

Menston Primary School



Volunteer Policy

Contents:

Statement of intent

1. Legal framework
2. Definitions
3. Recruitment
4. Supervision
5. Induction
6. Safeguarding
7. Health and safety
8. Absence
9. Confidentiality
10. Complaints
11. Monitoring and review

Appendices

1. Volunteer Application Form
2. Volunteer Code of Conduct

Statement of intent

At Menston Primary School we recognise and value the effort taken by volunteers who contribute towards our school.

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.

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.

1. Legal framework

This policy has due regard to all relevant legislation and 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
- UK General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- DfE 'Keeping children safe in education'
- DfE (2018) 'Disqualification under the Childcare Act 2006'

This policy operates in conjunction with the following school and Moorlands Learning Trust policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Data Protection Policy
- Staff Code of Conduct

2. Definitions

The following definitions apply for the purposes of this policy. For the purposes of this policy:

“Volunteers” are individuals who engage in an activity which involves spending time, unpaid, doing something which aims to benefit some third party, i.e. the school, and not a close relative.

“Occasional volunteers” are individuals who only accompany staff and pupils on one-off trips that do not involve overnight stays, or who volunteer at specific one-off events, such as sports days.

“Regular volunteers” are individuals who volunteer at the school:

- Three or more times in a 30-day period
- Once a month or more
- On an overnight stay.

A volunteer will be engaging in **“regulated activity”** if they:

- Will be responsible, on a regular basis in school, for teaching, training, instructing, caring for or supervising children.
- Will be working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children.
- Engage in intimate or personal care or healthcare or any overnight activity, even if this only happens once.

3. Recruitment

Anyone who wishes to become a volunteer at the school, either on an occasional or more regular basis, will be required to submit a Volunteer Application Form to the school office.

The school will advertise any 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.

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.

Occasional volunteers

Occasional volunteers (such as parents accompanying classes on school trips) will be appointed at the lead teacher’s discretion and will not be required to go through the recruitment process.

An occasional volunteer will always be supervised by a member of staff, unless the appropriate DBS checks have been obtained.

Regular volunteers

Regular volunteers will always go through the following recruitment process:

- The individual will apply for the position using the application form (Appendix 1)
- The appropriate safer recruitment checks will be undertaken
- Two references will be sought

- The individual will be given a start date and attend a formal induction meeting, where they will be made aware of the roles and responsibilities they will be undertaking

Safeguarding checks

Under no circumstances will a volunteer be left unsupervised or allowed to work in regulated activity until the safeguarding checks have been obtained.

The school will conduct a risk assessment and use its professional judgement to decide what checks are required. The risk assessment will consider:

- The nature of the work with children, especially if it will constitute regulated activity, including the level of supervision.
- What the school knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers.
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability.
- Whether the role is eligible for a DBS check, and if it is, the level of check required.

Details of the risk assessment will be recorded and any DBS checks applied for will be recorded on the school's Single Central Record.

If a volunteer will be working in regulated activity, an enhanced DBS check with children's barred list information will be required. The school will not request barred list information on a volunteer if they are supervised, as they are not considered to be engaged 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.

All checks will be conducted in line with safer recruitment best practices.

4. 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 (i.e. a staff member employed by the school).
- 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
- 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
- Any pupil vulnerabilities
- How many volunteers would be supervised by each member of supervising staff

5. Induction

Volunteers will be required to read and agree to the Volunteer Code of Conduct before starting their role at the school.

All volunteers will be required to make themselves familiar with school procedures as part of their induction, including the following:

- Keeping Children Safe in Education: Part 1, Part 5 and Annex B
- Child Protection & Safeguarding policy
- IT Acceptable Use policy
- Volunteer Code of Conduct
- Safer Recruitment Consortium Guidance for Safer Working Practice
- Health & Safety policy

Volunteers will be provided with access to the above documents during their induction.

All volunteers will be provided with a point of contact within the school who they can go to if they have any questions or issues they need to discuss.

6. Safeguarding

Volunteers will be provided with safeguarding information as determined by the governing board, using a proportionate, risk-based approach.

The school will ensure that activities are planned properly and safely, and that volunteers are informed of these plans. The school will ensure that volunteers have access to a member of school staff, should they wish to discuss difficulties or report on issues that may arise.

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 will be made aware of where and when the volunteer is working

Volunteers will be made aware that they must report any safeguarding concerns in line with the school's Child Protection and Safeguarding Policy. The identity of the school's DSL and any deputies will be made known to all volunteers.

Any safeguarding concerns or allegations raised regarding a volunteer will be dealt with in line with the 'Dealing with Allegations of Abuse Against Staff' policy.

7. Health and safety

Volunteers will be required to read the Health and Safety policy prior to undertaking any activity on behalf of the school.

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. cookery, outdoor learning etc.

If a volunteer notices any potential hazard which may put another individual at risk of harm, they will report this immediately to the main school office.

8. Absence

Volunteers are required to inform the school office by 8:00am 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 three 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 their designated line manager, and will sign out of the building before leaving the premises.

9. 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 Designated Safeguarding Lead trained staff

Information will be shared with volunteers on a need-to-know basis, and they will not have access to the school's records unless access is required to fulfil their role.

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.

There may be instances where a volunteer is required to pass information to a member of staff, such as if they notice a pupil being bullied or subjected to harm. Volunteers will report any concerns to a member of staff and are instructed **not** to notify the parents.

10. Complaints

Any complaints made in relation to a volunteer will be managed in line with Moorlands Learning Trust Complaints Procedures Policy.

11. Monitoring and review

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

Appendix 1: Volunteer application form

Complete the application form in full.

Please note that the school may not be able to accommodate all volunteer applications and/ or 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
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:	

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.)

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

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 will 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: Volunteer code of conduct

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at the school.

Volunteers will:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other volunteers, members of staff and pupils, and make them feel valued.
- Be approachable, pleasant and positive role models for pupils.
- Adhere to all school policies, including the Child Protection and Safeguarding Policy, Health and Safety Policy, Data Protection Policy, Anti-bullying Policy, and Behaviour Policy.
- Maintain confidentiality of personal information at all times, unless there is a need to report an issue to a member of staff.
- Report any incident of unwanted or challenging behaviour to the class teacher immediately.
- Dress appropriately and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from their supervisor and seek guidance through clarification where uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report any potential hazards in the workplace to the supervisor.
- Make proper use of school resources.
- Conduct work in a cooperative manner.
- Turn off mobile phones while on school premises.

Volunteers will not:

- Discipline pupils; if there are any problems, the class teacher or a senior member of staff will be informed immediately, and they will manage the situation.
- Raise their voice at, threaten or handle a pupil.
- Take photographs in school on their own devices whilst on volunteer duty.
- Develop 'personal' or otherwise inappropriate relationships with pupils.
- Work with pupils when not in the proper physical or emotional state to do so, e.g. under medication which causes drowsiness, or under extreme stress which may impair judgement.
- Behave in an illegal, improper or unsafe manner, e.g. smoking or drinking alcohol.
- Share personal contact details with pupils or make personal arrangements to meet pupils outside school.
- Share information about children/ the operational running of the school with third parties.
- Express any extremist or discriminatory views, or any views that would offend others.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the school into disrepute when representing the school.

I have read the code of conduct and agree to abide by this policy.

Signed: _____ **Print name:** _____ **Date:** _____