



STREATLEY PRIMARY SCHOOL Volunteer Policy

Document Control Information

Version	Date	Description of Changes
1	Nov 2022	Adopted policy from Juniper HR
2	Mar 2023	Amended and Code of conduct & Disqualification form added. Juniper HR approved 15/3/23
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Responsibility	Headteacher
Committee	Finance & Staffing/FGB
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Next Review Date	Mar 2024
Signed	<i>L Roberts</i>

Signed.....*[Signature]*..... Date.....*30/3/23*.....

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- B. Volunteer Code of Conduct
- C. Volunteer Agreement Form
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Signed.......... Date..........

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'

1. Definitions

The following definitions apply 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.

This definition includes Governors, individuals who accompany staff and pupils on one-off trips or who volunteer at specific one-off events, such as sports days, as well as those who volunteer on a more regular basis which could include 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.

2. Recruitment

Anyone who wishes to become a volunteer at the school, either on an occasional or more regular basis, will initially be required to complete and submit the following to the school office:

- 1) Volunteer Application Form
- 2) Volunteer Code of Conduct
- 3) Volunteer Agreement Form

Occasional volunteers

Occasional volunteers will be appointed at the head teacher's discretion and may not be required to go through the full 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.

Regular volunteers

Regular volunteers will always go through the following recruitment process:

- 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.

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

3. Supervision

If a volunteer is required to be supervised when undertaking an activity, 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

4. Induction

Volunteers offered a role will be required to read and agree to the Volunteer Code of Conduct and the Childcare Disqualification Declaration Form (if working with under 8's) before starting their role at the school.

All volunteers will be required to make themselves familiar with relevant school policies and procedures as part of their induction.

[Available on school website – click here](#)

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Behaviour Policy
- Whistleblowing Policy
- [Outdoor Learning Handbook](#) (if relevant ie KS1 outdoor learning)
- Anti-bullying Policy
- Volunteers will also be required to read [Part 1 and Annex A 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.

5. Safeguarding

The school will ensure that activities are planned properly and safely, and that volunteers are informed of these plans.

All volunteers are required to sign in and out of the building at the school office and will wear a visitor's badge at all times. The head teacher will be made aware of where it has been agreed the volunteer will be 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 schools safeguarding procedures.

Signed.......... Date..........

6. 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.

7. Absence

Volunteers are asked to inform the school office ASAP or by **8:00am on the day they were due if they are unable to attend**. This is to ensure that the school has the cover needed to still offer the activity/trip that day.

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

8. Confidentiality

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 confidentiality 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.


9. Complaints

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

10. Monitoring and review

The head teacher 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.

Appendix A Application Form Volunteer Appointments		
Post Applied for		
Post Reference		

Personal Details			
Surname Name		Previous Surname(s)	
Forenames		Title	
Date of Birth			
Address			
Contact Number 1		Contact Number 2	
Which number can you be contacted on during the day? Contact 1/Contact 2/Both (Please delete as appropriate)			
Email Address			
Are you subject to any legal restrictions in respect of you volunteering in the UK, e.g visa restrictions? If yes please give further details below		Yes	No (delete)
Are you related or have a close personal relationship with any pupil, employee or governor? If yes please give further details below		Yes	No
Details:			

Signed.......... Date..........

Volunteer Position

Activity		Start date:	
School Name	Streatley CE Primary School		
Is this a paid or unpaid role?	Unpaid		Paid
Address	The Coombe, Streatley, RG8 9QL		
Key Duties			

References

(One reference should be your current or most recent employer/ organisation)



Please give details of two referees who are able to comment on your suitability for the role, **one of whom must be your present or most recent employer or organisation with whom you volunteer**. References from **friends and relatives are not acceptable**. We reserve the right to contact any of your previous employers. References may be sought should you be accepted for the role.

Name		Name	
Organisation Address		Organisation Address	
Contact Number		Contact Number	
Email		Email	
Job Title		Job Title	
Relationship to Applicant		Relationship to Applicant	

Education / Qualification and Training

Please give details of any educational, technical and/or professional qualifications. If you are currently studying, please provide details of the qualification concerned. Please also provide details of courses undertaken that you did not complete. If study was on a part time basis please specify.

Dates From / To	Establishment /Awarding Body	Qualification and Grade

Signed.......... Date..........

Previous Employment / Volunteering Role (Most recent first)

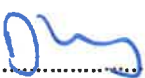

Starting with the most recent first, please give a continuous employment history from leaving full time education including part time, full time and unpaid work. Do not include the details provided in present employment of the application form. Continue on a separate sheet if necessary.

Name of employer, address job title, salary and benefits	Dates of employment months and year	Employment status Permanent/ fixed term/ fulltime/ part time.	Duties	Reasons for leaving

Please add more lines if required on a separate page

Break in Employment (If required please detail)

Dates From / To	Reason for Break

Signed.......... Date..........

Personal Statement - outline why you should be considered for this role.

