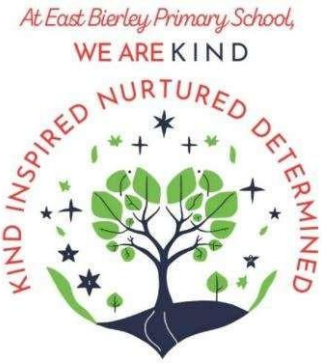
East Bierley CE (VC) Primary School

Volunteers Policy

THE CHURCH OF ENGLAND
Diocese of Leeds



Our vision:
To be a vibrant and inclusive Christian School where everybody is known, valued and inspired to reach their full potential. We nurture curiosity, creativity and a love of learning, equipping our pupils with knowledge, skills and character to flourish in an ever-changing world.

Friendship, Courage, Kindness, Respect,Forgiveness, Faith

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1. Introduction and aims

We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of East Bierley CE Primary Schools volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the statutory safeguarding guidance Keeping Children Safe in Education (KCSIE) from the Department for Education (DfE).

2. How we use volunteers

At East Bierley CE Primary School volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support with general building maintenance
- Support with general administrative work
- Support specific curriculum areas, such as ICT or art
- Lead Worship

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA
- Local clergy or members of the congregation

This is not an exhaustive list.

Members of the governing board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our governor code of conduct.

2. How to apply to volunteer

- Anyone wishing to become a volunteer on a regular basis may either approach a teacher directly, or send an email to the school office and attach a CV and covering letter explaining why they wish to volunteer in the school, what help they can offer and when they are available. If a suitable volunteering opportunity can be identified, then the following process will be carried out:

- 1. The person will be invited to attend the school for an informal discussion with the Headteacher or Deputy Head to ensure they are suitable for the role. The school reserves the right to refuse an approach at any time and not give a reason for this.
- 2. If suitable, the volunteer will be asked to complete a volunteer application form.
- 3. Two professional references will be sought from the referees provided on the application form. It is the volunteer's responsibility to contact their referees to ensure that references are received by the school in a timely manner.
- 4. We will determine whether an Enhanced DBS check needs to be carried out, and whether this will also include a Barred list check. Generally, most volunteers will be asked to undergo an Enhanced DBS check, unless they are classified as low risk. A Barred List check will be requested for any volunteer who is in regulated activity.
- 5. The volunteer will be given appropriate school policies, procedures, health and safety information and safeguarding information to read. They must sign to say they have read and understood this information.
- 6. The volunteer will be linked to a designated teacher or senior leader, whose responsibility it is to make them aware of the role and responsibilities they will be undertaking.
- 7. Volunteer records will be kept in the school office.
- Before starting to volunteer in a school, the above steps must be completed. No volunteer may start regular volunteering without the appropriate checks, unless with the written permission of the Head Teacher.

This is not required where a volunteer is engaged in a one-off activity, for example a parent helping on a school trip, or coming into class for a specific activity. However, these volunteers must be supervised at all times, and never left alone with a child.

4. Appointment of volunteers

Volunteers are appointed by the Headteacher or the Deputy Head.

Appointment and induction of new volunteers can take up to 6 weeks, and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

The headteacher reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

5. Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks with a barred list check on volunteers who:
  - Work 1-on-1 with pupils unsupervised
  - Work with groups of pupils unsupervised
  - Supervise or accompany groups of pupils on overnight residential visits
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Provide safeguarding training to all volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education
- Require volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:
  - Safeguarding
  - Use of mobile phones
  - ICT and internet acceptable use
  - Health and Safety
  - Online safety
  - Invacuation and Evacuation
  - Behaviour
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils
- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
  - The nature of the work they will be doing
  - What we know about them
  - References from employers or other voluntary roles
  - Whether the role is eligible for an enhanced DBS check

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

6. Induction and training

Volunteers must complete appropriate training prior to beginning work at the school.

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

All volunteers must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

7. Confidentiality

If volunteers have concerns about safeguarding, they must follow the guidance in our child protection and safeguarding policy and, if relevant, our whistle-blowing policy.

8. Conduct of volunteers

Volunteers must comply with all school policies. The volunteer code of conduct, included as Appendix 1 applies to all volunteers. This should be read and agreement signed.

