convicted of a criminal offence? (if yes, please give details.)

YES / NO

Have you ever volunteered before?

YES / NO

If yes, please tell us what you did.

References

Please give details of 2 people whom we can contact that can support your application. **This must not be a relative.**

Referee 1

Name

Address

Telephone number

Referee 2

Name

Address

Telephone number

Appendix 4 Reference request text

Dear

Name of Volunteer Applicant.....

The above person has applied to become a volunteer atNursery School and has given your name as a referee. An outline of a variety of tasks they would be required to carry out is attached to this form

Could you please complete the enclosed reference request and return it to me either by post - Deputy Head teacher's name, school name and address or by email

.....
I look forward to hearing from you.

Yours sincerely

Name

Role

Appendix 5 Reference for volunteer applicant

Referee's name

Applicant's name

a) How do you know this applicant?

b) How long have you known the applicant?

c) Can you confirm that the applicant is an honest and trustworthy person?

d) Is the applicant able to communicate well with adults and children in a friendly and helpful manner?

e) Is the applicant reliable?

f) Can the applicant be relied upon to maintain confidentiality, for example not disclosing information about people they will be volunteering with unless the children or families are at risk

g) Can you recommend the applicant as a volunteer for this school?

Referees signature..... Date.....

Print name

Organisation.....Position.....

Appendix 6 Response letter to volunteer applicant

Dear

Request to become a volunteer at Nursery School.

I am writing to inform you of the outcome of your application to become a volunteer atNursery School. After taking up references, a disclosure and barring check and following your volunteer's information, I am happy to inform you that you have been accepted as a volunteer.

Thank you very much for the commitment that you have given so far. I shall be in touch again soon to arrange your induction.

Yours sincerely

Dear

I am writing to tell you the outcome of your application form to become a volunteer at Nursery School.

After taking up references, a disclosure and barring check and following your attendance on the volunteer's introduction, I can inform you that you have not been accepted as a volunteer.

The reasons why we have not been able to take you on at this point are

I am sorry to disappoint you. If you wish to pursue your interest in volunteering, you can contact the volunteer centre in Birmingham

Yours sincerely

Appendix 7 Volunteers Task Form

Volunteers name

Address.....

Link worker

This form does not amount to a contract or mean that a volunteer is an employee. It exists to make clear what the volunteer has agreed to do and who is responsible for supporting them.

If there are any changes to what has been agreed, a new volunteer task form should be filled out. A signed copy should be given to the volunteer; the original will be kept in the volunteer's file at the School

Description of volunteer's task to be undertaken

Task	
Times	
Days	
Period covered	

Signed..... Date.....

Printed name Date.....

Appendix 8 Volunteer's Induction Checklist

This checklist provides guidance on the essential steps to make sure that the volunteers are introduced to the school and to their volunteering role.

Volunteer's name

Factor/ item	Date seen/discussed
Who's who at the school	
Vision statement/Pedagogy	
Safeguarding Policy	
Keeping Children safe In Education	
Volunteer policy	
Health and Safety Policy	
Complaints Policy	
Risk assessments (if appropriate) in relation to task	
Expectations on both sides	
Discussion of the task to be undertaken	
Support system for volunteers	
Will it affect benefits?	

Appendix 9 Volunteer support and Supervision Record

Name of volunteer.....

Date

Issue discussed	
Action taken	

Date and time of next session	
Signed volunteer	
Signed supervisor	

Appendix 10 The role of senior staff

This role may be carried by one or more nominated persons at the school

The following is a list of key activities that are the responsibility of the senior staff:

- Preparation of information packs
- Planning and delivery of information for potential volunteers
- Planning and delivery of training
- Co-ordination of reference and DBS
- Individual interviews with potential volunteers
- Decision making in conjunction with headteacher/senior management about acceptance/ rejection of volunteers
- Induction of volunteers
- Record keeping
- Regular meetings with volunteer
- Ensuring volunteers awareness of and compliance with relevant policies and procedures
- Response to concerns and conduct issues in conjunction with the headteacher/senior management