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CHIEVELEY PRIMARY SCHOOL **BE FUTUREPROOF!**

VOLUNTEER POLICY
JANUARY 2023

Contents:

Legal framework

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

Appendices

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

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, 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, 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
- On an overnight stay

Some examples of activities that may be classed as occasional or regular volunteering are shown below - if you are unsure about which category an activity may fall into then please contact the Headteacher.

Occasional Volunteering	Regular Volunteering
• Supporting at one-off events such as the school disco • Coming into school to lead a one-off assembly or activity (under the supervision of the class team or Headteacher) • One-off support for day trips (however our school preference is to ask DBS-checked governors or regular volunteers before seeking additional, occasional volunteers)	• Regular support within a curriculum area (eg Forest School) • Regular support at extra-curricular clubs • “Parent-reading” (an arrangement whereby a volunteer comes into school regularly to listen to children read)

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

The school will go through one of two processes when recruiting volunteers. These processes are in place to ensure the safeguarding of our children, and will ensure that volunteers are well-matched to the activities they will be carrying out.

Occasional volunteers

Occasional volunteers will be appointed at the headteacher's discretion and will not be required to go through the recruitment process. 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 be required to submit a Volunteer Application Form. This is to ensure they are well-matched to the activity they will be supporting and to allow us to carry out the necessary safeguarding checks. The recruitment process for regular volunteers is as below:

- They will be required to submit an application form for the attention of the Headteacher
- They 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 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 and they undertake regular work as a volunteer (a break in work does not exceed three months). however, the school will consider obtaining a new DBS check, at the level appropriate to the role, if there are concerns about a volunteer. The school will also seek to renew DBS checks after 3 years of the initial check.

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, 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

4. Induction

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

Occasional Volunteers

Occasional volunteers will be made aware of their safeguarding duties (including the names of the school's DSLs) and their health and safety duties upon arrival to the school. As occasional volunteers will be supervised by school staff, they are expected to follow the instructions school staff give them in relation to any incidents.

Regular Volunteers

Regular volunteers will be required to make themselves familiar with relevant school procedures as part of their induction. These will include; :

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Fire Safety Policy
- Behaviour Policy
- Whistleblowing Policy

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

Volunteers will also be required to read Part 1 of 'Keeping children safe in education' as part of their induction and will receive Universal Safeguarding training from the school (unless they can evidence that they already have completed such training in another role within the last two years).

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 - this will often be either their direct supervisor (eg a class teacher) or one of the school's DSLs.

5. 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.

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, with the correct colour of lanyard
- 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 schools safeguarding procedures.

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.

6. Absence

Volunteers are required to inform the school office if they are unable to attend at the agreed time.

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.

7. Confidentiality

All volunteers will be required to act in a way that preserves confidentiality for our school community.

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.

8. Complaints

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

9. 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 January 2024.

APPENDIX a - 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.

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.
- Use mobile phones while working on school premises.

I, _____, have read the code of conduct and agree to abide by the rules outlined in this policy.

Signed: _____

Date: _____

APPENDIX b - Regular Volunteer Agreement Form

This agreement form must be completed before you undertake any volunteer work at [Chieveley 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 on our website or by requesting a paper copy. Please sign and date the first row of the third section.

Name:	
Name of staff member to whom you will report:	
Agreed Volunteering timetable (subject to regular review)	

Please tick once you have read and understood the following documents:	
Behaviour Policy	
Child Protection and Safeguarding Policy	
Health and Safety Policy	
Data Protection Policy	
Fire Safety Policy	
Whistleblowing Policy	
Complaints Procedures Policy	
Staff Confidentiality Policy	
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:	



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VOLUNTEER APPLICATION PACK JANUARY 2023

At Chieveley Primary School, we are fully committed to promoting the welfare and safeguarding of children in our care. We expect all staff, volunteers and visitors to actively share in this commitment and expect our whole community to work together to safeguard children effectively.

This commitment extends to our recruitment procedures to ensure that all staff and volunteers who join our school community are the most qualified, appropriate and nurturing candidates possible. It also ensures that unsuitable or inappropriate applications are dealt with according to our legal duty and guidance in both Working Together To Safeguard Children and Keeping Children Safe in Education.

We are an equal opportunity employer and will not unlawfully discriminate against anyone, but will select the best person for a role in terms of their qualifications, abilities and their successful completion of pre-employment checks.

APPLICATION FORM FOR VOLUNTEER POSITIONS

YOUR DETAILS

TITLE		SURNAME	
FIRST NAME		PREVIOUS SURNAME	
DATE OF BIRTH		NATIONAL INSURANCE NUMBER	

ADDRESS		PHONE 1	
PHONE 2		EMAIL ADDRESS	

Are you subject to any legal restrictions in respect of you volunteering in the UK, eg Visa restrictions? If Yes, please give details below	Yes No
Are you related to, or have a close personal relationship with, any pupil, employee or governor? If yes, please give details below	Yes No

REFERENCES

Please provide the names and contact details for two references. It is strongly advised that at least one of these is your current (or most recent) employer. We reserve the right to contact people listed below as part of our vetting process.

FIRST REFERENCE		SECOND REFERENCE	
NAME		NAME	
POSITION		POSITION	
COMPANY		COMPANY	
PHONE		PHONE	
EMAIL		EMAIL	

EMPLOYMENT AND VOLUNTEERING HISTORY			
Please detail below your employment and volunteering history, starting with the most recent			
DATE	EMPLOYER AND TITLE	DATE	EMPLOYER AND TITLE

RELEVANT EDUCATION AND TRAINING	
Please detail below any training or education you have that is relevant to the volunteer position you are applying for.	
DATE	QUALIFICATION AND RELEVANCE

PERSONAL STATEMENT - WHY WOULD YOU LIKE TO VOLUNTEER WITH US?

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 in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

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 – this is a recommended timeframe, there's no requirement for how far you go back], the [school/trust] 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.

Have you lived or worked outside of the UK for more than 3 months in the last [5 years]? ☐ Yes ☐ No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment 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.

It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

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 applications 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/trust] has 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 if you are called for an interview, please state the arrangements you require:

.....

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Disability / Health Conditions

The Equality Act 2010 defines disability as 'A physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.

Do you consider yourself to be disabled? Yes/No (Please delete as appropriate)

Please indicate if you require any reasonable adjustments, due to a disability or health condition, to enable you to undertake the role or to attend an interview, or which you wish us to take into account when considering your application.....

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