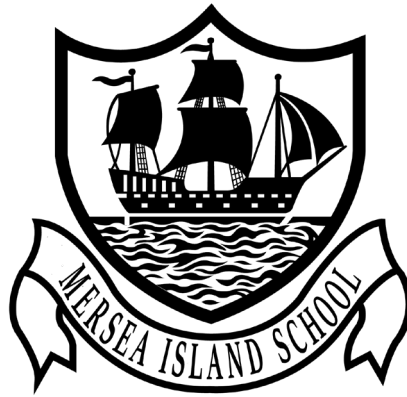




Volunteer Policy

January 2023

Mersea Island School

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Volunteer Policy for Mersea Island School

The staff and Governors of Mersea Island School are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at Mersea Island School. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

Mersea Island School welcomes visitors from the local community and outside agencies to promote learning and well-being through their experience and expertise. As a school we aim to provide our pupils with a broad, balanced and enriched curriculum. We see the inclusion of visitors' and volunteers' input into the school's curriculum as one means of ensuring that we meet this aim. We recognise the valuable contribution that volunteers makes to the core and enhanced curriculum.

Vetting Procedures

The following vetting procedures are implemented to ensure the safety and security of all pupils, staff and volunteers. These procedures have been carefully designed to ensure school forges effective partnerships with visitors who can contribute to the welfare, well-being and learning of the whole school community.

Occasional support for school events, visits or trips

These are events where parents/volunteers commit to supporting an individual event. As this is classed as infrequent contact, Disclosure and Barring Service (DBS) checks are not required and permission to undertake this role is at the discretion of the Head Teacher. In this instance, volunteers will be provided with a red lanyard to wear whilst they are on site. However, where such trips involve more frequent contact with pupils, such as residential trips, or where a volunteer will be in sole charge of a group, a DBS check will be a mandatory requirement.

Regular support in school

This is when parents/volunteers offer regular support to the school for a period of time. This commitment will be discussed with a member of school's Senior Leadership Team and mutually agreed duties will be defined. All regular visitors who support in school will have an induction briefing to ensure they are aware of our school's key policies and procedures and in addition they will attend a Safeguarding Information Session prior to starting. They will not have unsupervised contact with pupils and will be fully supported by suitably qualified members of staff. Where this school support meets the current vetting requirements, volunteers will be required to undertake a DBS check. These volunteers will be required to complete a DBS check and their details will be held on our Single Central Record (SCR). The SCR is a document which details all adults who have regular contact with our pupils. Thereafter, volunteers will be provided with a yellow lanyard to wear whilst they are on site. Parents may wish to volunteer to accompany children on trips, to sporting events or offer to help support with cooking or craft activities.

Work Experience & Training Placements

In addition we offer work experience placements for adults in training as well as young people wishing to have work experience in a school setting. In such cases the vetting is carried out by the applicants host agency. Students on placements from universities or colleges will be vetted by their place of study and a formal statement of assurance will be provided to school prior to commencement of their placement. Where secondary school students seek work experience, a statement of assurance as to their suitability will be obtained from their school. Prior to the beginning of placement, we will hold an induction briefing to ensure students are aware of our school's key policies and procedures. Students will be provided with a red lanyard to wear whilst they are on site.

Roles & Responsibilities

Below is a guide to suitable activities with children which may be designated to volunteers, visitors or work experience students:

- Creative & art projects such as sewing
- Hearing children read
- Cooking
- Outdoor activities while supporting a member of staff
- Support in delivering theme days such as Sports Day, History off the Page, trips and local visits.

No volunteer, visitor or work experience student will be asked to support children with small group interventions, maths groups, writing groups or reading comprehensions.

This policy should be read in conjunction with the following policies:

Child Protection Policy, Volunteers & Visitors Information Leaflet

This policy was agreed on: January 5th 2023

By: S Poole (DHT) and T Wright (HT)

Renewal date: January 2024