



East Bierley CE (VC) Primary School

Volunteers Policy

October 2022



Date reviewed: October 2022

Reviewed by: Lysa Hammond, Head Teacher
Approved by Governors: October 19th 2022



Our vision:
Always Giving, Always Here

The Decision to portray it on a dove is to symbolise the Hope that is behind all we do, all we are and how we live our lives

Friendship, Trust, Courage, Respect, Forgiveness

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 East Bierley CE (VC) Primary School 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

2. Legislation and guidance

This policy has been developed in line with the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education.

3. How we use volunteers

At East Bierley CE (VC) 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 with general building maintenance e.g. painting
- Support with general administrative tasks, e.g. website maintenance

This list is not exhaustive.

Volunteers may be:

- Members of the governing body
- Parents
- Former pupils
- Students on work experience
- Friends and family
- Local residents
- Friends of the school/members of the PTFA
- Local clergy or members of the congregation (this will be most relevant for faith schools)

This list is not exhaustive.

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.

4. Becoming a volunteer

Anyone wishing to become a volunteer on a regular basis may either approach a teacher directly, or send in a CV and covering letter explaining why they wish to volunteer in the school, what help they can offer and when they are available. If a suitable volunteering opportunity can be identified, then the following process will be carried out:

1. The person will be invited to attend the school for an informal discussion with the Head Teacher or Deputy Head to ensure they are suitable for the role. The school reserves the right to refuse an approach at any time and not give a reason for this.
2. If suitable, the volunteer will be asked to complete a volunteer application form.
3. Two professional references will be sought from the referees provided on the application form. It is the volunteer's responsibility to contact their referees to ensure that references are received by the school in a timely manner.
4. We will determine whether an Enhanced DBS check needs to be carried out, and whether this will also include a Barred list check. Generally, most volunteers will be asked to undergo an Enhanced DBS check, unless they are classified as low risk. A Barred List check will be requested for any volunteer who is in regulated activity.
5. The volunteer will be given appropriate school policies, procedures, health and safety information and safeguarding information to read. They must sign to say they have read and understood this information.
6. The volunteer will be linked to a designated teacher or senior leader, whose responsibility it is to make them aware of the role and responsibilities they will be undertaking.
7. Volunteer records will be kept in the school office.

Before starting to volunteer in a school, the above steps must be completed. No volunteer may start regular volunteering without the appropriate checks, unless with the written permission of the Head Teacher.

This is not required where a volunteer is engaged in a one-off activity, for example a parent helping on a school trip, or coming into class for a specific activity. However, these volunteers must be supervised at all times, and never left alone with a child.

5. Safeguarding

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

To ensure we are 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 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:
 - Safeguarding
 - 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

6. Induction and training

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

Training requirements will be determined by the headteacher, or the appropriate member of staff and is dependent upon the role they are taking up.

All volunteers must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

8. Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with or come into contact with should be voiced with the class teacher and NOT parents/carers of the child or persons outside school.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents/carers of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the senior leaders in school (a whistleblowing policy is part of the induction pack).

9. Conduct of volunteers

Volunteers must comply with all school policies. The volunteer code of conduct, included as Appendix 1 applies to all volunteers. This should be read and agreement signed.

10. Insurance

The school's insurance policy covers 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.

11. Data protection and record keeping

Our privacy notice for governors and 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 management policy
- Remove details of volunteers from the single central record (SCR) once they no longer work at our school

12. Monitoring and review

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

Appendix 1 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 & Safety policy, Data Protection 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 poor or unacceptable 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 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.
- Avoid waste or extravagance and 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 Head Teacher.
- Develop 'personal' or sexual relationships with pupils.
- Work with pupils when not in the proper physical or emotional state to do so, eg, under medication which causes drowsiness, or under extreme stress which may impair judgement.
- Behave in an illegal, improper or unsafe manner, eg, smoking or drinking alcohol.
- Share personal contact details with pupils or make personal arrangements to meet pupils outside of 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, eg, giving football boots or uniform to a pupil.

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

Signed:

Date:

Appendix 2 - 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

Please refer to our Governors and volunteers' privacy notice for further details

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 hold a current DBS?

Are you registered on the DBS Update Service?

Experience and qualifications

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

Why would you like to volunteer at East Bierley 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?

Availability					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Before school					
After school					
Lunchtimes					
How many hours per week can you volunteer?					
Can you commit to at least 1 term?					

References	
<p>Your placement as a volunteer is subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).</p>	
Name:	Name:
Relationship to you:	Relationship to you:
Telephone number:	Telephone number:
Email:	Email:

Disability and accessibility
<p>The school is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.</p> <p>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</p>