

# Christ Church CoE Primary School

## School Policy Document



### VOLUNTEER POLICY

<b>Date Written by HT</b>	June 2021
Date Approved by Full Governing Body	Summer 2021
<i>Signature of Chair of Governors</i>	
<b>Date of Next Review</b>	Summer 2022

# Christ Church CoE Primary School



## Volunteer Policy

***This policy was formulated to meet the requirements of the Equality Act 2010.***

The Governing Body recognises its legal responsibilities under the Equality Act 2010. This policy will ensure equality and fairness regardless of race, sex (gender), sexual orientation, religion or belief, gender re-assignment, pregnancy and maternity, marriage and civil partnership, disability or age.

*Learning & Growing Together in FAITH, HOPE & LOVE.*

**Our Volunteer Policy is part of our robust school safeguarding systems and follows the latest guidance and recommendations from Nottinghamshire County Council and safeguarding legislation. In particular it draws on guidance in the latest *Keeping Children Safe in Education*.**

*Under no circumstances will a volunteer in respect of whom no checks have been obtained, be left unsupervised or allowed to work in regulated activity. Volunteers who - on an unsupervised basis - teach or look-after children regularly, or provide personal care on a one-off basis in school, are considered to be in regulated activity.*

*It is for the headteacher to determine whether a volunteer is considered to be supervised. In making this decision - and where an individual is being supervised - the headteacher will have regard to the statutory guidance. This guidance requires that, for a person to be considered supervised, the supervision must be:*

- *by a person who is in regulated activity*
- *regular and day-to-day*
- *'reasonable in all the circumstances to ensure the protection of children'*

*The school will obtain an enhanced DBS certificate (which should include barred list information) for all volunteers who are new to working in regulated activity. Existing volunteers in regulated activity will not necessarily need to be re-checked if they have already had a DBS check (which includes barred list information). However, school may choose to conduct a repeat DBS check (which should include barred list information) on any such volunteer should they have concerns.*

*There are certain circumstances where school may obtain an enhanced DBS certificate (not including barred list information) for volunteers who are not engaging in regulated activity. The DBS cannot provide barred list information on any person, including volunteers, who are not in regulated activity.*

**Due to the age of our pupils and the size of our school site, we have made the decision to obtain an enhanced DBS for all adult volunteers at Christ Church.** If the adult is considered to be working in regulated activity, this will include barred list information. We cannot request this information for volunteers not engaging in regulated activity.

School-aged work experience placements / volunteers will not be engaging in regulated activity and should be supervised by school staff. This includes appropriate arrangements for lunch & playtime.

University / college students on placements should have the correct DBS checks made by the institute at which they study. The original certificate should be shown to staff before the placement.

## **INTRODUCTION**

We want our school to be open and welcoming to all who would like to support the children; we encourage parents and other adults from the community to help our school in a variety of ways. Volunteers in school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. **However, our overriding concern is for the safety of the children in our care.**

This document sets out our school policy which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security and safeguarding measures.

## **DEFINITIONS**

The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

- Full or part-time paid staff employed by the school (*e.g. teachers; teaching assistants; caretaker; midday supervisors; office manager*)
- Adult workers employed by another organisation (*e.g. catering staff; peripatetic music teachers; trainee teachers; advisers and inspectors; health visitors; grounds maintenance staff; contract workers*)
- Volunteer helpers (*e.g. members of the Governing Body, parents of pupils, ex-pupils, students on work experience, university students, ex-members of staff, local residents*)

## **VOLUNTEER HELPERS**

Volunteer helpers support the school in a number of ways, including

- ✓ supporting individual pupils
- ✓ hearing children read
- ✓ helping with classroom organisation
- ✓ helping with the supervision of children (e.g. on school trips)
- ✓ helping with group work
- ✓ helping with subjects involving other practical activities

Volunteer helpers are NOT allowed to do the following activities:

- take responsibility for all or some of the whole class
- supervise children engaged in PE or other specialist activities
- change or supervise children changing
- help staff with intimate care of a child (e.g. toileting)
- administer first aid / complete first aid paperwork
- take children off the school site without a teacher in charge

The responsibility for the health and welfare of the child remains with the class teacher at all times.

## **SAFEGUARDING PROCEDURES**

Christ Church CoE Primary School is committed to safeguarding pupils, young people and vulnerable adults, and expects its volunteers to share that commitment. All adults and young people who work in our school, whether a paid member of staff or a volunteer, are expected to work and behave in such a way as to actively promote our school aims and ethos.

Anyone wishing to become a volunteer – whether for a one off event such as a school visit or on a more regular basis - should approach the Office Manager or Headteacher directly.

Volunteers should complete the NCC Volunteer Application Form (*Appendix 1*) with their details and be aware of the following process.

