



Downe Primary School

Volunteer Policy

Revised: March 2024
To be reviewed: March 2027

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 Code of Conduct
- b) Volunteer Agreement Form
- c) Volunteer Application Form
- d) Volunteer Reference Form

Statement of intent

At The Pioneer Academy, 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.

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 (2023) 'Keeping children safe in education 2023'
- 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
- Concerns & Complaints Procedures Policy
- Safer Recruitment Policy
- Data Protection Policy
- Staff Code of Conduct

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, or who volunteer at specific one-off events, such as sports days.

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

- Three or more times in a 30-day period
- Once a month or more

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.

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.

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.

For all regular volunteers, an enhanced DBS check with children's barred list information will be required. The school will obtain a new DBS check, irrespective of whether the volunteer already holds a DBS check. However, if the volunteer has signed up to the Update Service, this can be checked instead.

For occasional 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.

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

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

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
- 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 Agreement
- 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.

Safeguarding

Volunteers will be provided with safeguarding information as determined by the school 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 Child Protection Policy and/or the Allegations of Abuse Against Staff Policy.

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.

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.

Confidentiality

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

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.

Complaints

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

Monitoring and review

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

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.
- Express any extremist or discriminatory views, or any views that would offend others.
- Make inappropriate 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: _____

Volunteer agreement form

This agreement form must be completed before you undertake any volunteer work at The Pioneer Academy. 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 office. Please sign and date the first row of the third section.

Name	
Name of staff member to whom you will report	
School that you will be volunteering at	
Number of times that you will volunteer in the school	
Dates that you will volunteer between (to be reviewed after <u>one month</u>)	

Please tick the appropriate box once you have read and understood the following documents	
Behaviour Policy	
Anti-bullying Policy	
Child Protection and Safeguarding Policy	
Health and Safety Policy	
E-security and data breach Policy	
Data Protection Policy	
E-Safety Policy	
Social Media Accounts Policy	
Fire Safety Policy	
Allegations of Abuse Against Staff Policy	
Whistleblowing Policy	
Disciplinary Policy and Procedure	
Concerns and Complaints Procedures Policy	
Staff Confidentiality Agreement	
Photography and Images 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 application form

This application form must be completed before you undertake any volunteer work at The Pioneer Academy. In the first section, please write each piece of information in the relevant box. In the second section, please circle whether your application is in connection to an educational course and, if so, fill out the table that follows. In the third section, please fill out your availability. Please sign and date the fourth section in the boxes on the right.

Name	
Other relevant names	
Telephone number (home)	
Telephone number (mobile)	
Email address	
School applied for	
Address line one	
Address line two	
Town	
Postcode	

Relevant employment and/or volunteering history

Start date	Date of last day	Position held	Type of role, e.g. full-time	Reason for leaving	Reference available? ✓ ✗

Relevant training and education

Start date	Date of last day	Name of provider	Subject	Level	Grade	Date awarded

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	
Email address	
Address line one	
Address line two	
Town	
Postcode	

Referee two

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

Criminal offences

As this volunteer role involves working with children, it 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' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order state 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 (DBS) check.

In accordance with the Department for Education'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:

Supporting statement

Please include any skills or experience that you bring to the role and explain your motivations for wanting to work with children or young people. Outline what you want to achieve from volunteering.

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		Postcode	
Address			
Course details			
Qualification		Length of course	
Link tutor		Telephone	

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

I wish to work on the following school days (please tick):

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

I wish to work (please tick):

- A full day (8:30am – 3:30pm)
- Mornings
- Afternoons

Please list any other requirements in terms of availability (e.g. specific times):

If accepted, I understand that I will need to attend an induction meeting and will need to be aware of, and follow, all school policies

Signature of volunteer

Date

Volunteer reference form

Applicant's details (School use only)		
Full name		
Date of birth		
Address		
Contact number		
Email		
Will the applicant be working in regulated activity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Referee's details

We are committed to ensuring that anyone who volunteers or works at the school has the appropriate skills and characteristics for the role they are applying for and that they are suitable to work with children. Please complete the below reference form honestly and to the best of your knowledge to help us gauge whether the applicant for this position is suitable for the role they will be undertaking.

We appreciate you taking the time to complete this form. Please return it to Matt Ferguson via the school office.

Referee's details	
Full name	
Date of birth	
Address	
Contact number	
Email	
Relationship to applicant	
Length of relationship	

Character assessment

What attributes do you think this person has that would make them a suitable volunteer
How would you describe the applicant's interpersonal skills, especially their ability to communicate?

Do you have any reason at all to be concerned about this applicant being in contact with children or anyone considered vulnerable? If yes, please explain why.

Please use the space below to provide any additional information

Please use the below table to give an indication of the applicant's skills and characteristics from your perspective

	Excellent	Good	Average	Poor	Don't know
Friendly and approachable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Team worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hardworking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Declaration

I understand my responsibility to disclose honest and correct information and the responsibilities of the applicant. I am aware that I must notify the school of anything that may impact the applicant's suitability to work with children.

I hereby declare that the information I have provided above is correct and accurate the best of my knowledge.

Date

Referee's signature