



# Volunteer Policy

Approved by: [Lorraine Ramet]

Date: [27<sup>th</sup> April 2022]

Next review due by: [January 2024]

## **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 this 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's statutory safeguarding guidance, [Keeping Children Safe in Education](#).

## **2. How we use volunteers**

We recognise that there are different types of volunteers including the following:

- Occasional volunteers (visitors) – these are people who volunteer at events such as an educational visit or assist with particular projects or students on work placement. Occasional volunteers do not work one to one with children and always work alongside members of staff as they do not need DBS checks.
- Work placements – all work placement volunteers should have a specific interest in working with children.
- Regular volunteers - these are the people who take on a particular task/role on an on-going basis. Regular volunteers include those working within the classroom or working on a particular project over a period of time.
- Parent volunteers – volunteers in this category may include parents with a pupil who is currently on the school role and parents whose children previously attended Wickford Primary School.

Members of the governing body 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**

Requests for work placements and regular volunteers should be made in writing to the school office (see appendix 3).

## **4. Appointment of volunteers**

Volunteers are appointed by the headteacher.

Intake of new volunteers can often take 6 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. 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.

## 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:

- Conduct enhanced DBS checks on volunteers who:
  - Work one-on-one 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 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 1) and to read, and adhere to, the school's policies on:
  - Safeguarding
  - Use of mobile phones
  - ICT and internet acceptable use
  - Online safety
  - Behaviour
  - Covid Visitor Protocol
- 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

## 6. Induction and training

**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.

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

This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our [child protection and safeguarding policy], and inform the designated safeguarding lead, Mrs Ramet or Mrs Randall.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy and contact the Local Authority Designated Officer (LADO).

## **8. Conduct of volunteers**

Volunteers must comply with the code of conduct set out in appendix 1 to this policy.

## **9. 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.

## **10. Data protection and record keeping**

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

We will retain records relating to volunteers in line with our records retention schedule.

Wickford Primary School fully complies with information legislation. For the full details on how we use your personal information please click [here](#) or call 01268 733071 if you are unable to access the internet

Records relating to volunteers will be kept for as long as their engagement lasts.

## **12. Monitoring and review**

This policy has been approved by the governing board and will be reviewed regularly.

## **Appendix 1a**

### **Code of conduct for volunteers**

By signing this form, volunteers agree to the following:

#### **1. School rules and policies**

- 1.1. Volunteers will follow all school rules and policies, including those on:
  - 1.1.1. Child protection
  - 1.1.2. ICT and internet acceptable use
  - 1.1.3. Online safety
  - 1.1.4. Mobile phones
  - 1.1.5. Data protection
  - 1.1.6. Health and safety
  - 1.1.7. Equality
  - 1.1.8. Whistle-blowing
  - 1.1.9. Behaviour
- 1.2. Copies of the school policies are available online or from the school office

#### **2. Professional conduct**

- 2.1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required.
- 2.2. 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.
- 2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:
  - 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
  - 2.3.2. Refraining from using inappropriate language
  - 2.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values
  - 2.3.4. Behaving in a way that is appropriate for the role they are undertaking
  - 2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute
- 2.4. 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".
- 2.5. 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.
- 2.6. 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.
- 2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

#### **3. Safeguarding**

- 3.1. Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.

- 3.2. 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 Ramet and the deputy is Mrs Randall.
- 3.3. Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.
- 3.4. Volunteers 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:
  - 3.4.1. Exchanging contact information
  - 3.4.2. Making contact with pupils outside of school, including on social media
  - 3.4.3. Arranging to meet pupils outside of school
  - 3.4.4. Alerting the DSL if a pupil develops an infatuation with them
- 3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

#### **4. Health and safety**

- 4.1. 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.
- 4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- 4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

#### **5. Confidentiality**

- 5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't 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.

#### **6. General Data Protection Report (GDPR)**

- 6.1 read & sign Non-Disclosure agreement (E6)

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 signature

X

Date

## **Appendix 1b**

### **Code of conduct for visitors**

By signing this form, visitors agree to the following:

#### **School rules and policies**

Visitors will follow all school rules and policies, including those on:

- Mobile phones
- ICT and internet acceptable use
- Equality
- Behaviour & Safeguarding

Copies of all school policies are available online or from the school office

#### **Professional conduct**

Visitors must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required.

Behaviour management is the responsibility of school staff. If visitors 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. Visitors should not attempt to reprimand pupils or issue sanctions.

Visitors 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

Parent visitors 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 visitor to discuss their child's education with school staff.

#### **Safeguarding**

Visitors must be familiar with, and adhere to, the school's safeguarding and child protection policy.

If visitors 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 DSLs are Mrs Ramet and Mrs Randall.

Visitors should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, visitors should ask for a pupil's consent before touching them.

Visitors 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
- Alerting the DSL if a pupil develops an infatuation with them

Visitors should not take or share photos of pupils.

**Health and safety**

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

**Confidentiality**

Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Visitors shouldn't discuss pupils with parents or other children. If parents approach visitors 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:

## APPENDIX 2

|                                                                                                                                                                                                                                                                                                                                                         |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Volunteer Agreement</b>                                                                                                                                                                                                                                                                                                                              |  |
| This document sets out the agreement between the named person and the school for voluntary work. This agreement is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future. |  |
| School:                                                                                                                                                                                                                                                                                                                                                 |  |
| Name of Volunteer:                                                                                                                                                                                                                                                                                                                                      |  |
| Agreed start date, frequency/duration, general area(s) of work:<br>(attach role profile)                                                                                                                                                                                                                                                                |  |
|                                                                                                                                                                                                                                                                                                                                                         |  |
| Induction and training to be supervised by:                                                                                                                                                                                                                                                                                                             |  |
| School Link Person:                                                                                                                                                                                                                                                                                                                                     |  |
| Headteacher Signature: _____ Date: _____                                                                                                                                                                                                                                                                                                                |  |
| Volunteer Signature: _____ Date: _____                                                                                                                                                                                                                                                                                                                  |  |

### Enclosures

- General statements/information on safeguarding and other policies. (Policies and Procedures should be covered in detail at induction)
- Privacy Notice – Volunteers

## APPENDIX 3

### VOLUNTEER APPLICATION FORM

#### Personal Details:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                  |                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| Last name and Title:                                                                                                                                                                                                                                                                                                                                                                                                                                                    | First name(s):   |                  |
| Previous names:                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Date of birth:   |                  |
| Home telephone no:                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Mobile:          |                  |
| Email Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                  |                  |
| Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                  |                  |
| Relevant skills, training, qualifications or job history if applicable:                                                                                                                                                                                                                                                                                                                                                                                                 |                  |                  |
| Other information in support of this application:                                                                                                                                                                                                                                                                                                                                                                                                                       |                  |                  |
| Please indicate the days and times you are available to volunteer at school:                                                                                                                                                                                                                                                                                                                                                                                            |                  |                  |
| If you can commit to a regular day/time every week please specify below:                                                                                                                                                                                                                                                                                                                                                                                                |                  |                  |
| Day                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Morning          | Afternoon        |
| Monday                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                  |                  |
| Tuesday                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |                  |
| Wednesday                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                  |                  |
| Thursday                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                  |                  |
| Friday                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                  |                  |
| If you are unable to commit to a regular session, please indicate your availability below: (e.g. ad hoc school events and school trips)                                                                                                                                                                                                                                                                                                                                 |                  |                  |
| Please give details below of the name and contact details of two referees who have known you for at least 2 years. Referees should be individuals who know you in a professional capacity or can comment on your suitability to work with children, not friends or relatives. In the case of school references, referees should be the Headteacher. You must ensure referees consent to be contacted and for reference information to be held for a period of 6 months. |                  |                  |
| If you are unable to provide two referees please provide details of why this is not possible:                                                                                                                                                                                                                                                                                                                                                                           |                  |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Referee 1</b> | <b>Referee 2</b> |
| Referee's Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                  |                  |

|                                             |  |  |
|---------------------------------------------|--|--|
| Referee's Address:                          |  |  |
| Position:                                   |  |  |
| Telephone Number:                           |  |  |
| Email Address:                              |  |  |
| Relationship between referee and volunteer: |  |  |
| Length of time referee has known volunteer: |  |  |

### **Safeguarding Statement and Volunteer Declaration:**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please read the following statements and information relating to your application carefully. By completing and signing this form you are certifying that the information you have supplied is accurate and confirming that the declarations below are true to the best of your knowledge. Any false information will result in the school refusing to allow you to volunteer.

### **Disclosure of Criminal Convictions and Disclosure and Barring Service Checks:**

Volunteers who, on an unsupervised basis teach or look after children regularly, or provide personal care on a one-off basis in schools, will be in regulated activity. It is illegal for anyone who is barred from working with children to apply for, or work/volunteer to undertake regulated activity.

Volunteers who will be regularly working with children on an unsupervised basis will be asked to complete a Self-Disclosure Form (SD2) to disclose whether they have:

- any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974; or
- any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to organisations, and if they are disclosed, organisations cannot take them into account. Guidance notes are available to accompany the SD2 form to assist candidates/volunteers with information which must be disclosed. Any information disclosed will be treated in the strictest confidence.

Where appropriate for the volunteering role, a disclosure/status check will be sought from the Disclosure and Barring Service (DBS) in the event of a successful application. A person's criminal record will not in itself be a bar to volunteering in a school setting.

A signed DBS consent form and a satisfactory enhanced Disclosure and Barring Service Certificate (DBS) will be required if the volunteering duties will involve undertaking regulated activity. Volunteers not undertaking regulated activity may be required to have a satisfactory DBS certificate.

Individuals applying to volunteer in a role covered by the Childcare (Disqualification) Regulations 2009 will be asked to complete a Disqualification Declaration Form. Further details of this check are available from the school office. A disqualified person may only be engaged in a relevant voluntary role if they obtain a waiver from Ofsted. By signing this application form, you acknowledge and consent to completing the Disqualification Declaration Form if relevant to the role.

### **Data Protection Act 2018**

I acknowledge that by completing this form the school will hold and process personal data (including special categories of data e.g. information about criminal records) about me in line with their Data Protection Policy

and Retention Schedule. I acknowledge that the school will use/process this information for the duration of the volunteer appointment process and for the duration of my engagement as a volunteer at the school. I acknowledge this information will only be shared in line with the Privacy Notice for volunteers.

**Signature:**

**Date:**

**Print Name:**