



Volunteer Policy and Procedure for Academy Staff

Adopted By : Sunnyside Academy Governing Body

Date : 7th May 2019

Review Date	Reviewer	Comments
August 2016	SE	New policy/procedure
March 2019	EL	General Review

1.0 Introduction

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all pupils in the school. Participation of adults in school activities, on a voluntary basis, helps the school develop active parental and community links and is therefore welcomed and encouraged by the Governing Body.

The relationship between the school and volunteers does not imply a contract of employment and is entirely voluntary. There are no contractual obligations on the volunteer or on the school.

A volunteer is anyone who without compensation or expectation of compensation performs a task at the direction of the Headteacher.

Volunteers in this school may include –

- Members of the Governing Body
- Parents, carers or grandparents of pupils
- Ex-pupils
- Ex-employees
- Members of the local community

The type of activities volunteers may be engaged in include –

- Listening to pupils read
- Working with small groups of pupils
- Working alongside individual pupils in the classroom
- Accompanying employees and pupils on school trips
- Assisting at school fund raising activities

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and visitors to share this commitment.

2.0 Scope

This policy and procedure applies to all volunteers in the school, unless stated otherwise.

3.0 Aims

To provide a framework for the recruitment of volunteers in line with safeguarding requirements.

To establish expectations for both employees and volunteers regarding the activities undertaken by volunteers and their conduct whilst in school and on school trips.

4.0 One-off volunteering opportunities

Where a volunteer is engaged in a 'one-off' activity (e.g. a school trip, fete, fundraising event) and they will be under the constant supervision of school staff no formal checks or induction will be required.

Where a volunteer is accompanying pupils on a school trip, the [Off Site Visits Volunteer Agreement](#) at Appendix D must be signed and returned to the school office prior to the trip.

Volunteers engaged in a 'one-off' activity will be expected to stay with the allocated staff member, promote respectful behaviour towards each other and members of the public and inform the staff member of any first aid, behaviour or other issues. Volunteers will not be allowed to bring additional children on the school trip, smoke, drink alcohol, take photographs of the pupils, provide any kind of personal care or engage in any other activities which could bring the school into disrepute.

5.0 Appointment Process

The school has a responsibility to ensure the safety and welfare of the pupils and therefore will apply a safeguarding process when recruiting volunteers. Where a volunteer is going to have an ongoing role that involves regular contact with children, the following process will be used.

Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

5.1 Application and interview

Anyone wishing to become a volunteer on a regular basis should initially approach the class teacher or a member of the leadership team. A [volunteer application form](#) (available from the school office) should be completed.

This form should be returned to the school office, marked for the attention of the Headteacher (or nominated person). See Appendix A.

On occasions the school may also advertise locally for volunteers or use other methods of communication to attract potential volunteers.

If there is a suitable volunteering opportunity, an informal interview should be conducted to provide an opportunity for volunteers to ask any questions they may have and also for school to gauge the volunteer's aptitude and suitability to work with children.

5.2 DBS checks

Before a volunteer commences in school the Headteacher must determine if the role requires the volunteer to have a DBS check.

Volunteers who regularly carry out activities with pupils on an **unsupervised** basis are engaged in regulated activity therefore an enhanced DBS check, including barred list information, must be carried out.

Volunteers who are **supervised*** while regularly carrying out activities with pupils are not in regulated activity therefore the school is not legally permitted

to request barred list information. However, where a volunteer is not in regulated activity, the school **must** complete the [DBS risk assessment](#) at Appendix B to determine whether a DBS check, not including barred list check, should be requested. Details of the risk assessment should be recorded.

Some activities will always be regulated activities regardless of frequency or if they are supervised or not, these include relevant personal care which includes helping a child (due to age, illness or disability) with eating or drinking, in connection with toileting, washing, bathing and dressing.

To qualify for a free of charge DBS the applicant must not benefit directly from the position the DBS application is being submitted for, i.e. they must be doing something which aims to benefit a third party (not a close relative) and not for their own personal gain.

If it is determined that a check is required volunteering should not start until the outcome is known.

* The person who is supervising must be in regulated activity, supervision must be regular and day to day and 'reasonable in all the circumstances to ensure the protection of children'.

5.3 Additional clearance checks

A regular volunteer, whether supervised or not, will also be subject to the following checks:

- Verification of ID
- Satisfactory written references x 2 – if possible, at least one of the referees should be known to the volunteer in a professional capacity e.g. employer, tutor, colleague
- Overseas check (where applicable) – for any countries the volunteer has lived or worked in for 6 months or more in the last 5 years
- Right to Work check – this is to ensure that individuals have the right to volunteer in the UK. *There should not be a problem with accepting someone from outside the UK as a volunteer but individuals must ensure that immigration rules allow them to do so as they could jeopardise their immigration status. If in doubt they should contact UK Visas and Immigration (previously UK Border Agency)*
- Childcare Disqualification check (where applicable – for volunteers who regularly work in the school's nursery and/or reception classes or regularly work in childcare provided by the school outside of the normal school day (e.g. breakfast clubs or after school clubs) with children who are above reception age but have not attained the age of 8.

Guidance on how to complete the above checks are detailed at Appendix B of the Recruitment and Selection Policy.

An entry will be made on the School's Single Central Record with the confidential details of the safeguarding checks carried out.

Volunteers' personal information will be stored securely and access restricted to the individual concerned and appropriate staff members.

6.0 Volunteer Procedures/Expectations

Volunteers will be asked sign the [Volunteer Agreement](#) at Appendix C

Volunteers must sign in and out at the school office and wear a visitor's badge/sticker each time they are on school premises.

If a volunteer is unable to come into school for some reason it is requested that they call the school office in advance of the time they would normally arrive to enable the class teacher to be informed that they are unable to attend. As volunteering is flexible it may be possible to suggest an alternative time for the volunteer to come into school.

All volunteers work under the supervision of the class teacher who retains responsibility for pupils at all times, including their behaviour and the activity they are undertaking. The class teacher should give clear guidance as to how an activity is to be carried out and the expected outcome. If there is any problem regarding the pupil's understanding of the task, behaviour or welfare volunteers must seek further guidance from the class teacher.

In addition to this policy, volunteers should be made aware of any other school policies that may be applicable to them including, Safeguarding/Child Protection, Social Networking/IT Policy, Whistleblowing, Code of Conduct, Health and Safety.

Volunteers must raise any concerns they have about the pupils they work with to the class teacher/designated safeguarding lead and not with the parents of the child or any other person outside of school.

If a volunteer is concerned about anything in the school which may affect their role they should raise the matter with the class teacher or appropriate member of the leadership team.

7.0 Data Protection and confidentiality

The access volunteers have to sensitive and confidential pupil information should be limited to what is necessary and appropriate to the work being undertaken. Volunteers must be made aware of any information handling procedures appropriate to their role to ensure that lack of knowledge does not result in an information security risk.

Volunteers must not discuss individual pupils with any person outside of school including the pupils parents/carers.

8.0 Concerns/Issues

If there are concerns about the performance or conduct of a volunteer a meeting will be held between the volunteer and the class teacher, and/or the Headteacher, where the concerns will be explained. This meeting may result

in the situation being reviewed after a set period of time, the volunteer being suspended or, if the concerns are serious, the school may cease the volunteer arrangement without notice.

Any allegations of abuse made against a volunteer will be dealt with very quickly, in a way that provides effective protection for the pupil and also supports the person who is the subject of the allegation.

If the school ends a volunteer arrangement because of inappropriate behaviour or safeguarding issues relating to children the school has a duty to refer this to the Disclosure and Barring Service in certain circumstances.

