



# Royal Free Hospital Children's School

## Policy for Volunteers

**June 2021**

RFHCS is pleased to welcome volunteers by prior arrangement to support both pupil learning and the administration of the school. Volunteering in a school can be an excellent way of gaining experience of the national Curriculum; of pupils with a range of abilities and disabilities and different teaching and learning approaches. Volunteers form a really valuable part of our team and the school was recently awarded a National Helpforce Champions Award for 'Partnership Work in Volunteering.

Potential volunteers need to apply through the Royal Free Charity by contacting:

***Gill Hyatt***

***Volunteer Team Leader***

*Royal Free Charity*

*Contact Numbers*

*Mobile – 07904 208277*

**Royal Free London NHS Foundation Trust**

**Pond Street, London NW3 2QG**

All volunteers looking to work at the school need to;

- Commit to a regular session weekly over at least one term.
- Negotiate duties and terms and conditions with the Headteacher
- Sign in and out with the main charity office
- Complete a safeguarding induction
- Maintain professional standards and professional code of conduct at all times
- Appreciate that if a (paid) vacancy becomes available, this will be advertised and the volunteer may apply, but will not have preferential treatment.

*Date Updated: 17/06/21    Next Review: June 2024*

## **Appendix 1 Safeguarding – key questions in school**

**1) Who are safeguarding leads at the school? What kinds of things might be safeguarding concerns at the school?**

**2) Reporting a disclosure/gut feeling/ or incident** about a young person when working with young people- What is this protocol? Who do I tell if someone has told me something which I think needs to be passed on?

### **3) Professionalism/ boundaries**

- What am I here to do?

\* What are my working hours/days?

\* Keeping in mind the role you are fulfilling

\* Am I clear about what I am being directed to do by the adult who is supervising me? if not sure **ASK**.

- Volunteers are expected to adhere to a code of conduct, acting in a 'professional' way including;

\* how they dress

\* language used when speaking to young people

\* behaviour when interacting with all members of staff and especially young people.

\* maintaining boundaries- what might this look like?

**4) Confidentiality** - understanding the kinds of information which we consider 'confidential' and clarifying WHY we do not share this with young people we work with

\* In the context of working in a school, what do you think would be considered 'confidential'/sensitive information?

\* why do you think it is important that we would keep sensitive information 'confidential'?

\* if sensitive information is overheard ( it shouldn't be but..)- DO NOT share this **with pupils or anyone** from outside the school including family.

\* speaking about teachers or any member of staff at RFHCS

\* gossiping about previous past/current pupils with other pupils

\* giving out your personal information to young people

**5) Keeping myself safe when working with young people at the Hive/The Thomas Group**

*- NEVER work alone with young people in a side room- always within in the eye line of the general teaching space*