## **VOLUNTEER SCREENING PROCESS**

1. Once the Application Form has been received by the school, the volunteer will be invited into school to attend an informal discussion / interview with the Headteacher, to ensure that the volunteer is suitable for the role.
2. At this meeting, the volunteer will be made aware of the volunteer role and the responsibilities they will be undertaking, and be made aware of relevant school policies and documentation that they are required to read. These can be emailed to be read at home.
3. The headteacher may request details of their current / previous employer to contact for a reference. This is more likely if the volunteer is not known to the school and / or if they have no prior experience of working or volunteering in an educational setting.
4. An appropriate enhanced DBS check will be undertaken and the volunteer's details added to the school Single Central Record. Volunteer records will be kept by the Office Manager in a secure location.

**Please note that the Headteacher has the authority not to accept the help of a potential volunteer if she believes it will not be in the best interests of the children or if she has any concerns about an applicant.**

5. Before starting at the school, the volunteer should attend an induction meeting in school with their school-based supervisor. This is likely to be a Class Teacher or Teaching Assistant, or might be the Headteacher or Office Manager. This will include a tour of the school site, further discussion about their volunteer role and our expectations, and a summary of important information (such as Safeguarding and Health & Safety). Volunteers will be provided the opportunity to ask any questions at this meeting.
6. Volunteers will need to read the Code of Conduct (*Appendix 2*) and complete the Volunteer Agreement (*Appendix 2*).

## **HEALTH & SAFETY**

School-based supervisors will ensure that their volunteer is clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using equipment / accompanying pupils on visits). Volunteers need to exercise due care and attention at all times, both for their own and for other's safety, and must report any obvious hazards or concerns to their designated supervisor or other member of staff.

## **DEPLOYMENT of VOLUNTEERS**

It is our policy that parent helpers do not support in their own child's classroom, as this can be distracting for the child and could possibly place the class teacher in an uncomfortable situation. Helpers will be asked to support in classes in which there is the most need for additional support.

## **SUPERVISION**

All volunteers will work under the direction of a teacher or employed member of staff.

Teachers retain ultimate responsibility for pupils at all times, including their behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the class teacher as to how an activity is carried out and what the expected outcome of an activity is. In the event of any problem, volunteers must seek further advice/guidance from a member of staff.

Volunteers will not be given access to the school IT network due to our online safety procedures. If they need to access any IT resources (e.g. the internet) as part of their volunteer role, they shall be given pupil-level access by a member of staff. Under no circumstance should their supervisor share IT passwords with volunteers.

## **CONFIDENTIALITY**

**Volunteers in school are bound by a code of confidentiality.**

**Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the Class Teacher or Headteacher and NOT with the parent/s of the child.**

**Volunteers who are concerned about anything in the school should raise the matter with the Headteacher promptly.**

**Any information gained at the school about a child or adult should remain confidential.**

## **COMPLAINTS**

Any complaints made *about* a volunteer will be referred to the Headteacher for investigation following the school policy and procedures.

Any complaints made *by* a volunteer will be dealt with in the same way.

The Headteacher may consult, as appropriate with NCC about any complaints involving a volunteer. She reserves the right to take any appropriate action to address the matter, which may include any of the following actions:

- To speak with a volunteer about a breach of the Volunteer Code of Conduct or Agreement and seek reassurance that this will not happen again;
- Offer an alternative placement for a volunteer (e.g. helping with another activity or in another class);
- Ask the volunteer to leave the school site and not allow them access on site again;
- Initiate formal complaint / disciplinary actions following NCC policy.



# Christ Church CoE Primary School APPENDIX 1

## Volunteer Application Form - CONFIDENTIAL



**Nottinghamshire  
County Council**

This is the standard volunteer application form for a role in a Nottinghamshire School.

Please answer all questions accurately and sign the declaration at the end of the form

SCHOOL	<b>CHRIST CHURCH CoE PRIMARY, NEWARK</b>
What type of volunteering would you like to offer us? <i>e.g. type of activity / age of children</i>	
What days and times would you be able to commit to? How long do you like to volunteer with us for?	

### 1. PERSONAL DETAILS (please complete in block letters)

Surname:		Forenames:	
Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other)		Date of Birth:	
Address for Correspondence:		Permanent Address (if different):	
Postcode:		Postcode:	
Home telephone no:		Mobile telephone no:	
National Insurance No:		Email address:	

### 2. PRESENT EMPLOYMENT / VOLUNTEER ROLE (if applicable)

Name and address of organisation:	
Postcode:	
Nature of business:	
Brief description of duties:	

Hours / sessions worked per week:		Regulated / Unregulated Activity	
Date appointed: Date leaving :		Supervised / Unsupervised Activity	
Reason for leaving or for seeking other employment:			

### 3. PREVIOUS EMPLOYMENT / VOULUNTEER ROLES (if applicable)

*Starting with the most recent first*

Name & address of Organisation	Role	Grade & salary/wage	Hours/Sessions worked	Dates (month/year)		Reason for leaving
				From	To	

### 4. INFORMATION RELEVANT TO YOUR APPLICATION

Please give details of any relevant experience, skills or knowledge to support your application.

