



Ysgol Rhiw-Bechan

Volunteering in School Policy

Adolygwyd a Chadarnhawyd gan y Corff Llywodraethol/
Policy reviewed and approved by Governing Body

Llofnod Cadeirydd / **Chairman's signature:**

Llofnod Pennaeth / **Headteacher's signature:**

Dyddiad / **Date:** 17.02.25

Dyddiad adolygu / **Review date:** Feb 2026

Ysgol Rhiw-Bechan's Volunteer Policy is part of the school's safeguarding system.

This Policy must be read in conjunction with our Child Protection and Safeguarding Policy, our Health and Safety Policy and our Social Media and E-safety Policy.

Introduction

Volunteers at our school bring with them a range of skills and experiences that can enhance the learning opportunities of our pupils.

We welcome and encourage volunteers from our local community.

Our volunteers include:

- Members of the Governing Body
- Parents
- Ex-pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Local residents
- Friends of the school.

The types of activities that volunteers are involved with include:

- Listening to pupils read
- Working with small groups of pupils
- Working alongside individual pupils
- Accompanying school visits
- Sharing their skills/knowledge through talking to the class

Expectations

All adults who work in our school, whether as a paid member of staff or as a volunteer are expected to work and behave in such a way as to actively promote our school vision, aims and values as identified below:

The School's vision: At Ysgol Rhiw-Bechan we believe that everyone is different and everyone is special. The pupils, teachers, support staff and Governors feel they are known and valued as members of the school community; everyone is valued and treated as an individual.

Aims of the school: -

At Ysgol Rhiw-Bechan, we aim to offer each and every pupil a wide balanced, appropriate and differentiated education based on their ability and interest. We want to give each pupil an opportunity to develop and prepare them for life.

Incorporating the main purpose of the 'Curriculum for Wales - curriculum for life' in all aspects of the school to enable our pupils to develop into:

- ambitious, capable learners
 - healthy, confident individuals
 - enterprising, creative contributors
 - ethical, informed citizens
- Emphasise the importance of good behaviour and courtesy at all times;
 - Develop a happy and safe environment;
 - Ensure that all pupils experience the Welsh heritage;
 - Encourage respect for others, for property and for themselves;
 - Provide equal opportunities for all pupils.

Our School Values which underpin our school ethos are:

Respect, Teamwork, Equality, Friendship and Happiness

Any adult working or volunteering in the school should adhere to these values at all times by:

- behaving in a responsible manner at all times.
- showing consideration, courtesy and respect for others.
- demonstrating self efficacy and self-discipline.
- demonstrating respect for themselves, resources each other and their environment.

Any person wishing to become a Volunteer at Ysgol Rhiw-Bechan will first be asked to complete a Volunteer Information Sheet (Appendix 1)

Safer Recruitment Checking Process

Job Description/ Person Specification

A basic job description and person specification for a volunteer at Ysgol Rhiw-Bechan, outlining the DBS requirements of the position will be provided to people wishing to become a volunteer at our school.

They will also be asked to refer to this Policy, our Child Protection and Safeguarding Policy, our Health and Safety Policy and our Social Media and e-Safety Policy.

Application Process

The volunteer will be asked to complete an application form to the required DBS status of the position.

If a potential volunteer has email access, they can be sent an email containing a link to the online volunteer application form, which can be made available through the Trent web recruitment system. The forms can also be posted out if required.

Interview Process

The volunteer will be invited to attend an informal interview – the panel will consist of two people – the Head Teacher and one other Staff/Governor member, to assess suitability to work as a volunteer, including safeguarding question/s as appropriate.

Volunteering Checks

All volunteers will also be required to complete a DBS Check Form at appropriate level, a Post Offer Health Questionnaire and also provide the details of two referees who will be contacted by the School in writing.

On return of the references, if there are any issues identified on the reference form, these will be followed up by a telephone call to the referee and comments noted on the reference form, signed and dated.

Any issues identified during the DBS process will be dealt with in conjunction with our DBS Policy.

When all of the pre-employment checks have been received and verified, a Starter form will be completed and sent to Employment Services.

Details of the new volunteer will be entered onto the Trent system.

