

Dore Primary School

Volunteer Policy

Date policy last reviewed: 17th October 2022

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

Last updated: 17th October 2022

Contents:

Statement of intent

1. Legal framework
2. Definitions
3. Recruitment
4. Supervision
5. Induction
6. Safeguarding
7. Health and safety
8. Absence
9. Confidentiality
10. Complaints
11. Monitoring and review

Appendices

- A. Volunteer Application Form
- B. Volunteer Agreement Form
- C. Volunteer Code of Conduct
- D. Volunteer Reference Form

Statement of intent

At [Dore Primary School](#), we recognise and value the effort taken by volunteers who contribute towards our school.

This policy sets out the practices and procedures which will be followed when appointing, managing and supervising volunteers, as well as a code of conduct which all volunteers are required to comply with.

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- The Childcare Act 2006
- UK General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- DfE (2022) 'Keeping children safe in education 2022'
- DfE (2018) 'Disqualification under the Childcare Act 2006'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy
- Low-level Safeguarding Concerns Policy
- Complaints Procedures Policy
- Safer Recruitment Policy
- Data Protection Policy
- Staff Code of Conduct

2. Definitions

The following definitions apply for the purposes of this policy. For the purposes of this policy:

“Volunteers” are individuals who engage in an activity which involves spending time, unpaid (except for travel and other approved expenses), doing something which aims to benefit some third party, i.e. the school, and not a close relative.

“Occasional volunteers” are individuals who only accompany staff and pupils on one-off trips that do not involve overnight stays, or who volunteer at specific one-off events.

“Regular volunteers” are individuals who volunteer at the school:

- Three or more times in a 30-day period
- Once a month or more
- On an overnight stay.

A volunteer will be engaging in **“regulated activity”** if they:

- Will be responsible, on a regular basis in school, for teaching, training, instructing, caring for or supervising children.
- Will be working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children.
- Engage in intimate or personal care or healthcare or any overnight activity, even if this only happens once.

3. Recruitment

Anyone who wishes to become a volunteer at the school, either on an occasional or more regular basis, will be required to submit a [Volunteer Application Form](#) to the **school office** or to volunteering@dore.sheffield.sch.uk.

Occasional volunteers

Occasional volunteers will be appointed at the headteacher's discretion and will not be required to go through the recruitment process. A written risk assessment will be conducted to determine what checks, if any, are required.

An occasional volunteer will always be supervised by a member of staff, unless the appropriate DBS checks have been obtained.

Regular volunteers

Regular volunteers will always go through the following recruitment process:

- The individual will be asked to have an informal discussion with a member of the SLT to ensure they are suitable for the role
- The appropriate safer recruitment checks will be undertaken
- The individual will be made aware of the roles and responsibilities they will be undertaking
- References will be sought where appropriate

Safeguarding checks

Under no circumstances will a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

The school will conduct a risk assessment and use its professional judgement to decide what checks are required. The risk assessment will consider:

- The nature of the work with children, especially if it will constitute regulated activity, including the level of supervision.
- What the school knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers.
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability.
- Whether the role is eligible for a DBS check, and if it is, the level of check required.

Details of the risk assessment will be recorded and any DBS checks applied for will be recorded on [the school's Single Central Record](#).

If a volunteer will be working in regulated activity, an enhanced DBS check with children's barred list information will be required. The school will not request barred list information on a volunteer if they are supervised, as they are not considered to be engaged in regulated activity.

For volunteers who are not in regulated activity, but who have the opportunity to come into contact with pupils on a regular basis, it is at the discretion of the school to decide whether or not a DBS check is required.

Volunteers will not be re-checked if they have already had a DBS check; however, the school will consider obtaining a new DBS check, at the level appropriate to the role, if there are concerns about a volunteer.

All checks will be conducted in line with the school's Safer Recruitment Policy.

4. Supervision

If a volunteer is required to be supervised when undertaking an activity, who would otherwise be in regulated activity if not supervised, the school will ensure that:

- There is supervision by an individual who is in regulated activity.
- The supervision is regular and day-to-day.
- The supervision is reasonable in all the circumstances to ensure the protection of the pupils.

When determining what supervision is reasonable so that the volunteer would not be in regulated activity, the school will take the following factors into consideration:

- The ages of the pupils, including whether there is a large gap in their ages
- The number of pupils that the volunteer is working with
- Whether or not there are other staff members present during the activity
- The nature of the volunteer's work and the opportunity for contact with pupils
- How vulnerable the pupils are
- How many volunteers would be supervised by each member of supervising staff

5. Induction

Volunteers will be required to read and agree to the Volunteer Code of Conduct and Staff Code of Conduct before starting their role at the school.

All volunteers will be required to make themselves familiar with school procedures as part of their induction, including the following:

- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy
- Low-level Safeguarding Concerns Policy
- Staff Equality, Equity, Diversity and Inclusion Policy
- Health and Safety Policy
- Fire Safety Policy
- Behaviour Policy
- Anti-bullying Policy
- Whistleblowing Policy
- Disciplinary Policy and Procedure
- Complaints Procedures Policy
- Allegations of Abuse Against Staff Policy
- Online Safety Policy
- Data Protection Policy
- Data and Cyber-Security Breach Prevention and Management Plan
- Social Media Policy
- Staff ICT and Electronic Devices Policy
- Staff Confidentiality Policy
- Photography and Images Policy

Volunteers will be provided with access to the above documents upon their induction.

Volunteers will be required to read Part 1 of 'Keeping children safe in education' as part of their induction.

All volunteers will be provided with a point of contact within the school who they can go to if they have any questions or issues they need to discuss.

6. Safeguarding

Volunteers will be provided with safeguarding information as determined by the governing board, using a proportionate, risk-based approach.

The school will ensure that activities are planned properly and safely, and that volunteers are informed of these plans. The school will ensure that volunteers have access to a member of school staff, should they wish to discuss difficulties or report on issues that may arise.

All volunteers are required to be identified and located at all times. For this reason, the following process will be adhered to:

- Volunteers will sign in and out of the building at the [school office](#)
- Volunteers will wear a visitor's badge at all times
- The headteacher will be made aware of where the volunteer is working

Volunteers will be made aware that they must report any safeguarding concerns in line with the school's Child Protection and Safeguarding Policy. The identity of the school's DSL and any deputies will be made known to all volunteers.

Any safeguarding concerns or allegations raised regarding a volunteer will be dealt with in line with the Low-level Safeguarding Concerns Policy and/or the Allegations of Abuse Against Staff Policy.

7. Health and safety

Volunteers will be required to read the Health and Safety Policy prior to undertaking any activity on behalf of the school.

Volunteers will ensure that they are familiar with emergency procedures, e.g. evacuation, and of any health and safety procedures relating to the activity they will be undertaking, e.g. whilst in a cookery class.

If a volunteer notices any potential hazard which may put another individual at risk of harm, they will report this immediately to the [class teacher](#) or a [senior member of staff](#).

8. Absence

Volunteers are required to inform the [school office](#) by [8:00am on the day they were due to attend if they are unable to attend](#) at the agreed time.

Failure to inform the school on more than [three](#) instances may result in the volunteer being unable to attend the school on any further occasions.

If a volunteer is called away in the event of an emergency while volunteering, they will inform the class teacher or senior leader, and will sign out of the building before leaving the premises.

9. Confidentiality

All volunteers will be required to act in line with the Staff Confidentiality Policy.

Volunteers will not be permitted to discuss any confidential information regarding a pupil or member of staff with any other individual.

Information will be shared with volunteers on a need-to-know basis, and they will not have access to the school's records unless access is required to fulfil their role.

Any volunteer who breaches the confidentiality rules will be asked to leave the premises and will not be able to return to undertake any further activity.

There may be instances where a volunteer is required to pass information to a member of staff, such as if they notice a pupil being bullied or subjected to harm. Volunteers will report any concerns to a member of staff and are instructed not to notify the parents.