9.0 Equality Statement

This Policy applies to all volunteers irrespective of age, disability, gender status, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

VOLUNTEER APPLICATION FORM

Personal details

Title: Surname/Family Name:

First Name(s):

Address:

Postcode:

Telephone (Daytime): (Mobile):

Email address:

Availability

Please indicate how much time each week you feel able to volunteer for and any preferred days/times below:

Totally Flexible (tick box) OR:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
After School					

Qualifications / training

Please give details of any qualifications or training relevant to volunteering in a school e.g. first aid

What type of activities would you like to help with?	
Are there any particular age groups you would like to help with?	

Supporting Statement

Please tell us why you are applying for voluntary work at our school?

Include any skills or experience you bring to the role, your motivation for wanting to work with children or young people and what you want to achieve from volunteering. *Please use a separate sheet if necessary*

References

Please give details for two referees who have known you for a minimum of two years (not relatives). At least one of the referees should have known you in a professional capacity, if possible (eg employer, tutor, colleague, etc.)

Reference 1:

Name: Job Title:

Organisation:

Address:

Postcode:

Email: Telephone:

Relationship to you:

Reference 2:

Name: Job Title:

Organisation:

Address:

Postcode:

Email: Telephone:

Relationship to you:

Additional Information

Are you eligible to work in the UK?

Yes No

Have you lived or worked outside of the UK for longer than 6 months in the last 5 years? Yes No

Protection of your data, consent and declaration

All of the information collected in this form is required in order to process your application as a volunteer and it will be retained for personnel management purposes and stored safely and securely. Information on this form may be checked with the appropriate bodies to ensure accuracy i.e. referee's, previous employment. I give my permission for School to request references from the referees I have provided on this form.

By submitting this application and any supplementary evidence, I am agreeing that the information given is true and correct to the best of my knowledge and belief. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected. I have read and consent to my personal data on this form being held and utilised by School for the purposes of personnel management.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and /or vulnerable adults. I understand that volunteering in school is subject to satisfactory safeguarding checks including but not limited to: verification of ID; references; right to work check; and dependent on the supervision and activity, an Enhanced DBS with Barred List check may be required.

Signed:

Date:

Please hand this completed form to the school office, marked for the attention of the Headteacher (or nominated person). We will be in touch as soon as possible.

DBS Risk Assessment for Volunteers

This risk assessment **must** be completed where a volunteer is **not** working in 'regulated' activity, as defined in statutory guidance, to consider whether an enhanced DBS check (without Barred List check) should be obtained.

If the volunteer is in 'regulated' activity, an enhanced DBS with Barred List check must be obtained and there is no requirement to complete this form.

This risk assessment will form the basis of a decision when determining whether to obtain an enhanced DBS certificate and it will be retained on file.

Name of Volunteer

Date of Risk Assessment.....

Name of Manager completing form

Considerations

The nature of the work with children	
How frequently will the volunteer be in school?	
What age group will the volunteer be working with?	
Are the pupils regarded as particularly vulnerable?	
What school knows about the volunteer	
Has the volunteer's identity been verified?	
What motivates the volunteer to want to work in the school?	
What is the connection of the volunteer to the school? <i>e.g. parent, previous employee, friend, family</i>	
What information does the school already know about the volunteer? <i>Including information offered by staff, parents & other volunteers</i>	
Is the volunteer in paid employment or do they work in a voluntary capacity elsewhere? If yes, does it involve working with children?	

Can the volunteer provide at least 1 (preferably 2) referees other than a family member, including a senior person at the establishment named overleaf or most recent employment if currently unemployed?	
Do the references state that they believe the volunteer is suitable to work with children?	
Is the school/volunteer aware of any reason why they should not work with children?	
Additional information	
Is the volunteer signed up to the DBS update service? If yes, has the update check been completed by the school, is it clear and has the original certificate been sighted?	

Note – there is no statutory obligation to obtain an enhanced DBS check in any of the instances below however, you should assess the risk, using your professional judgement and experience, to consider whether to apply for a volunteer enhanced DBS certificate (without Barred List check).

High Risk - the volunteer has no previous connection with the school AND cannot provide references from elsewhere AND is not signed up to the update service. Consider whether the uncorroborated background raises an unacceptable risk.

Medium Risk – the volunteer can provide suitable references from working with children (paid or voluntary) and the referees believe they are suitable to work with children. Give consideration to there being no enhanced DBS check seen.

Low Risk - the volunteer is signed up to the update service and checks are clear OR they have a recent enhanced DBS check from another establishment along with suitable references OR the volunteer is well known to the school e.g. former employee. May wish to obtain a new enhanced DBS check if not signed up to update service.

Obtain an enhanced DBS certificate (without Barred List check) Yes No

Reason for this decision:

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Headteacher Signature:

Date:

IN SCHOOL VOLUNTEER AGREEMENT

Name:

Thank you for offering your services as a volunteer atSchool.
Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Agreement and hand it in to the school office. You will receive a copy of it for your records.

I confirm that –

- I have read and understood the School's Volunteer Policy.
- I agree to treat any information I learn from being a volunteer in school as strictly confidential and will not use or disclose this information to any person either during my volunteering experience in school or at any time afterwards.
- I understand that if necessary an enhanced DBS check will be undertaken.
- I have read and understood the following policies –
 - Keeping Children Safe in Education Part 1 (current year edition)
 - Child Protection Policy
 - Whistleblowing Policy
 - Staff Code of Conduct
 - Health and Safety Policy
 - Confidentiality Policy (and signed agreement)
 - Social Network Policy
 - Fire Plan
- I understand that I am expected to comply with the school's policies and procedures at all times.
- I understand the levels of conduct/behaviour expected of me.
- I have been made aware of and understand the systems the school has in place to support the safeguarding of pupils, including part one of the Keeping Children Safe in Education guidance.
- I have been made aware of who will be my usual volunteer co-ordinator e.g. Class Teacher, Year Teacher

The school will provide adequate insurance cover for you while you are undertaking volunteering activities approved and authorised by the school.

This agreement is binding in honour only, it is not intended to be a legally binding contract between you and the school and may be cancelled at any time at the discretion of either party. Neither you or the school intends any employment relationship to be created either now or at any time in the future.

Signed..... **Date**.....

OFF SITE VISITS VOLUNTEER AGREEMENT

Name:

Date of visit:

Thank you for offering your services as a volunteer atSchool. Your help is greatly appreciated and you will have an important role to play in the success and safety of this school trip.

Please read this Agreement carefully and sign and return to the school office. You will receive a copy of the Agreement for your records. This Agreement is part of our school's risk assessment planning for the school trip.

Role of the Volunteer Helper

- to support and look after, equally, all of the pupils in your group.
- to stay with your allocated staff member and group of pupils, ensuring that their well-being and safety is maintained for the total duration of the school trip.
- to promote polite, respectful and courteous behaviour towards each other and members of the general public.
- to inform the staff member if there are issues with first aid, safety and/or behaviour.
- to show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain areas of interest.
- to follow guidance from the school staff.

Volunteer Helpers are not permitted -

- to bring additional children on the school trip.
- to re-organise school visit groups.
- to smoke, drink alcohol or engage in any other activities which may bring the school into disrepute.
- to take photographs of pupils.
- to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.
- to reprimand or touch pupils but should speak to a school staff member if there are any difficulties.
- to disclose any confidential information learned on the trip to any person e.g. parents/carers of pupils.

- To provide any kind of personal care to the pupils i.e. dressing, toileting if an enhanced DBS with Barred List check has not been obtained.

First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff of any emergencies as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

I confirm that –

- **I have read and understood the Volunteer Policy and the above Agreement**
- **I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.**

Signed.....

Name.....

Date.....