Harmondsworth Primary School

Volunteer Policy and Procedures

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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. Volunteers can support pupil wellbeing and development, often adding to the support provided to vulnerable or disadvantaged pupils.

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 the 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/carers with clear expectations and guidelines
- Ensure that volunteers are provided with a role profile, to aid understanding of their duties and responsibilities
- 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).

Volunteers play an important role and are often seen by pupils as safe and trustworthy adults. The school is committed to ensuring a robust safeguarding procedure in the appointment of volunteers.

KCSIE defines a volunteer as 'any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative'.

2. How we use volunteers

Volunteers may:

- Hear children read
- Accompany school visits
- Provide support to individual children
- Provide support to small groups of children
- Support specific curriculum areas, such as ICT or art

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents and carers
- 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.

3. How to apply to volunteer

By emailing the School Office and completing an application form (see appendix 1) The School also has volunteers through organisations such as Coram Readers, School Readers and Heathrow.

4. Volunteer status and selection

4.1 Status of volunteers

Volunteers are not employees and are not engaged on a contract of employment or a contract for services. Harmondsworth Primary School is not under any obligation to provide a volunteer with work and the volunteer shall be under no obligation to carry out any work. This

policy does not represent a legally binding contract between Harmondsworth Primary School and a volunteer.

The volunteering arrangement can be cancelled at any time at the discretion of either party.

Volunteers shall not be entitled to receive any payment or any other benefits for any voluntary work carried out, including training on any area that is outside the volunteer's remit. (See also volunteer expenses in section 9 of this policy.)

4.2 Volunteer placement

Our school's volunteer co-ordinators are Eleesa Dowding and Gurdip Daheley.

The induction of new volunteers is dependent on the candidate and available spaces within the school.

All volunteer placements are conditional upon the completion of an enhanced DBS check (if appropriate, see section 5) and other appropriate safeguarding checks, and relevant training.

Enhanced DBS checks for volunteers volunteering 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 volunteering at the school.

5. Safeguarding

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

Volunteers have to undertake Safeguarding training before being able to start volunteering.

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 are carrying out regulated activity, e.g.:
  - Regularly (for more than 3 days in a 30-day period) support pupils 1-on-1 unsupervised
  - Regularly (for more than 3 days in a 30-day period) support groups of pupils unsupervised
  - Provide personal care on a one-off basis
  - 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 activity the volunteer will be involved in
- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. All risk assessments will be reviewed as required and in the event of a change to the role carried out by the volunteer. The risk assessment will be recorded on the single central record and kept in accordance with GDPR regulations and the school's retention policy. The risk assessment will consider:
  - The nature of the voluntary activity they will be doing, including level of supervision
  - What we know about them

- References from employers or other voluntary roles
- Whether the role is eligible for a DBS check, and if so the level of check required (NB those in regulated activity will always require an enhanced DBS check along with a barred list check)

Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils

The school will determine whether a volunteer is considered to be supervised. Where an individual is supervised, to help determine the appropriate level of supervision, we will have regard to Keeping Children Safe in Education (KCSIE) and statutory guidance issued by the Secretary of State (reproduced in KCSIE, Annex E). For a person to be considered supervised, the supervision must be:

- By a person who is in regulated activity relating to children
- Regular and day-to-day, and
- Reasonable in all the circumstances to ensure the protection of children

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.

We will additionally:

Provide safeguarding training to all volunteers **prior** to them beginning to volunteer at the school, including ensuring that they have read and understood part 1 of KCSIE.

Ask volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:

- Child protection and safeguarding, including low-level concerns
- Whistle-blowing
- Use of mobile phones
- ICT and internet acceptable use
- Health and safety
- Online safety
- Behaviour

Consider the following when developing your approach to safeguarding for volunteers (this list isn't exhaustive):

The distinction between visitors and volunteers (some people 'volunteering' at your school on a one-off basis are actually more likely to be classed as visitors, especially if they will be supervised)

Will you accept DBS certificates from another organisation? For example, a volunteer football coach with an enhanced DBS check through the Football Association.

If the volunteer hasn't joined the DBS update service, you'll want to consider whether their criminal record or any other relevant information might have changed since the DBS check was last issued, and whether the level of check is appropriate for the voluntary activity they are undertaking in your school, etc. See the DBS checks guidance for what else to consider

6. Induction and training

Volunteers must complete appropriate training, provided by the school, prior to volunteering at the school.