10. Complaints

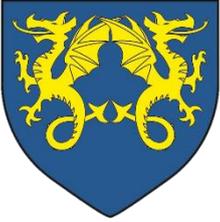
Any complaints made in relation to a volunteer will be managed in line with the school's Complaints Procedures Policy.

11. Monitoring and review

The headteacher will review this policy on an **annual** basis and will communicate any changes to all members of staff, existing volunteers and relevant stakeholders.

All volunteers will be required to read this policy prior to their attendance at the school.

The next review date for this policy is **November 2023**.



Dore Primary School

Volunteer Application Form

Information for applicants

The details on this application form will help the school decide your suitability for working with and around our pupils – their health, safety and general wellbeing is our prime concern, so we want to take all necessary precautions to protect them.

Data Protection

In accordance with our obligations under the Data Protection Act 2018, the information you disclose in this form will not be kept for longer than its purpose or be shared with any other organisation unless required by law.

With regards to references, the school may contact the specified referees to confirm the information you have provided.

All information offered by volunteers is stored securely in both paper and electronic forms. Data offered by unsuccessful candidates is kept for **12 months** after the school receives your application.

Equal opportunities

The school appreciates and promotes diversity in our workforce – we aim to ensure that people from all backgrounds can work at the school, to ensure our pupils leave school with a well-rounded view of the community and the people within it. With this in mind, the school encourages all people to volunteer with us and will review applications from any person, regardless of the following characteristics:

- Age
- Disabilities
- Gender reassignment
- Race
- Religion or belief
- Sex
- Sexual orientation
- Relationship status
- Pregnancy

Safeguarding

Dore Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

Please contact volunteering@dore.sheffield.sch.uk for more information regarding volunteering opportunities at the school and for more information about the school's obligations and approach to data protection, equal opportunities and safeguarding – this information is available in the following policies:

- Data Protection Policy
- Equality Information and Objectives Policy
- Child Protection and Safeguarding Policy

Please complete all sections:

Name:	
Previous name(s):	
Telephone number (mobile):	
Email address:	
Address line one:	
Address line two:	
Town/City:	
Postcode:	
Role applied for:	<i>Volunteer</i>

Relevant employment/volunteering history:

Start date dd/mm/yyyy	Date of last day dd/mm/yyyy	Position held	Type of role (full-time, part-time, voluntary)	Reason for leaving	Reference available? ✓ ✗

In the box below, please give details of why you wish to volunteer and the activities you want to undertake:

Is your application in connection to an educational course? (please circle)	Yes/No
If you answered 'yes' to the above, please fill out the table below:	
Name of educational setting:	
Course details:	
Qualification:	
Link tutor:	
Tutor contact details:	

Please fill out the below, providing accurate details of when and how long you are available for:

I wish my time volunteering to last for (complete as appropriate):
 weeks
 months
 terms
 until the date of

I wish to work on the following school days (please tick): <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	I wish to work (please tick): <input type="checkbox"/> A full day (<u>8:30</u> am – <u>3:30</u> pm) <input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons My year group / key stage preference is (please complete):
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Please list any other requirements in terms of availability (e.g. specific times):

I have enhanced DBS clearance
 I do not have enhanced DBS clearance

Declaration:
 By signing this form, I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form could result in my application for a volunteer role being rejected or terminated. I agree that the information I give you in connection with this application may be stored and processed for the purpose of personnel management.

Signature of volunteer:	
Date:	

References

All volunteer applicants must give two recent and relevant references – the first of which must be from your current or most recent employer or organisation you volunteered for. References from friends, schools and/or colleges will only be accepted where candidates are applying straight from full-time education, or where candidates are able to provide an acceptable reason why a previous employer cannot be contacted. Please ensure all the contact details you have specified are correct and inform the referees you select that the school will contact them. The address information the school requires relates to the referee's work address, where applicable.