Please illustrate how you meet the criteria and your ability to meet the role profile.

Additional Information, if required (Max 500 Words)

Please detail any further information you feel is relevant to your application that has not already been already covered on this application.

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Signed.......... Date..........

Additional Information

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. If you are shortlisted for interview you will be required to complete a self-disclosure form prior to interview. Guidance about whether a conviction or caution should be disclosed on the self-disclosure form can be found on the Ministry of Justice website.

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

DBS Check

The School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The 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.

For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment (or work) in regulated activity if you are on a barred list. We are not legally permitted to request barred list information on supervised volunteers and therefore we will consider the nature of your volunteering arrangement with the school when requesting a DBS 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.

Living or Working overseas

If you've lived or worked outside of the UK in the last 5 years, the school may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Q. Have you lived or worked outside of the UK for more than 3 months in the last 5 years:

Yes No

Any offer of a volunteer role will be conditional on the satisfactory completion of the necessary checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

Online Searches

The school is committed to Safeguarding and therefore in line with the KCSIE 2022 recommendations we will carry out online searches on shortlisted candidates. Online searches help to identify any incidents and/or issues which may have happened, which the school may want to explore with you. The search will be conducted on information which is publicly available online. By submitting and signing this application form you are agreeing to the search being conducted. The information will be destroyed within 6 months should you not be appointed to the role.

Disability and Accessibility

The school has committed to ensuring that applicants (for paid or volunteering opportunities) 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 if you are called for an interview, please state the arrangements you require:

.....

General Data Protection Regulations

The information you supply when requesting information for this role or any volunteering roles will be held for monitoring and evaluation purposes and in connection with any future contact. When you sign and return this form you are giving your permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful, the form will be held for up to 6 months and then destroyed.

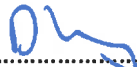

Applicant Declaration

I confirm that the statements in this application are true, correct and accurate and that I have not omitted any facts which may have any bearing on my application. By signing this form I agree to this School using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.

I understand that if I don't tell you about any relationships with any employees, pupils or governors of this School, or I neglect to tell you about any criminal convictions/cautions/reprimand/final warnings detailed in the guidance notes, and this is discovered after appointment, any volunteering arrangements will be withdrawn without notice.

I have read and understood the above statement regarding declaration of convictions, cautions, reprimands and bindovers. If I have any to declare I will supply written details of them with this application.

Signature **Date**

Signed.......... Date..........

Appendix B - 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, Whistleblowing 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 the Volunteer Policy.

Signed: _____

Date: _____



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Signed.......... Date..........

Appendix D - CHILDCARE DISQUALIFICATION DECLARATION FORM

Name				
Job title				
SECTION 1 – ORDERS OR OTHER RESTRICTIONS			Yes	No
Have any orders or other determinations related to childcare been made in respect of you?				
Have any orders or other determinations related to childcare been made in respect of a child in your care?				
Have any orders or other determinations been made which prevent you from being registered in relation to child care, children’s homes or fostering?				
Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in table B of the DfE guidance ?				
SECTION 2 – SPECIFIED AND STATUTORY OFFENCES			Yes	No
Have you ever: <ul style="list-style-type: none"> been convicted of a relevant offence on or after 6 April 2007, been given a caution for a relevant offence on or after 8 April 2013, been given a youth caution for a relevant offence Please review the list of offences in table A of the DfE Guidance before answering these questions.				
Any offence against or involving a child (i.e. a person under the age of 18)? e.g. manslaughter, indecency female genital mutilation, kidnapping, human trafficking, theft, GH, ABH				
Any violent or sexual offence against an adult? e.g. domestic violence, GBH, ABH				
Any offence under the Sexual Offences Act?				

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Signed.......... Date..........

e.g. abuse of trust, rape, indecency, human trafficking		
Any other relevant offence, as set out in table A of the DfE guidance ? e.g. misuse of drugs, terrorism, malicious communication		
Have you ever been cautioned or convicted of any similar offence in another country?		
Any offence involving death or bodily injury to a child?		
Do you have a conviction or caution for aiding, abetting, counselling, procuring or inciting the commission of an offence or of conspiring or attempting to commit an offence listed in table A of the DfE guidance?		
*Note that you are <u>not</u> required to disclose any old or minor cautions or convictions that are 'protected' under DBS filtering rules .		

SECTION 3 – PROVISION OF INFORMATION

If you have answered YES to any of the questions above, please provide details as set out below, where you have them. You may provide this separately if you wish, but in any case you should provide the information to the headteacher without delay.

Details of the order, restriction, caution, conviction etc, including dates and relevant court(s), body(ies):

SECTION 4 – DECLARATION



I confirm that the information provided on this form is true to the best of my knowledge.

I undertake to inform the headteacher immediately if any events occur which would potentially lead to my disqualification from providing care to children under the Childcare Disqualification Regulations.

I understand that to make a false declaration will be treated as gross misconduct and could result in summary dismissal.

Signed

Dated

Signed.......... Date..........