

Todwick Primary School

Policy for Volunteering at school

September 2024

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Governor responsible:

Chair of 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 Todwick 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 and safe 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](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) (KCSIE).

# 2. How we use volunteers

At Todwick 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

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 (FACT)

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

Telephone the school on 01909 771138 or email

[todwickprimary@todwickps.org](mailto:todwickprimary@todwickps.org) you will be asked to complete a volunteer application form.

# 4. Appointment of volunteers

Volunteers are appointed by the Headteacher following an introductory meeting/interview

Appointment and induction of new volunteers can take up to 3 months and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check 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, 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.

# 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 with a barred list check on any 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 and to read, and adhere to, the school’s policies on:
* Safeguarding
* Confidentiality
* 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. They must also wear a visitor badge with a RED lanyard. All staff are aware that visitors with a red lanyard must not accompany children without another adult present who is a member of staff.
* 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
* The distinction between visitors and volunteers (some people ‘volunteering’ at our school on a one-off basis are actually more likely to be classed as visitors, especially if they won’t be working unsupervised)
* We accept DBS certificates from another organization. For instance, a football coach with a   
  DBS through the Football Association. These need to be within the last 3 years. However, these individuals would be classed as agency staff and will therefore go through a series of other checks.
* Volunteer’s details will be added to the single central register.

# 6. Induction and training

Volunteers must complete appropriate training prior to beginning work at the school. This includes safeguarding, health and safety and confidentiality

Training requirements will be determined by the headteacher, or the appropriate member of staff.

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

Policies are issued to new volunteers:

Safeguarding Children Policy (and KCSIE part 1)

Health and Safety Policy

Confidentiality Agreement

Code of conduct

Bheviour

Whistleblowing policy

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

# 10. 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.

### Appendix 1: 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   [You’ll find more information on how we use your personal data in our privacy notice for volunteers.]  Either link straight to your privacy notice, or explain where this can be found. |

| **Personal details** | |
| --- | --- |
| **Name:** |  |
| **Date of birth:** |  |
| **Gender:** |  |
| **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? (please circle)** | Yes/No |
| **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:** |  |

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

| **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 Todwick 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?** |
|  |

|  |  |
| --- | --- |
| **Preferences** | |
| What [age group/department/etc.] would you prefer to work with? |  |
| Would you prefer to work 1-on-1 or with a  small group? |  |

| **References** | |
| --- | --- |
| **Your placement as a volunteer may be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).** | |
| **Name:** | **Name:** |
| **Relationship to you:** | **Relationship to you:** |
| **Address:** | **Address:** |
| **Telephone number:** | **Telephone number:** |
| **Email address:** | **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: |

### 

**RISK ASSESSMENT FOR VOLUNTEERS IN SCHOOL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 3 – Impact on the Community**  **Thinking about each of the Areas below, does or could the Policy function, or service have a direct impact on them?** | | | |
| **Impact Area** | **Yes** | **No** | **Reason (provide brief explanation )** |
| Age | 🞏 | 🗹 | The policy applies consistent and fair treatment irrespective of age |
| Disability | 🞏 | 🗹 | The policy applies consistent and fair treatment irrespective of disability. Any reasonable adjustments necessary will be made on individual circumstances |
| Gender Reassignment | 🞏 | 🗹 | The policy applies consistent and fair treatment irrespective of gender reassignment |
| Marriage & Civil Partnership | 🞏 | 🗹 | The policy applies consistent and fair treatment irrespective of marital status |
| Pregnancy & Maternity | 🞏 | 🗹 | The policy applies consistent and fair treatment irrespective of pregnancy and maternity |
| Race | 🞏 | 🗹 | The policy applies consistent and fair treatment irrespective of race |
| Religion or belief | 🞏 | 🗹 | The policy applies consistent and fair treatment irrespective of religion or belief |
| Sexual orientation | 🞏 | 🗹 | The policy applies consistent and fair treatment irrespective of sexual orientation |
| Sex | 🞏 | 🗹 | The policy applies consistent and fair treatment irrespective of sex |
| Gypsy/Travelling Community | 🞏 | 🗹 | Not a factor |
| Those with Caring/Dependent responsibilities | 🞏 | 🗹 | The policy applies consistent and fair treatment irrespective of carer responsibilities |
| Those having an offending past | 🗹 | 🞏 | Refer to Disclosure checks and procedures |
| Children | 🞏 | 🗹 | Not a factor |
| Vulnerable Adults | 🞏 | 🗹 | Not a factor |
| Families | 🞏 | 🗹 | Not a factor |
| Those who are homeless | 🗹 | 🞏 | Applicants need to supply a home address |
| Those on low income | 🞏 | 🗹 | Not a factor |
| Those with Drug or Alcohol problems | 🞏 | 🗹 | Not a factor |
| Those with Mental Health issues | 🞏 | 🗹 | Not a factor |
| Those with Physical Health issues | 🞏 | 🗹 | Not a factor |
| Other (Please Detail) | 🞏 | 🞏 |  |