Confirmation Letter

The volunteer will receive a formal letter confirming that all of their checks have been received, and the need to complete and sign a Volunteer Agreement Form prior to commencing volunteering at Ysgol Rhiw-Bechan

End of Volunteering

At the end of their period of volunteering, a leaver form will be completed and sent to Employment Services.

Confidentiality

Volunteers, like school staff are bound by a code of confidentiality.

If a volunteer has any concerns about the children they work with/come into contact with, these should be voiced with the designated officer for child protection (details of which can be found on the back of their lanyards) and the correct procedure must be followed as stated in the school's Policy for Child Protection and Safeguarding.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about the behaviour of another adult in the school, should raise the matter with the Head teacher. Confidentiality must be maintained at all times.

Supervision

All volunteers in class work under the supervision of the class teacher.

Teachers retain responsibility for pupils at all times, including pupils' behaviour and activities. Volunteers will receive clear guidance from the teacher as to how they can best support the class. Volunteers are encouraged to seek further advice / guidance from the teacher in the event of any query / problem regarding pupils' understanding of a task or behaviour.

Health and Safety –

Class teachers ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using equipment/accompanying pupils on visits).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class teacher / Head teacher.

Child Protection

The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures all volunteers are:

- given a copy of this Volunteer Policy and are asked to sign a Volunteer Agreement (Appendix 2)
- given copies of our Child Protection and Safeguarding Policy, our Health and Safety Policy and our Social Media and e-safety Policy.
- made aware of our designated Safeguarding members of staff –
- given DBS clearance.
- Are given a named volunteer lanyard that they must wear when volunteering with the school.

One-off Activity Volunteer

Where a volunteer is engaged in a 'one off' activity e.g. sharing their skills/knowledge by talking to the class, no formal checks are carried out on these volunteers. These volunteers will be under constant supervision of school staff and at no point unsupervised or alone with pupils.

Complaints Procedure

Any complaints made about the behaviour of a volunteer will be referred to the Headteacher for investigation. Any complaints made by a volunteer will be referred to the Headteacher.

The Headteacher 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, eg: helping with another activity or in another class;
- Inform the volunteer that the school no longer wishes them to volunteer at the school.
- A copy of the school's Complaints Procedure is available from the Headteacher.

Data Protection and GDPR at Ysgol Cwm Banwy

Our GDPR Privacy Notice Policy for Staff and Volunteers sets out what Ysgol Rhiw-Bechan, the Local Authority (Powys County Council) and the Welsh Government do with the personal information you have provided.

Our Data Protection Policy sets out how Ysgol Rhiw-Bechan complies with Data Protection.

Appendix 1

**VOLUNTEER INFORMATION SHEET – FOR THOSE WISHING TO BE CONSIDERED
AS A VOLUNTEER AT YSGOL RHIW-BECHAN**

Full name:

Date of Birth:

Other names known by (including maiden names):

Address:.....
.....

Telephone no:

Email address:

What skills/areas would you like to help with in school?
.....
.....
.....
.....

Are there any particular age groups/classes you would like to work with?
.....

Do you have any disabilities/other needs we need to consider when working as a volunteer in school? (please give details)

.....

.....

.....

Thank you for taking time to complete this Volunteer Information Sheet.

Please leave completed form at the School Office.

Your offer of help is appreciated and we will contact you shortly.

Appendix 2

Volunteer Agreement

Thank you for offering your services as a volunteer at Ysgol Rhiw-Bechan.

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 and hand it in at the School Office.

You will also receive a copy for your records.

As a Volunteer at Ysgol Rhiw-Bechan:

- I have read and understood the School's Volunteer Policy.
- I have read and understood the School's Child Protection and Safeguarding Policy
- I know who the designated member of staff/designated Governor for Child Protection and Safeguarding at Ysgol Rhiw-Bechan are
- I have read and understood the School's Data Protection and GDPR Policies.
- I agree to support the School's aims
- I will treat all information I learn whilst being a volunteer at Ysgol Rhiw-Bechan as confidential and understand the consequences of not doing so.
- I understand that I am required to undergo a DBS check to advise the school of my suitability as a volunteer and that I am to notify the Headteacher of any subsequent offence(s)/caution(s) received following the date of my most recent DBS check always.

Signed:

Name:

Date:

