

Menston Primary School

Volunteer policy



St Peter's Way

Menston

LS296NY

Tel: 01943 87318

Email: office@menstonprimary.co.uk

Headteacher: Mrs. Marie Wilson

Approved by:

Senior Leadership Team

Date: November 2022

Introduction and aims

We believe that volunteers can provide a valuable contribution to the school's work, and that they can enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of Menston Primary School's volunteer policy is to:

- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers
- Help us to recruit volunteers in line with our robust Safer Recruitment practices
- Ensure that volunteers support the school's vision and values, and adhere to our policies

This policy has been developed in line with the Department for Education (DfE)'s statutory safeguarding guidance, [Keeping Children Safe in Education \(KCSIE\)](#).

How we deploy volunteers

At Menston Primary School, volunteers may be asked to:

- Read with children
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils/ students on work experience
- Friends of the school/members of the PTA

This is not an exhaustive list.

Members of the governing board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our governor code of conduct.

How to apply to volunteer

The school will advertise specific volunteer roles as needed through newsletters and on the website. Anyone wishing to volunteer for these roles is welcome to apply by completing the application form within this policy (see appendix 1)

Students on work experience should first contact the school office to check whether we can accommodate the placement. They can then apply using the application form within this policy.

Appointment of volunteers

Volunteers are appointed by the Senior Leadership Team

Appointment and induction of new volunteers can take up to six weeks and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

The Headteacher reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

We will always seek two references for any person applying to volunteer at our school, so potential applicants should approach referees before including their details on the application form.

Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to our child protection and safeguarding policies and procedures.

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks with a barred list check on volunteers who:
 - Work 1-on-1 with pupils unsupervised
 - Work with groups of pupils unsupervised
 - Supervise or accompany groups of pupils on overnight residential visits
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Provide safeguarding induction training to all volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education.
- Require volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:
 - Child Protection and Safeguarding (including Part 1 of Keeping Children Safe in Education)
 - Use of mobile phones
 - ICT and internet acceptable use
 - Online safety
 - Behaviour
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils
- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
 - The nature of the work they will be doing
 - What we know about them
 - References from employers or other voluntary roles
 - Whether the role is eligible for an enhanced DBS check

Sometimes teachers will request volunteers to accompany classes on educational visits. In these instances, volunteers will always be supervised by school staff, so there will not usually be the requirement for DBS checking procedures to take place.

Volunteers and visitors from other organisations who carry out work in school will be asked to provide evidence of relevant safeguarding checks, including DBS certification, from their employer.

We will add relevant safeguarding check details of volunteers to our single central record (SCR) and delete these details when the period of volunteering has finished.

Induction and training

Volunteers in regulated activity must complete appropriate induction prior to beginning work at the school. This induction will include a face to face meeting with a member of the leadership team, who will share and talk through safeguarding, conduct and confidentiality policies and procedures.

All volunteers must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing. Training requirements will be determined by the headteacher, or the appropriate member of staff. Parent volunteers accompanying classes on educational visits should confirm with the lead teacher that they have read our Child Protection and Safeguarding policy, which can be accessed on our school website or by requesting a paper copy from our school office.

Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents.

Volunteers should **never** approach other parents directly about work that they have been asked to carry out with children in school. Doing so will result in immediate termination of the placement.

Volunteers must adhere to the school's safeguarding policies with regard to reporting safeguarding concerns or disclosures.

If concerns relate to safeguarding, volunteers must follow the guidance in our Child Protection policy and inform the Designated Safeguarding Lead (DSL) – Mrs. Marie Wilson or Deputy Designated Safeguarding Lead (DDSL) – Mrs. Charlie Gilmour.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy. A copy of this policy is available on our school website or a paper copy can be requested from the school office.

Conduct of volunteers

Volunteers must comply with the code of conduct set out in appendix 2 of this policy and the Safer Recruitment Consortium Guidance for Safer Working Practice. Copies of these documents will be shared at induction.

Insurance

The school's insurance policy does cover volunteers in the event of an accident or emergency.

If a volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

Data protection and record keeping

Our privacy notice for volunteers (appendix 3) explains what information we collect about volunteers and why we collect it.

We will remove details of volunteers from the single central record (SCR) once they no longer work at our school.

Monitoring and review

This policy has been approved by the Senior Leadership Team and will be reviewed regularly.

This volunteering policy is linked to our Child Protection and Safeguarding policies and procedures.

Appendix 1: Volunteer application form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

DATA PROTECTION NOTICE

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations

You'll find more information on how we use your personal data in our privacy notice for volunteers.

PERSONAL DETAILS

Name:	
Date of birth:	
Telephone number:	
Email address:	
Home address:	

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school's privacy notice.

Do you have a DBS check on the DBS Update Service? (please circle)	Yes/No
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DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

If YES, please confirm you are happy for us to perform an online check on this.	
If yes, what type of check do you have? (please circle)	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information
Date of check:	
Certificate number:	

AVAILABILITY

(IF APPLYING FOR A SPECIFIC ROLE, PLEASE COMPLETE THIS SECTION IN LINE WITH THE ADVERTISED ROLE)

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
How many hours per week/month can you volunteer?					
Can you commit to at least 1 term?					

EXPERIENCE AND QUALIFICATIONS

Do you have experience working as a volunteer or in employment working with children? If yes, please include details in the box below.

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EXPERIENCE AND QUALIFICATIONS

Why would you like to volunteer at Menston Primary School?

Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)

EXPERIENCE AND QUALIFICATIONS

Do you have any relevant qualifications? If so, please add details here.

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ADDITIONAL INFORMATION

Do you have children in school? If so, please list their names and year groups.	
Please tick to indicate that you understand that you are unlikely to be assigned a role working in your child(ren)'s year group.	
Do you have a connection to any staff members? If so, please detail.	
Please tick to indicate that you understand that Senior Leaders will consider the most appropriate placement depending on family/ other close relationships.	

REFERENCES

Your placement as a volunteer may be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).

Please contact your nominated referees before adding their details here.

Name:	
Relationship to you:	
Address:	
Telephone number:	
Email address:	

Name:	
Relationship to you:	
Address:	
Telephone number:	
Email address:	

DISABILITY AND ACCESSIBILITY

The school is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

Appendix 2: Code of Conduct for Volunteers

Code of conduct for volunteers

By signing this form, volunteers agree to the following:

1. School rules and policies

- Volunteers will follow all school rules and policies, including those on:
 - Child protection and safeguarding
 - ICT and internet acceptable use
 - Online safety
 - Mobile phones
 - Data protection
 - Health and safety
 - Equality
 - Whistle-blowing
 - Behaviour

Copies of the school policies will be shared as part of safeguarding induction

Professional conduct

- Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the Phase Leader.
- Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions. The behaviour of pupils in school should never be discussed outside of school.
- Volunteers must conduct themselves in a professional manner at all times. This includes:
 - Dressing in a way that is professional and appropriate to the work they are doing
 - Refraining from using inappropriate language
 - Setting an example for pupils by acting in a way that reflects the school's ethos and values
 - Behaving in a way that is appropriate for the role they are undertaking
 - Ensuring that comments, including those made on social media, do not bring the school into disrepute
- Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you".
- Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.

- Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.
- If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor (usually the class teacher or phase leader) via the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

2. Safeguarding

- Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policies. Safeguarding induction will be provided to all volunteers in regulated activity before they begin their placement.
- If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the Designated Safeguarding Lead (DSL) or deputy DSL. The DSL is Mrs. Marie Wilson and the Deputy Designated Safeguarding Lead is Mrs. Charlie Gilmour.
- Volunteers should refrain from physical contact with pupils. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.
- Volunteers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
 - Exchanging contact information
 - Making contact with pupils outside of school, including on social media
 - Arranging to meet pupils outside of school
- Volunteers should not take photos of pupils unless instructed to do so by their supervisor. Volunteers will only ever be asked to take photos of pupils for educational purposes using school devices. Volunteers must **never** take photographs of pupils using their own electronic devices whilst in their volunteering role.

3. Health and safety

- Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- Volunteers must sign in and sign out at the beginning and end of every visit via the school's Inventory system at the main office, and must wear a clearly visible visitor badge at all times.

4. Confidentiality

- Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers should not discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the Headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

X

Volunteer name (please print)

X

Volunteer signature

X

Date

Volunteers can expect to hear back from the school within two weeks of submitting their application. Successful applicants will then undergo appropriate safeguarding checks and induction prior to starting in post.

Appendix 3 – Volunteer Privacy Notice

General Data Protection Regulations (GDPR)

Privacy notice for Volunteers

Under data protection law, individuals have a right to be informed about how the Menston Primary School uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals working with the Menston Primary School in a voluntary capacity.

We, Menston Primary School, St Peters Way, Menston, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Richard Lewis-Ogden (see 'Contact us' below).

The personal data we hold

We process data relating to those volunteering at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

Why we use this data

The purpose of processing this data is to support Menston Primary School to:

- Meet statutory obligations
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

Collecting this information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

Personal data is stored in accordance with Information and Records Management Society's toolkit for schools.

We maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the School.

When your relationship with Menston Primary School has ended, we will retain and dispose of your personal information in accordance with the Information and Records Management Society's toolkit.

[Information and Records Management Society's toolkit for schools](#)

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- *Government departments or agencies – to meet our legal obligations*
- *Our local authority – to meet our legal obligations to share certain information with it*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for*
- *Professional advisers and consultants*
- *Employment and recruitment agencies*
- *Police forces, courts*

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

How to access the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the Menston Primary School holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this

- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations
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To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Richard Lewis-Ogden
Email: lewisogdr01@carrmanor.org.uk
Carr Manor Community School, Carr Manor Road, Leeds, LS17 5DJ
0113 3368400

Usually the school will coordinate data protection practice through:

Mrs Val Mooney
School Business Manager

Appendix 4: requesting a volunteer (information for staff)

If you'd like assistance from a regular volunteer in your classroom, please fill out the form below and submit to the Headteacher or Deputy Headteacher

There is no need to complete this form if requesting one-off volunteers to accompany classes on one-day educational visits, but volunteer names should always be included in the visit risk assessment which will be approved by the Headteacher.

Volunteer request form

ACTIVITY DETAILS	
Year group/class	
Activity details	
Date(s) and time(s)	
Is this activity ... (circle one): Weekly? Other? If other, please explain	
Volunteer details	
How many volunteers do you need?	
Do you need your volunteers to have any specific skills or experience?	

Submitted by:

Date:

Approved by:

Date

Once approved, the staff member/ Phase Leader may then seek appropriate volunteer(s) through appropriate means, ensuring that volunteers complete the full application process in line with this policy.