Referee one

Name of referee:	
Relationship to candidate:	
Telephone number (work):	
Email address:	
Address line one:	
Address line two:	
Town:	
Postcode:	

Referee two

Name of referee:	
Relationship to candidate:	
Telephone number (work):	
Email address:	
Address line one:	
Address line two:	
Town:	
Postcode:	

Criminal offences

As it involves working with children, this volunteer role is exempt from the Rehabilitation of Offenders Act 1974 – this means that you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are therefore not subject to disclosure to employers and cannot be taken into account.

In addition to abiding by the Rehabilitation of Offenders Act 1974, all volunteers who work in 'regulated activity' with pupils will require an enhanced Disclosure and Barring Service check.

In accordance with the DfE's 'Keeping children safe in education', a volunteer is considered to be engaging in regulated activity if they:

- Will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children.
- Will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children.
- Engage in intimate or personal care or overnight activity, even if this happens only once.

With the above in mind, please answer the following questions honestly – false statements or withholding information will result in one of the following actions being taken:

- Your application will be taken no further
- An offer of employment will be withdrawn
- Disciplinary action leading to dismissal, if you have already started volunteering with the school

Do you have any previous spent or unspent criminal convictions to declare in relation to the information above?

Yes

No

Have you ever been disqualified from working with children?

Yes

No

If you answered yes to either of these questions, please give details below:

Volunteer Agreement Form

This agreement form must be completed before you undertake any volunteer work at [Dore Primary School](#). In the first section, please write each piece of information in the relevant box on the right. In the second section, please tick each box on the right once you have read the corresponding policy – these policies can be accessed via [the school website](#). Please sign and date the first row of the third section.

Name:	
Name of staff member to whom you will report:	
Number of times that you will volunteer in the school:	
Dates that you will volunteer between (to be reviewed after one month):	

Please tick the appropriate box once you have read and understood the following documents:	
Behaviour Policy	
Behaviour Principles Written Statement	
Keeping Children Safe in Education Part One	
How We Safeguard Children at Dore	
Online Safety Policy (ticking here says you accept the Acceptable Use Policy which is part of this document)	
Whistleblowing Policy	

I understand that I am a volunteer and will therefore not receive payment for my duties, other than agreed travel and other out-of-pocket expenses:			
Signature of volunteer:		Date:	
Signature of supervisor:		Date:	

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 and Safety Policy, Data Protection Policy, Anti-bullying 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 challenging 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 the 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.
- 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 headteacher.
- Develop 'personal' or sexual relationships with pupils.
- Work with pupils when not in the proper physical or emotional state to do so, e.g. under medication which causes drowsiness, or under extreme stress which may impair judgement.
- Behave in an illegal, improper or unsafe manner, e.g. smoking or drinking alcohol.
- Share personal contact details with pupils or make personal arrangements to meet pupils outside 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, e.g. giving an outgrown sports kit, 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: _____



Dore Primary School

Volunteer Reference Form

Name of applicant:					
Name of referee:					
Role / relationship to applicant:					
Date:					
Will the volunteer be engaging in 'Regulated' activity, as defined in the DfE's document 'Keeping children safe in education'? (school use only).	Yes		No		
How long have you known the applicant?					
Please comment on the applicant's general conduct:	Excellent	Good	Satisfactory	Unsatisfactory	
	Punctuality				
	Reliability				
	Relationships with colleagues				
Does the applicant have any experience working with children?	Yes		No		
Are you satisfied that the applicant is suitable to work with children?	Yes		No		
How effectively can the applicant lead a task without guidance?	Excellently	Well	Satisfactorily	Unsatisfactorily	
Does the applicant have the right to work in the UK?	Yes		No		
Did the applicant successfully undertake a Disclosure and Barring Service check?	Yes		No		Not applicable
Is there any additional information the school should know about the volunteer?					
<p>I understand my responsibility to disclose honest and correct information, and the applicant's responsibility to safeguard children. I am aware that I must notify the school of anything that may affect the applicant's suitability to work with children.</p> <p>I hereby declare that the information I have provided in relation to the volunteer applicant, is accurate.</p>					
Date:					
Signed:					
Role:					