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

All volunteers must have safeguarding training, which will be provided by the school. Other training requirements will be based on the nature of the activity the volunteer will be doing.

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.

7. Confidentiality

Information about pupils, parents/carers and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents/carers or staff with those outside of the school.

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents/carers.

This doesn't prevent volunteers from reporting safeguarding concerns or disclosures, as per the school's safeguarding policy.

If concerns relate to safeguarding, volunteers must follow the guidance in our child protection and safeguarding policy and inform the designated safeguarding lead (DSL).

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

8. Conduct of volunteers

We ask all volunteers to agree and adhere to the volunteer code of conduct set out in appendix 2.

9. Complaints procedure

In the event a volunteer has a complaint, they should follow the school's complaints procedure which can be found on the school website.

10. Insurance

The school's insurance policy covers volunteers in the event of an accident or emergency.

If a volunteer is volunteering at the school through another organisation, we will also check that organisation's insurance arrangements.

11. Data protection and record keeping

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 volunteer at our school

12. Monitoring and review

This policy, the information included, and its implementation will be monitored by Eleesa Dowding.

It has been approved by the governing board and will be reviewed every 2 years.

13. Links to other policies

This volunteering policy is linked to our:

Child protection and safeguarding policy

Low level concerns procedures

Whistle-blowing policy/procedures

Complaints policy

Health and Safety policy and procedures

Employing people with convictions policy

Data protection policy

Appendix 1: volunteer application form

Complete the application form in full.

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

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

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

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION	
The [school/trust] is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check with a barred list check on volunteers who undertake regulated activity, e.g.: Regularly (for more than 3 days in a 30-day period) support pupils 1-on-1 unsupervised Regularly (for more than 3 days in a 30-day period) support groups of pupils unsupervised Provide personal care on a one-off basis Supervise or accompany groups of pupils on overnight residential visits The school is also obligated to process an enhanced DBS check before volunteers can undertake certain other activities. This requirement will be determined solely by the school. 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. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the privacy notice.	
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
Date of check:	
Certificate number:	

AVAILABILITY					
	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
AM					
PM					
Before school					

AVAILABILITY					
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 in volunteering, especially with children? If yes, please include details in the box below.
Why would you like to volunteer at Harmondsworth Primary?
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.)

EXPERIENCE AND QUALIFICATIONS
Do you have any relevant qualifications?

PREFERENCES	
What age would you prefer to volunteer with?	
Would you prefer to support pupils 1-on-1, or with a small group of pupils?	

REFERENCES

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

This code of conduct outlines our expectations for volunteer conduct. We ask you to sign this form to indicate your agreement to the following:

1. School rules and policies

Volunteers should follow all school rules and policies, including those on:

- Child protection and safeguarding, including low-level concerns
- ICT and internet acceptable use
- Online safety
- Mobile phones
- Data protection
- Health and safety
- Equality
- Whistle-blowing
- Behaviour

2. Professional conduct

- Volunteers should follow instructions provided by their 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-ordinators.
- 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 they are volunteering with, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions
- We ask that volunteers agree to conduct themselves in a professional manner at all times. This includes:
  - Dressing in a way that is appropriate to the school environment
  - Refraining from using inappropriate language, including not making comments either in the school environment or elsewhere, including on social media, that might bring the school into disrepute
  - Setting an example for pupils by acting in a way that reflects the school's ethos and values
  - Behaving in a way that is appropriate for the role they are undertaking
- Volunteers should 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".
- Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents/carers have consented

Parent/carer volunteers with children at the school should 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

If you are unable to come to school when you are expected to be in, we ask that you contact your supervisor or the school office as soon as possible, so we can make alternative arrangements

3. Safeguarding

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

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 Eleesa Dowding and the deputies are Miriam Mohammadi and Gurdip Daheley.

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

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:

Exchanging contact information

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

Arranging to meet pupils outside of school

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

4. Health and safety

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

Volunteers should familiarise themselves with the school's fire safety and emergency evacuation procedures

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

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

I understand that if I fail to adhere to this code of conduct, my volunteer placement may be terminated.

Volunteer name: _____ Date: _____

Volunteer signature: _____

Appendix 3: requesting a volunteer (information for staff)

If you'd like assistance from a volunteer in your classroom, or for a specific activity or trip, fill out the form below.

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: