



# Volunteer Policy

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<b>Policy Owner</b>	Head Teacher
<b>Approved by</b>	School Improvement Committee

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## **Statement of Intent**

At Prior's Mill CE Primary School, we recognise and value the effort taken by parents and other volunteers who contribute towards our school. Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children without encroaching on the professional teaching responsibilities of the class teacher.

The development of any volunteer, whether for one day or for a number of sessions over a longer period, must take into account the needs of pupils and the staff to whom they are assigned. We have a duty to ensure that the welfare of pupils is promoted, and that they are safeguarded from harm.

This policy sets out the practices and procedures which will be followed when appointing, managing and supervising volunteers, as well as a code of conduct which all volunteers are required to comply with.

## **1. Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- The Childcare Act 2006
- The General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- DfE 'Keeping children safe in education'
- DfE 'Disqualification under the Childcare Act 2006'

## **2. School Procedures**

All volunteers working regularly in school must undertake a short safeguarding induction to include health and safety and basic Safeguarding and Child Protection awareness training before commencing their voluntary role.

Volunteers will have access to key policies and information via an electronic Volunteer pack. This will include:

- Child Protection and Safeguarding Policy
- Behaviour Policy
- Anti-bullying Policy
- Online Safety Policy
- Social Media Policy
- Acceptable use Agreement
- Keeping Children Safe in Education – Part 1

## **3. Expectations**

Anyone wishing to work as a volunteer who will be in school on a regular basis or a one-off occasion completing a work placement should request a Volunteer Application Pack from the school office. This should be completed and returned with the necessary original Identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check and for two references to be sought. Where the volunteering is a placement linked to a course of study the cost of the DBS (if required) will be met by the volunteer (or his/her college) unless a portable DBS has been activated.

Only when two satisfactory references and a clear enhanced DBS has been received by the school, will the Headteacher (or staff member with delegated responsibility) interview the potential volunteer and an appropriate placement will be agreed. This will be in a class which has no family connection to the applicant. A regular day and time will be agreed and the applicant will be expected to sign for and adhere to all relevant documentation, including our Safeguarding and Child Protection Policy.

An entry will be made on the school's Safeguarding Single Central Record and a file maintained with the confidential details of the volunteer which will be retained by school for 7 years after the volunteer resigns from their volunteering responsibilities.

Volunteers in school should expect to:

- be recognised for their valuable contribution to the learning experience for the children they support
- be assigned worthwhile tasks
- access to any school policies or procedures that are relevant to their role
- access any training that is necessary for the success of their activities

School expects all volunteers to:

- Adhere to the name protocol for staff
- Adhere to the school policies
- Read and work within the Keeping Pupils Safe in Education Part 1
- Work under the supervision and direction of staff.
- Be role models for the children they work with e.g. think about the language and gestures used.
- Wear appropriate, smart dress (no jeans)
- Refer any behavioural or safeguarding concerns to the class teacher and not attempt to deal with any such issues themselves.
- Advise school as soon as possible when it is not possible to attend.

#### **4. Activities**

Volunteers may be engaged in any of the following:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking practical activities with small groups of children
- Working with children on computers
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks
- Social activities such as running a disco
- Fund raising activities such as running a cake stall or Summer Fair

#### **5. Regulated Activity**

For the purpose of this policy, a volunteer will be engaging in “regulated activity” if

- they work unsupervised when teaching or looking after pupils regularly
- or provide pastoral care on a one-off basis.

#### **6. Safeguarding and Child Protection**

Depending on the level of interaction with a pupil, it may be necessary to obtain a DBS certificate.

- The school is required to obtain an enhanced DBS certificate if the volunteer intends to carry out an activity for the school that includes unsupervised contact with pupils.

- The school is not required to obtain an enhanced DBS certificate if the volunteer intends to carry out an activity for the school that includes supervised contact with pupils.

The school will obtain an enhanced DBS certificate, including barred list information, for any volunteer who is working in regulated activity.

For volunteers who are not in regulated activity, but who have the opportunity to come into contact with pupils on a regular basis, it is at the discretion of the school to decide whether or not a DBS check is required.

**At Prior's Mill, a DBS check will be required in these circumstances.**

The school will not obtain barred list information for any volunteer who does not engage in regulated activity. The DBS cannot provide barred list information on any person, including volunteers, who are not in, or seeking to enter into, regulated activity.

All volunteers are required to be identified and located at all times. For this reason, the following process will be adhered to:

- Volunteers will sign in and out of the building at the school office
- Volunteers will wear a visitor's badge at all times
- The headteacher and relevant phase leader will be made aware of where the volunteer is working

Allegations of abuse made against volunteers will be dealt with in accordance with the Allegations of Abuse Against Staff Policy.

## **7. Risk assessments**

The school will undertake a risk assessment, using professional judgement and experience when deciding whether an enhanced DBS check is required for any volunteer not engaging in regulated activity. The school will record the details of the risk assessment and store the details in the SBM office.

The following factors will be taken into consideration when deciding whether to seek an enhanced DBS certificate for volunteers:

- The nature of the work with the pupils
- The school's knowledge of the volunteer, including any formal or informal information offered by staff, parents and other volunteers
- Whether the volunteer has any other employment or voluntary activities, and where referees can advise of their suitability
- Whether the role is eligible for an enhanced DBS check

## **8. Disqualification under the Childcare Act**

Any individual who is classified as being disqualified under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 and section 25 of the Childcare Act 2006, is unable to provide any means of childcare provision.

Any volunteer who is directly concerned with the management of childcare provision, or who works with children on a regular basis, whether supervised or not, is covered by these regulations and may be disqualified.

An individual will be classed as disqualified if:

- They have been reported on the DBS Children's Barred List.
- They have been noted as committing certain violent and/or sexual offences against children and/or adults.
- They have been refused any provision relating to childcare, or have been prohibited from private fostering.
- They have received certain orders in relation to the care of children.

The school will not employ any volunteer who is classified as being disqualified under the above regulations.

## **9. Supervision**

If a volunteer is required to be supervised when undertaking an activity, who would otherwise be in regulated activity if not supervised, the school will ensure that:

- There is supervision by an individual who is in regulated activity.
- The supervision is regular and day-to-day.
- The supervision is reasonable in all the circumstances to ensure the protection of the pupils.

When determining what supervision is reasonable so that the volunteer would not be in regulated activity, the school will take the following factors into consideration:

- The ages of the pupils, including whether there is a large gap in their ages
- The number of pupils that the volunteer is working with
- Whether or not there are other staff members present during the activity
- The nature of the volunteer's work and the opportunity for contact with pupils
- Vulnerability of pupils
- How many volunteers would be supervised by each member of supervising staff

## **10. Complaints**

Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher (or a delegated staff member) for investigation. The Headteacher (or delegated staff member) reserves the right to take the following action:

- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated
- Offer an alternative placement or activity for a volunteer
- Inform the volunteer that the placement has been withdrawn

## **11. Health and safety**

Volunteers will ensure that they are familiar with emergency procedures, e.g. evacuation, and of any health and safety procedures relating to the activity they will be undertaking, e.g. whilst in a cookery class. If a volunteer notices any potential hazard which may put another individual at risk of harm, they will report this immediately to the School Business Manager.

## **12. Absence**

Volunteers are required to inform the school office by **8:15am on the day they were due to attend** if they are unable to attend at the agreed time. Failure to inform the school on more than **two** instances may result in the volunteer being unable to attend the school on any further occasions. If a volunteer is called away in the event of an emergency while volunteering, they will inform the class teacher or senior leader, and will sign out of the building before leaving the premises.

## **13. Confidentiality**

Volunteers will be reminded that all information with regard to individual pupils and members of staff is confidential, and that the sharing of data is protected under the Data Protection Act 2018. Volunteers will not be permitted to discuss any confidential information regarding a pupil or member of staff with any other individual. Any volunteer who breaches the confidentiality rules will be asked to leave the premises and will not be able to return to undertake any further activity. Volunteers will report any concerns to a member of staff and are instructed not to notify the parents.

## **14. Internet Use**

All volunteers will be required to behave in an ethical and respectful manner with regards to email and internet use, and will be expected to follow the processes outlined in the following school policies:

- Online Safety Policy
- Social Media Policy
- Acceptable use Agreement

Volunteers will have restricted access to the school network and will be instructed on ensuring appropriate use. No volunteers are permitted to make contact with pupils via social media or email, or arrange to meet pupils outside of school.

## **15. Monitoring and Review**

This policy will be reviewed every two years.

