

Volunteer Policy

Abbey Lane Primary School



Approved by:

Governors

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1. Introduction and aims

We believe that volunteers provide a valuable contribution to the school's work, and that they 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 the volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the Department for Education (DfE)'s statutory safeguarding guidance, [Keeping Children Safe in Education 2023 \(KCSIE\)](#).

2. How we use volunteers

At Abbey Lane Primary School volunteers may:

- Hear children read

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

This isn't an exhaustive list.

Volunteers may be:

- › Members of the governing board
- › Parents
- › Former pupils
- › Students on work experience
- › Local residents
- › Friends of the school/members of the PTA
- › Local clergy

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.

3. How to apply to volunteer

Volunteers are advised to contact the school via email in the first instance to express their interest. Those requesting to become a volunteer will be given a copy of the Volunteer Policy and an application form (appendix 1). The Senior Leadership Team will always explore the reasons why an adult wishes to work with children and you will have a meeting to discuss this.

4. Appointment of volunteers

Volunteers are appointed by the Headteacher and/or Deputy Headteacher.

Intake of new volunteers is dependent on the candidates application, outcome of a volunteer risk assessment and interview 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/Deputy 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.

As part of the volunteer recruitment process, you will have an interview with two members of the Senior Leadership Team to discuss your application. We will also require two references. Please note that if you have ever lived/worked abroad, we may need to undertake further safeguarding checks.

Please note that as a volunteer you are required to come into school once every 90 days. If 90 days have lapsed and you haven't been into school, your DBS will have been deemed to have expired and you will no longer be classed as a volunteer. You will need to go through the full process again if after 90 days you wish to become a volunteer again.

5. Safeguarding

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

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

- Complete a formal risk assessment and interview for those wishing to become volunteers prior to a placement being considered. The risk assessment will consider:
 - The nature of the work the volunteer will be doing
 - What we know about the adult
 - References from employers or other voluntary roles
 - Whether the role is eligible for an enhanced DBS check and barred list check
 - Whether overseas checks are required
- Conduct enhanced DBS checks on volunteers
- Conduct a barred list check if the volunteer will be working in regulated activity
- 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 training to all volunteers **prior** to them beginning work at the school, including ensuring that they have received, read and understood part 1 of Keeping Children Safe in Education 2023
- Require volunteers to agree and adhere to our:
 - code of conduct
 - safeguarding advice for visitors
 - Safeguarding
 - Use of mobile phones
 - ICT and internet acceptable use
 - Online safety
 - Behaviour
- Ensure that visitors without an enhanced DBS check are always supervised, and are never left alone with pupils
- Ensure that new volunteers are added to the schools Single Central Register (SCR)

6. Induction and training

All Volunteers must complete appropriate training prior to beginning work at the school.

Training requirements will be determined by the Headteacher and Deputy Headteacher and be in line with the school's Safeguarding Policy and Safer Recruitment Policy.

During their induction volunteers will receive copies of our Safeguarding Policies and Procedures and are required to sign to acknowledge that they have received, read and understood these documents. Other training requirements will be based on the nature of the work the volunteer will be doing.

7. 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 ANY concerns about a child's welfare or wellbeing, or have a concern about a behavior of any adult within the school, they should discuss their concern without delay with the Senior Leadership Team or a member of the Safeguarding Team. They MUST NOT discuss concerns with pupils or parents.

If concerns relate to safeguarding, volunteers must follow the guidance in our safeguarding policy, Code of Conduct, Managing Allegations Against Adults Procedures and inform the designated safeguarding lead (DSL) without delay.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

8. Conduct of volunteers

Volunteers must comply with the school's Code of Conduct for Adults and Safer Recruitment Consortium's Guidance for Safer Working Practice for those working with Children and Young People in Education Settings'. Volunteers will receive copies during their safeguarding induction and are required to sign to acknowledge that they have received, read and understood these policies and procedures.

9. Insurance

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

10. Data protection and record keeping

Our privacy notice explains what information we collect and why we collect it.

We will:

- › Retain records relating to volunteers in line with our records retention schedule
- › Remove details of volunteers from the single central record (SCR) once they no longer work at our school

11. 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. 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 class teacher or a member of the Senior Leadership Team.

12. 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. This is particularly important if attending a school trip.

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 senior leader, and will sign out of the building before leaving the premises.

13. Complaints

Any complaints made in relation to a volunteer will be managed in line with the school's Complaints Procedures Policy.

14. Monitoring and review

This policy has been approved by the Full Governing Board and will be reviewed and updated regularly in line with Keeping Children Safe in Education 2023.

15. Links to other policies

This volunteering policy is linked to our:

- Child protection policy and procedures
- Staff conduct policy
- Safeguarding
- Safer recruitment
- Code of Conduct
- Managing Allegations Against Adults Procedures
- Whistleblowing
- Records retention Schedule
- Complaints Procedures

Appendix 1: volunteer application form



Registration Form for Voluntary Helpers at Abbey Lane Primary School

Thank you for wanting to volunteer at Abbey Lane Primary School. You will appreciate that the school must be particularly careful to enquire into the background of individuals who have access to pupils at Abbey Lane. The school keeps a record of all persons who carry out voluntary work and you are asked, therefore, to complete the details below and return it to the school office. In accordance with Keeping Children Safe in Education 2023, we ask volunteers to give names and addresses of two professional referees. Please provide these below. If, as a voluntary helper, you have **regular unsupervised contact** with the pupils then it will be necessary for a Disclosure and Barring check (DBS), including a Barred List check, to be made on you.

Surname: _____ **Title:** (Mrs/Miss/Ms/Mr)

Previous Name(s): _____ **Date of Birth:** ___/___/___

Forename(s): _____

Address: _____

_____ **Telephone No:** _____

Have you lived abroad anytime in the last 5 years? Yes No

If 'yes', please give details overleaf.

Email Address: _____

Relevant Experience: e.g. Education, Training, Employment or Voluntary Work.

Referees

Two professional referees who can comment on your suitability to work with children are required

First Referee

Full Name: _____ **Email address:** _____

Full Address:

_____ Tel No: _____

Job Title: _____ Relationship to Applicant: _____

Second Referee

Full Name: _____ Email address: _____

Full Address:

_____ Tel No: _____

Job Title: _____ Relationship to Applicant: _____

DBS check

I consent to a Disclosure and Barring and Barred List check being made on me if I will have regular unsupervised contact with pupils and this form being held by the school as a record that appropriate checks have been carried out.

Disqualification and Disqualification by Association

I confirm that I am not disqualified from working with children in Early or Later Years settings (up to age 8) and, to the best of my knowledge, no one who lives or works in the same household as me is disqualified. I understand and accept that I must inform the headteacher immediately if I become disqualified or if I become aware that anyone who lives or works in my household becomes disqualified.

Signed: _____ **Date:** _____

Print Name: _____

Appendix 2: code of conduct for volunteers



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.
- Treat all pupils and members of staff equally.
- Report any incident of challenging behaviour to the [class teacher or a senior member of staff](#) immediately.
- Dress appropriately and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from the 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 the 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.
- Shout at, hit, threaten or handle a pupil.
- Take photographs in school without the prior permission of the headteacher.
- Develop 'personal' or sexual 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.
- 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.
- Give or receive (other than 'token') gifts, unless arranged through the headteacher, e.g. giving an outgrown sports kit, football boots or uniform to a pupil.

I understand that my DBS certificate will expire if I do not volunteer and sign into school in a 90 day period of my last visit/date of first issue of DBS. If after 90 days I have not been into school, I understand that I can no longer be a volunteer and will go through the recruitment of volunteer's process again.

I, _____, have read the code of conduct and agree to abide by the rules outlined in this policy.

Signed: _____

Date: _____

Appendix 3: requesting a volunteer (information for staff)

If you'd like assistance from a volunteer in your classroom, or for a specific activity or trip, fill out the form below and submit to the Deputy Head.

Volunteer request form

ACTIVITY DETAILS	
Year group/class	
Activity details	
Date(s) and time(s)	
Is this activity ... (circle one)	One-off? Daily? Weekly? Other? If other, please explain:
Will there be any costs for the volunteer (such as entry fees to museums, materials, or travel)?	
Volunteer details	
How many volunteers do you need?	
Do you need your volunteers to have any specific skills or experience?	

Submitted by:

Appendix 4: Off-site visits volunteer agreement

Off-Site Visits Volunteer Agreement

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this school trip.

Please read and return this form, and sign and return the helper's slip.

This is part of our school's risk assessment planning.

Role of the Volunteer Helper

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their well-being and safety is maintained for the total duration of the school trip
- to promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- to ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- to contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour

Working alongside school staff

School staff expect volunteer helpers to:

- comply with all of the above whilst being under the direct line management of school staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- follow guidance from the school staff

What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's attention we always use their name and under no circumstances are we to come into physical contact with a child.

First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

I have read the Volunteer Policy

I agree to the terms and conditions as stated in the policy

I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

Signed : _____ Date : _____