## 5. DISCLOSURE OF CRIMINAL BACKGROUND

### IMPORTANT AND CONFIDENTIAL

If the volunteer post you are applying for requires a DBS check, please disclose any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. All guidance and criteria on the filtering of these cautions and convictions can be found in the [DBS filtering guidance](#)

If the volunteer position is covered by the requirements of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 you will be required to complete a Self-Declaration Form prior to commencing your role to confirm you are not prohibited from undertaking this role. Further information is available in the Nottinghamshire Schools Policy and Guidance on Disqualification under the Childcare Act 2006.

If a DBS check is essential you will be required to complete an online electronic Disclosure & Barring Service (DBS) application form. A link to the online DBS form will be sent to you by email.

If the volunteer post you are applying for does not require a DBS check, you still need to answer the questions in the section but you do **NOT** need to disclose convictions which under the **Rehabilitation of Offenders Act 1974** are considered as ‘spent’.

If you have queries about the DBS check, or would like a copy of the DBS Code of Practice, please contact the School or Business Support Centre, **tel:** 0115 977 2727 (Option 1, Option 3) or visit the DBS **website:** [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)

Please answer the following questions.

Have you ever been convicted of a criminal offence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been cautioned for a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you at present the subject of a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>

If YES to any of the above questions, please give brief details including dates.

Christ Church CoE Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

Successful applicants must read the School Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees / volunteers.



## 6. Other

If you have relatives in school (pupils or staff)? Please give details:

If you have a medical condition, disability or any other needs that may affect your safety or the safety of colleagues or pupils at the school while volunteering, please record below and discuss this with the Head Teacher so that appropriate action and/or reasonable adjustments can be made to support you in school.

Is there anything else you feel you should share or need to discuss with the headteacher?

## 7. DATA PROTECTION ACT 2018

The personal information collected on this form will be retained whilst you are a volunteer. It will not ordinarily be disclosed to anyone outside the school without first seeking your permission, unless there is a statutory reason for doing so.

## 8. Declaration

**The information provided is complete and true to the best of my knowledge and belief**

**Signed**

**Print Name**

**Date:**

Thank you for your interest in working as a volunteer at Christ Church, once completed please return the form addressed private and confidential to the Head Teacher

# Christ Church CoE Primary School



## VOLUNTEER CODE of CONDUCT

- Please remember that it is important that our pupils see all adults in school as **positive role models**.
- Much of what you see and hear in school is **confidential**, so do not talk about it outside of school.
- Please remember that any **personal views** you may have about a pupil's ability should not be disclosed to anyone other than your school-supervisor, the class teacher or the Headteacher.
- Always **listen carefully** to the requirements and instructions given by the class teacher / supervisor, and try to carry them out to the best of your ability. Please ask if you are unsure of anything.
- Unless the matter cannot wait, please **try not to interrupt the teacher** or discuss non-urgent matters with them during teaching time.
- Do your best to build **positive relationships** with pupils and staff. Try to make comments which are tactful, constructive and supportive. Always try to deal with problems as **discreetly** as you can.

### Parent Volunteers

Although it can be tempting, please do not seek to use your time in school as an opportunity to discuss issues relating to your child. This is not appropriate and could lead to other parents feeling that you have taken advantage of your position as a volunteer.

- The school complies with the requirements of the Equality Act 2010. This means that you must speak and act at all times in a way which shows **respect** to all members and visitors of the school community regardless of age, disability, race, sex, gender reassignment, maternity/pregnancy, religion/belief, sexual orientation or marriage/civil partnership.
- In order to protect yourself from **allegations of misconduct**, please avoid being alone in a room with any individual pupil and avoid all unnecessary physical contact with pupils.
- Please remember that you should not get drawn into **inappropriate** topics of conversation with pupils. If a pupil begins to talk about matters which disturb you, please talk to the head teacher or other member of staff.
- In general, remember that if you are in any doubt about anything always **ask the advice** of a member of staff or the head teacher.
- You need to be aware that a breach of any of these standards or other school policy might lead to a decision not to use you as a volunteer.

**We hope that you will find this guidance sensible and helpful.**

**We are confident that you will enjoy the experience of working in our school!**



# Christ Church CoE Primary School



## VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at our school.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at school.

- I have read the school Volunteer Policy and Volunteer Code of Conduct.
- I have attended an induction meeting with my supervisor, including a Safeguarding and Health & Safety Induction.
- I have been made aware of my roles and responsibilities as a volunteer.
- I agree to support the Christ Church vision, aims and ethos; and will treat all members of the school and wider community with respect.
- I agree to treat any information obtained in school as strictly confidential and know how to raise any concerns with a member of staff.
- I understand that an enhanced Disclosure and Barring Service (DBS) check will be undertaken before I start as a volunteer as part of the school's safeguarding procedures.

NAME (print):
SIGNATURE:
DATE:

### Office Use Only:

DBS Number	
Clearance Date	
Staff Name & Signature	