## PRIOR'S MILL CE PRIMARY SCHOOL Volunteer Application Form

<b>Name:</b>	
<b>Previous name:</b>	
<b>Telephone number (home):</b>	
<b>Telephone number (mobile):</b>	
<b>Email address:</b>	
<b>Role applied for:</b>	

<b>Address:</b>	
<b>Postcode:</b>	

**In the box below, please give details of any skills or experience that you bring to the role, explain your motivations for wanting to work with children or young people and outline what you want to achieve from volunteering.**

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<b>Is your application in connection to an educational course? (please circle)</b>		<b>Yes / No</b>	
<b>If you answered 'yes' to the above, please fill out the table below:</b>			
<b>Name of Educational Setting</b>		<b>Postcode</b>	
<b>Address</b>			
<b>Course Title</b>			
<b>Qualification</b>		<b>Length of course</b>	
<b>Link Tutor</b>		<b>Telephone</b>	

**Please fill out the sections below, providing accurate details of when and how long you are available for:**

<p>I wish to work on the following school days (please tick):</p> <p><input type="checkbox"/> Monday</p> <p><input type="checkbox"/> Tuesday</p> <p><input type="checkbox"/> Wednesday</p> <p><input type="checkbox"/> Thursday</p> <p><input type="checkbox"/> Friday</p>	<p>I wish to work (please tick):</p> <p><input type="checkbox"/> A full day (8:15am – 3:15pm)</p> <p><input type="checkbox"/> Mornings (8:15am – 12pm)</p> <p><input type="checkbox"/> Afternoons (1pm – 3:15pm)</p>
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**Please list any other requirements in terms of availability (e.g. specific times):**

## References

All volunteer applicants must give two recent and relevant references – the first of which must be from your current or most recent employer or organisation you volunteered for. References from friends, schools and/or colleges will only be accepted where candidates are applying straight from full-time education, or where candidates are able to provide an acceptable reason why a previous employer cannot be contacted. Please ensure all the contact details you have specified are correct and inform the referees you select that the school will contact them. The address information the school requires relates to the referee's work address, where applicable

### Referee one

<b>Name of referee:</b>	
<b>Relationship to candidate:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	
<b>Address</b>	
<b>Postcode:</b>	

### Referee two

<b>Name of referee:</b>	
<b>Relationship to candidate:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	
<b>Address</b>	
<b>Postcode:</b>	

## Criminal offences

As it involves working with children, this volunteer role is exempt from the Rehabilitation of Offenders Act 1974 – this means that you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are therefore not subject to disclosure to employers and cannot be taken into account.

In addition to abiding by the Rehabilitation of Offenders Act 1974, all volunteers who work in 'regulated activity' with pupils will require an enhanced Disclosure and Barring Service check.

In accordance with the DfE's 'Keeping children safe in education', a volunteer is considered to be engaging in regulated activity if they:

- Will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children.
- Will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children.
- Engage in intimate or personal care or overnight activity, even if this happens only once.

With the above in mind, please answer the following questions honestly – false statements or withholding information will result in one of the following actions being taken:

- Your application will be taken no further
- An offer of employment will be withdrawn
- Disciplinary action leading to dismissal, if you have already started volunteering with the school

Do you have any previous spent or unspent criminal convictions to declare in relation to the information above?

Yes

No

Have you ever been disqualified from working with children?

Yes

No

If you answered yes to either of these questions, please give details below:

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## Declaration

By signing this form, I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form could result in my application for a volunteer role being rejected or terminated. I agree that the information I give you in connection with this application may be stored and processed for the purpose of personnel management.

**Signed:**

**Date:**

## **PRIOR'S MILL CE PRIMARY SCHOOL Volunteer Confidentiality Agreement**

Whilst in school, it is possible that you may come in to contact with confidential/sensitive information. This may be concerning people with whom you have dealings outside of the school setting such as; parents, children, staff and other individuals representing the school. Please remember that any information that you are privy to whilst at this school is confidential and must remain so. This includes personal and social media interactions. If you have concerns regarding a breach of sensitive information or indeed, feel there is a matter which needs to be brought to the attention of the Headteacher, please contact the School Business Manager as soon as possible. Below is a form acknowledging your agreement of the above statement. The school views any breach of confidentiality as a very serious matter and will take appropriate action in the event of any such breach.

<b>I have read, acknowledged and agree to abide by the above confidentiality statement.</b>	
<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	