9. Expenses

School will only cover expense previously agreed by the Headteacher and School Business Manager. All claims must be supported by a VAT receipt and be signed off by the Headteacher and School Business Manager.

10. Insurance

The school's insurance policy covers volunteers in the event of an accident or emergency.
If a volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

11. Data protection and record keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it.

We will:

- Retain records relating to volunteers in line with our records retention schedule
- Remove details of volunteers from the single central record (SCR) once they no longer work at our school

12. Monitoring and review

This policy has been approved by the Governors and will be reviewed regularly.

13. Links to other policies

This volunteering policy is linked to our:

- Child protection policy and procedures
- Staff conduct policy
- Behaviour
- Online Safety
- Invacuation and Evacuation
- Staff Handbook
- AUP

DATA PROTECTION NOTICE
Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law: • You've given us your consent We must process it to comply with our legal obligations You'll find more information on how we use your personal data in our privacy notice for volunteers. • https://new.eastbierleyprimary.com/Parents/Online-Safety-GDPR/

Appendix 1: volunteer application form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

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

Do you have a DBS check? (please circle) Yes/No

If yes, what type of check do you have? (please circle) Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION	
The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. Volunteers working in regulated activity will also require a barred list check. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school's privacy notice.	

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION	
Date of check:	
Certificate number:	

AVAILABILITY					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Before school					
After school					
Lunchtimes					
How many hours per week/month can you volunteer?					
Can you commit to at least 1 term?					

EXPERIENCE AND QUALIFICATIONS
Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.
Why would you like to volunteer at East Bierley CE VC Primary School?

EXPERIENCE AND QUALIFICATIONS
Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)
Do you have any relevant qualifications?

PREFERENCES	
What age group would you prefer to work with?	

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

REFERENCES	
Your placement as a volunteer may be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).	
Name:	**Name:**
Relationship to you:	**Relationship to you:**
Address:	**Address:**
Telephone number:	**Telephone number:**
Email address:	**Email address:**

DISABILITY AND ACCESSIBILITY

The school is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.
If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

Appendix 2: code of conduct for volunteers

Code of conduct for volunteers

By signing this form, volunteers agree to the following:

1. **School rules and policies**
   - 1.1. Volunteers will follow all school rules and policies, including those on:
     - 1.1.1. Child protection
     - 1.1.2. ICT and internet acceptable use
     - 1.1.3. Online safety
     - 1.1.4. Mobile phones
     - 1.1.5. Data protection
     - 1.1.6. Health and safety
     - 1.1.7. Equality
     - 1.1.8. Whistle-blowing
     - 1.1.9. Behaviour
   - 1.2. Copies of the school policies are available online or from the school office

2. **Professional conduct**
   - 2.1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer co-ordinator, Mrs Divine.
   - 2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.
   - 2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:
     - 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
     - 2.3.2. Refraining from using inappropriate language
     - 2.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values
     - 2.3.4. Behaving in a way that is appropriate for the role they are undertaking
     - 2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute
   - 2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you".
   - 2.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.
   - 2.6. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.
   - 2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

3. Safeguarding

3.1. Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.

3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is Victoria Meek and the deputy Rebecca Divine.

3.3. Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.

3.4. Volunteers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:

3.4.1. Exchanging contact information

3.4.2. Making contact with pupils outside of school, including on social media

3.4.3. Arranging to meet pupils outside of school

3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

4. Health and safety

4.1. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.

4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.

4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

5. Confidentiality

5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

X _____

Volunteer name (please print)

X _____

Volunteer signature

X _____

Date

Appendix 3: requesting a volunteer (information for staff)

If you'd like assistance from a regular volunteer in your classroom, fill out the form below and submit to Rebecca Divine.

Volunteer request form

ACTIVITY DETAILS	
Year group/class	
Activity details	
Date(s) and time(s)	
Is this activity … (circle one)	One-off? Daily? Weekly? Other? If other, please explain:
Will there be any costs for the volunteer (such as entry fees to museums, materials, or travel)?	
Volunteer details	
How many volunteers do you need?	
Do you need your volunteers to have any specific skills or experience?	

Submitted by:

Appendix 4: volunteer expenses request form

Record any out-of-pocket expenses on this form.

Please attach your receipts to this form. We can't reimburse expenses without them.

Name:

DATE	TYPE OF EXPENSE	AMOUNT

Signature:

For school use only:

Authorised by:

Date: