

Volunteer policy

Holbrook Primary School



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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 Holbrook 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 statutory safeguarding guidance [Keeping Children Safe in Education \(KCSIE\)](#) from the Department for Education (DfE).

2. How we use volunteers

At Holbrook Primary 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
- › Local clergy or religious leaders

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

People who wish to volunteer should

- Initially contact the admin email admin@holbrook.coventry.sch.uk and in the title of the email make it clear that it is an application to volunteer in school.

- Completing an application form (see appendix 1)

4. Appointment of volunteers

Volunteers are appointed by a member of SLT. Amy Bills, Clair Henry, Nicki Kelsall or Shani Denne.

Appointment and induction of new volunteers can take often 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, 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.

Applicants to be a volunteer will meet a member of SLT, for an initial interview to ascertain the purpose of the volunteering and to look at where to place the volunteer.

If the volunteer does not complete their time, and school has paid for their DBS, school will send an invoice to the volunteer to reimburse school the cost of the DBS payment.

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 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 including an overview at induction
- It is the volunteer's responsibility to have read and understood part 1 of Keeping Children Safe in Education. and adhere to Holbrook code of conduct (see appendix 2) and to read, and adhere to, the school's policies (found on the school website) 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

We legally cannot carry out a DBS check on a child under the age of 16 who is volunteering at our school. We will ensure that children who are volunteering are always under an appropriate level of supervision, and conduct a risk assessment to consider any potential safeguarding issues.

- › We will accept DBS certificates from another organisations For instance, a football coach with a DBS through the Football Association or Girl guiding however the certificate must be no older than 2 years.
- › The School business officer holds the Single central register with information regarding volunteers#

6. Induction and training

In the induction meeting volunteers will

- › Be shown the school website to access any relevant documents including as health and safety policy e safety etc.
- › Were appropriate a tour of school.
- › Given or sent a link to the staff handbook.
- › Reminder of safeguarding prodcedures.

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

All volunteers must have safeguarding training delivered by SLT. 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 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 (DSL).

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

8. Conduct of volunteers

Volunteers must comply with the staff handbook and code of conduct

9. Insurance

Your insurance provider may cover volunteers working in some roles but not others.

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.

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
- Remove details of volunteers from the single central record (SCR) once they no longer work at our school

11. Monitoring and review

This policy has been approved by Holbrook Primary Governing Body and will be reviewed regularly.

12. Links to other policies

This volunteering policy is linked to our:

- Child protection policy and procedures
- Staff conduct policy

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.

PERSONAL DETAILS

Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

Holbrook Primary 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 Holbrook Primary privacy notice.

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

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?	Yes / no				

EXPERIENCE AND QUALIFICATIONS

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

EXPERIENCE AND QUALIFICATIONS

Why would you like to volunteer at Holbrook Primary?

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?

EXPERIENCE AND QUALIFICATIONS

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What age group would you prefer to work with?	
Would you prefer to work 1-on-1 or with a small group?	

DISABILITY AND ACCESSIBILITY

Holbrook Primary 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:

Appendix 2: code of conduct for volunteers

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. Questions can be directed to the supervising member of staff, or to the school's volunteer co-ordinator Clair Henry.
- 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 Holbrook no later than 8am the day of their placement and email the class teacher and

Volunteer coordinator. 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 Amy Bills and the deputies are Nicki Kelsall and Clair Henry.
- 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 alert the DSL if a pupil develops an infatuation with them, and 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
- 3.5. 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.

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 name (please print)

X

Volunteer signature

X

Date

Appendix 3: requesting a volunteer (information for staff)

If you'd like assistance from a volunteer in your classroom, fill out the form below and submit to Clair Henry

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:

Holbrook Primary School

Off-Site visits Volunteer Agreement

- School trips are an integral part of our school life and offer children opportunities that are outside of their normal experiences.
- We welcome volunteer support and believe that this is an important role in the success and safety of school trips.

Role of the Volunteer

- To be responsible and look after all children in the given group.
- To stay with your allocated group of children at all times, ensuring that their well-being and safety is maintained for the duration of the trip.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public, we are all ambassadors of our school!
- To ensure that your group stays with and keeps up with the school party at all times.
- To contact the class teacher / member of staff if there are any issues with first aid or behaviour.
- Working alongside school staff.
- **To return all paperwork related to the trip and group to the group leader in line with GDPR confidentiality.**

School staff expect volunteers 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's 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 misunderstanding.
- Follow guidance from the school staff.

Volunteers should not:

- Bring other siblings on the school trip
- Re-organise groups on a school visit
- Take photographs of children
- Buy their group items other than those instructed to buy by the visit group leader.

First Aid

- You will be informed of any medical needs of children in your group.

Emergencies

- You are expected to inform a member of staff immediately of any emergencies.
- If you become separated from the rest of the group, you must telephone one of the staff on the trip or contact school immediately.

I have read and understand the above policy fully

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

I will treat any information I may hear about children as confidential, I will not discuss any information and will return all paperwork to the group leader at the end of the trip

If there is a safeguarding issue, I will report this to the trip leader immediately, who will then inform the safeguarding lead in school

Signed _____

Name _____

Date _____

