



VOLUNTEERS WORKING IN THE ACADEMY POLICY

September 2019

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The Academy's volunteer policy is part of The Academy's safeguarding systems.

Introduction

Volunteers within our Academy bring with them a range of skills and experience that can enhance the learning opportunities of children within our Academy. We welcome and encourage volunteers from the local community.

Our Volunteers include:

- Members of the Governing Body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students on placement
- Ex-members of staff
- Local residents
- Friends of The Academy

The types of activities that Volunteers are engaged in include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Accompanying a class on an Academy trip
- Teaching whole class (University students on placement)

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event, such as an Academy trip/visit or on a more regular basis, should contact the School Office.

Volunteers should complete the Volunteer Information Sheets (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help.

All Academy placements will receive a copy of 'Safe working practice' (Appendix 2) The Academy's Aims (Appendix 3) and a copy of The Fire and Emergency Evacuation Procedure (Appendix 4).

The Academy will seek DBS clearance for any Volunteer, before they come into The Academy, to protect the staff and children.

Confidentiality

Volunteers within The Academy are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with/come into contact with should be voiced with the Class Teacher and **NOT** with the parents of the child/persons outside of The Academy. If it is a comment which a child makes which gives rise to concerns then the designated person (DSL - The Headteacher) or the deputy designated person (Assistant Headteachers or SENDco) should be informed directly.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress for the parents of a child if they hear about such issues through a third party rather than directly from The Academy. Volunteers who are concerned about anything another adult within The Academy does or says should raise the matter with the Headteacher or Assistant Headteacher.

Supervision

All Volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for the children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the Teacher as to how an activity is carried out/what the expected outcome of an activity is. Volunteers are encouraged to seek further advice/guidance from the Teacher in the event of any query/problem regarding the children's understanding of a task or behaviour.

In the Nursery, students under the age of 17 cannot count towards the staffing ratio and should be supervised at all times. Individuals aged 17 and over who are on long-term placements may be included in the ratios if the provider is satisfied that they are competent and responsible. They must never be left on their own with a child or carry out duties such as nappy changing or changing children's clothes without constant supervision.

Health and Safety

The Academy has a Health and Safety Policy and this is made available on request to Volunteers working in The Academy. 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 DT equipment/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class Teacher/Headteacher.

Child Protection

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- All Volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 1) or a Volunteer Student Agreement (Appendix 2).

- To ensure the safety of our pupils at all times, all of our Volunteers must have been cleared through the DBS. A certificate is issued to the individual to produce within The Academy. (From 18 years of age)

Complaints Procedure

Any complaints made about 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
- Inform the Volunteer that they are no longer required to help with The Academy.

This policy will be reviewed annually or in the light of new guidance.

Policy reviewed: September 2019

Head Teacher: _____

The Academy of Woodlands Director: _____

Appendix 1



Volunteer Agreement

Thank you for offering your services as a Volunteer at The Academy of Woodlands. 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 into the School Office at The Academy. You will receive a copy for your records.

- I have received a copy of The Academy's Volunteer Policy and have been made aware of the Academy's Safeguarding Policy.
- I agree to support The Academy's Aims
- I agree to treat information I hear or learn, from being a Volunteer within The Academy, as confidential
- I understand that I am required to undergo a Disclosure and Barring Service (DBS) check to advise The Academy of my suitability as a Volunteer.

If you already have a DBS certificate, please pass it to Diane Humphrey in the Finance Office who will then record the certificate number and enter it onto the Single Central Register.

Signed: _____

Name: _____

Date: _____

Appendix 1



Volunteer Information Including Contact Details

Full Name:	Date of Birth:
Address:	Contact Telephone Numbers: Home: Mobile:
DBS: Yes / No (Circle Appropriate) If Yes, please hand certificate to Diane Humphrey in the Finance Office	
Emergency Contact: Name: Address : Contact Phone Number: Relationship:	Emergency Contact: Name: Address : Contact Phone Number: Relationship:
Signed: Print:	Date:

Some Useful Information:

- Sign in when you arrive – sign out when you leave
- Please ensure you ask our assigned class teacher for fire evacuation procedures
- Dress code is smart casual – NO denim, NO strappy tops or low necklines
- Toilets are located in the Arts Centre Refectory
- Lunchtimes: FS/KS1 11.30am – 12.30pm
KS2 12.30pm – 1.30pm
- If you are not sure about something – please ask and we will be happy to help you

Appendix 2



SAFE WORKING PRACTICE

This document is to provide guidance for staff and volunteers working The Academy environment. This document takes into account the vulnerability of **all** parties but with a clear emphasis on victim empathy as is our primary responsibility as care givers. It is to be adopted for all staff members and other adults working within The Academy setting.

1. Whole class work: The TA or Volunteer is to work on a specific activity chosen by the Class Teacher assisted by another adult in the teachers' absence.
2. Small group work within the classroom – children and activity to be decided by the Class Teacher.
3. Small group work outside the classroom – children and activity to be decided by Class Teacher e.g. layered maths intervention, group reading.

Working in the corridor outside the classroom – in full view of Class Teacher and of pedestrians in main throughfare through The Academy.

4. 1:1 planned work – activity and child chosen by Class Teacher, working in the corridor as described above.
5. 1:1 impromptu/emergency work – In case of First Aid – this should only be carried out by certified First Aiders.
N.B. The First Aid room has not got a door and is located near the main entrance of The Academy at the confluence of several busy and populated offices. Any First Aider may need a chaperone depending on the nature and location of the injury.
6. Changing rooms (Swimming Pool/Sports Hall/Classroom for FS and KS1 pupils) – Adults are supported by a chaperone. Sports Hall staff must be behind the counter and have a full view of activities in Sports Hall.
7. Clubs – After Academy hours clubs and Lunchtime clubs are to be manned by at least two adults, where possible.
8. Travel – car/coach/train/minibus – two adults to each vehicle, wherever possible.
9. Playtime – Morning and Afternoon play: 3 teachers and as many TAs as possible to be on duty. TAs who are responsible for class or for the class whose Class Teacher is on duty are exempted. Lunchtime play – Senior Supervisor and approximately 11 lunchtime supervisors are on duty.



THE ACADEMY AIMS

At the Academy of Woodlands **CHILDREN** are encouraged to:

- Produce work of the highest quality appropriate for each individual, taking into account interests, aptitudes, age and ability,
- Respect other people and property, and help and support each other socially and academically.
- Take responsibility for their own learning at the earliest opportunity.
- Take pride in themselves and The Academy's achievements.
- Realise their place as a member of The Academy, our local community and the world.

The **STAFF** will endeavour to:

- Care for all our children.
- Provide a broad and balanced curriculum that meets the needs of the children.
- Work together to support each other, sharing expertise, skills and resources.
- Encourage and value the contribution made by parents to the education of their children.
- Foster good relationships with the community.



FIRE AND EMERGENCY EVACUATION PROCEDURE

September 2019

FIRE AND EMERGENCY EVACUATION STAFF PROCEDURE PLAN

This plan covers the weekday evacuation from 07:30 hours to 18:00 hours.

Areas covered within the plan include The Academy's main school, all before and after Academy clubs, day nursery and the arts centre.

IF YOU DISCOVER A FIRE, OPERATE THE NEAREST FIRE ALARM CALL POINT

On hearing the FIRE ALARM, staff should immediately commence the evacuation of their own classroom or work area and leave the building using the nearest available escape route, then follow the signs to the designated **Assembly point located on the 3G pitch at the rear of The Academy**. The site **MUST** be evacuated on all alarm activations.

DO NOT STOP TO COLLECT PERSONAL BELONGINGS.

FIRE MARSHALS must ensure that they check the classrooms, toilets and offices within the vicinity, which they are located in at the time of the alarm activation. Fire Marshals will then leave the building and assist with the evacuation from the outside.

DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE INFORMED IT IS SAFE TO DO SO BY THE HEAD TEACHER OR FIRE OFFICER IN CHARGE.

ROLL CALL

- Academy office staff are to take registers and signing-in books to the assembly point and distribute registers to class teachers or TAs.
- If the registers are still in the classrooms, the class teacher will take them to the assembly point.
- Arts centre reception staff are responsible for taking the signing-in books to the assembly point.
- The senior member of staff in each nursery room is responsible for taking their room's register to the assembly point.
- It is important that ALL staff sign in and out of the site on a daily basis.
- If anyone is unaccounted for the Head Teacher or Deputy Head must be informed immediately.

IF A FIRE IS DISCOVERED, THE FIRE BRIGADE WILL BE SUMMONED BY A DESIGNATED MEMBER OF STAFF.

- **DIAL 999 AT REPORT FIRE AT:**
The Academy of Woodlands
Woodlands Road
Gillingham
Kent ME7 2DU

Wait for the operator to confirm our location before ending the call.

GENERAL POINTS

- Any gate key holder who is passing a locked gate is to unlock the gate. Staff members with direct responsibility for unlocking particular gates are aware of their role.
- Please familiarise yourself with the location of the new gates which have been installed adjacent to the 3G pitch.
- Support staff, including cleaning staff and mealtime supervisors will assist in the evacuation.
- Our priority is to evacuate the site safely and calmly and to only close doors and windows if it is safe to do so, and will not delay your evacuation.
- On arrival at the assembly point the Fire Marshals will report to the Head Teacher or Deputy Head that the areas they have checked are clear. This will assist the fire brigade if they are required to attend.
- **RADIOS** are to be switched to **channel one**, by the individual radio handlers, then await instructions. Please keep airwave clear unless you are directly involved in the incident.
- The Site Manager or Site Team will check the alarm panel and investigate the cause of the alarm and then convey the findings to the Head Teacher or Deputy Head.
- The alarm **will not** be silenced or the all clear given until the cause of the activation can be verified. The continued sounding of the alarm will also indicate to incoming visitors that they are not to enter the building.
- If the fire brigade are required to attend the site then the Site Manager or the Site Team will man the car park barrier.

NOTE: THE FIRE ALARMS ARE TESTED EACH FRIDAY MORNING AT 07:00 HRS.

Tony Tippell

Site Manager

Date of next planned review: April 2020

FIRE AND EMERGENCY EVACUATION STAFF PROCEDURE PLAN

This plan covers weekend evacuation from 08:00 hours to 22:30 hours.

Areas covered within this plan: **Community Arts Centre**

If you discover a fire, operate the nearest fire alarm call point

On hearing the fire alarm this evacuation procedure should be followed. The Arts Centre receptionist who is a trained Fire Marshal will coordinate the evacuation of staff and visitors. All clients are aware of the exit routes from the rooms they are using, and the escape routes from the building.

The out of hours fire assembly point is located in the back playground near The Academy kitchen.

- Any staff onsite are to change **radios to channel one.**
- The fire alarm **will not** be silenced or the all clear given until the cause of the activation can be verified. This will also indicate to incoming visitors not to enter the building.
- The receptionist, if necessary, call out the Site Manager or a member of the Site Team (contact numbers are already known to them) or call on sports staff for assistance if required.
- **Roll call:** with the assistance of the Centres clients a roll call will be taken.
- Due to out of hours staffing levels it may not be possible to conduct a search of the buildings.
- In the event that the Fire Brigade are required to attend the site, the Fire Marshal will dial 999 and man the front car park barrier.
- In the event of a fire or emergency that would prevent The Academy from operating, the Head teacher or Deputy Head must be informed.

Tony Tippell

Site Manager

Planned review date: April 2020

FIRE AND EMERGENCY EVACUATION STAFF PROCEDURE PLAN

This plan covers evening evacuation from 18:00 hours to 22:30 hours.

Areas covered within this plan: **Community Arts Centre**

If you discover a fire, operate the nearest fire alarm call point

On hearing the fire alarm, this evacuation procedure should be followed. The Arts Centre receptionist, who is a trained Fire Marshal, will coordinate the evacuation of staff and visitors. All clients are aware of the exit routes from the rooms they are using and the escape routes from the building.

The out of hours fire assembly point is located in the back playground near The Academy kitchen.

- All staff onsite are to change **radios to channel one.** The evening cleaning staff will leave the building by the nearest fire exit and then make their way to the assembly point. They will designate one of their staff members to coordinate with the receptionist and offer assistance.
- The fire alarm **will not** be silenced or the all clear given until the cause of the activation can be verified. This will also indicate to incoming visitors not to enter the building.
- The receptionist will, if necessary, call out the Site Manager or a member of the Site Team (contact numbers are already known to them) or call on sports centre staff for assistance if required.
- In the event that the Fire Brigade are required to attend the site, the Fire Marshal will dial 999 and man the front car park barrier.
- **Roll call:** the designated member of cleaning staff will take the roll call and report the findings to the Fire Marshal.
- In the event of a fire or emergency that would prevent The Academy from operating, the Head Teacher or Deputy Head must be informed.

Do not re-enter the building unless directed to do so by the Fire Officer in charge.

Tony Tippell

Site Manager

Planned review date: April 2020

FIRE MARSHALS

Tony Tippell

Mark Pullen

Charlotte Hall

Mark Thirkell

Wayne Darwood

Rick Austin

Ian Andrew

Ryan Smithson

Danielle Smithson

Lauren Browne

Policy reviewed: September 2019

Head Teacher: _____

The Academy of Woodlands Director: _____