



Collaboration Volunteer Working in School Policy

Spring 2023

At the schools within our collaboration, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith or religion or socio-economic background. All staff are expected to uphold and promote the fundamental principles of British values, and as such, the schools within our collaboration are fully committed to safeguarding and promoting the welfare of all our pupils including protection against radicalisation. We therefore aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life. Our core purpose, values and ethos is embodied in our mission that everyone takes:

P= personal
R= responsibility
I = in
D= delivering
E= excellence

Frequency of Review: Yearly

Reviewed and Approved by: The Combined Committee of the Governing Body

Date: Spring 2023

Date of Next Review: Spring 2024

Reviewer: Tracy Mullaney and Joanne Angela

Signed: - ----- (Chair of Governing Body)

Date: 28/06/2023

VOLUNTEER WORKING IN SCHOOL POLICY

The school's volunteer policy is part of the school's safeguarding systems.

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Board of Governors therefore, welcomes and encourages volunteers from the local community.

Our volunteers include:

- Members of the Governing Body
- Parents/Carers of pupils
- Students on work experience
- University students
- Ex-members of staff
- Local residents
- Friends of the school

The types of activities that volunteers engage in, on behalf of the school, include:

- Hearing pupils read
- Working with individuals or small groups of pupils to assist them in their learning
- Accompanying school visits
- Supporting extra-curricular clubs
- Supporting the school's Parent Teacher Association (PTA) / Friends of Sutton Road (FSR) events

Safeguarding

Sutton Road and Holgate Primary Schools are committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing pupils read, usually approaches the school office or Class Teacher directly. At Sutton Road, volunteers are inducted and supported by the Family & Community Engagement Leader. At Holgate they are inducted and supported by the Senior Middy Supervisor / Admin Assistant.

Volunteers should complete the Nottinghamshire County Council Volunteer Application Form (Appendix 1) and the School Volunteer Application Form (Appendix 2) with their contact details, types of activities they would like to help with, and the times they are available to help.

The school has a commitment to:

- Identify the need and role of a volunteer
- Where necessary, attract volunteers by means of a local advert/school communications system

- Where necessary, invite potential volunteers to attend the school for an informal discussion to ensure the applicant is suitable for the role
- Where required ensure an enhanced DBS check is undertaken
- Make the volunteer aware of the role and responsibilities they will be undertaking
- Provide an induction to the school including explaining any necessary corporate policies and documentation. These to include Safeguarding Arrangements, Health and Safety Procedures, Behaviour Management Procedures, Staff Code of Conduct and Whistleblowing Procedures
- Obtain an emergency contact and any relevant medical information required
- Keep volunteer records confidentially within the school.

Before starting to help in a school, a volunteer should complete the Volunteer Agreement (Appendix 3), which sets out the school's expectations of its volunteer and to confirm they have received a copy of this Agreement.

Where required, the school will seek DBS clearance for a volunteer before they come into school, to make an informed decision when accepting volunteers to work with children. This is not required where a volunteer is engaged in a 'one-off' activity.

Our School Mission Statement and Aims

All adults / Young People who work in our school, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our school mission statement and aims, as identified below:

Our School Mission Statement

P= personal
R= responsibility
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Our School Aims

- Ensuring our children feel safe and know how to keep safe.
- Ensuring our children know how to be healthy and stay healthy.
- Ensuring our children enjoy school and achieve their full potential.
- Ensuring our children know how to make positive contributions to their school and the wider community and are given opportunities to do this.
- Ensuring our children understand that what, and how they learn in school is the key to securing their future wellbeing.

Our educational purpose is:

- To teach the national curriculum in a manner which excites the interest and commitment of the pupils and meets their present and future needs
- To develop attitudes, skills and knowledge which will be relevant to our learners as they prepare to meet the expectations of a changing society. We regard personal development as a lifelong learning process

- To value all pupils equally whatever their stage of development and offer experiences which give them the maximum opportunities for success
- To afford all pupils equality of opportunity and to ensure that they are not discriminated against on the grounds of class, colour, gender, religion or disability
- To provide a partnership between schools, parents and the wider community to enhance the quality of teaching and learning at the school

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with their designated supervisor and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the Headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

Supervision

All volunteers work under the supervision of a teacher or full-time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Health & Safety

The school has a Health & Safety Policy and the procedures around this are made known to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using D T equipment/accompanying pupils on visits).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/Headteacher. Volunteers are covered by the School's Indemnity and Public Liability Insurance.

All visitors must sign in at the school office and wear the appropriate lanyard, for each visit.

Safeguarding

The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2)
- Where required our volunteers must have been cleared by the Disclosure and Baring Service (DBS). A DBS Disclosure will be issued to the individual to present to the designated member of staff in school.

- Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff, must read and sign our Off-Site Visit Agreement (Appendix 3).
- Any concerns a volunteer has, about child protection issues, should be referred to the designated supervisor or one of the Designated People in the school.

General Data Protection Regulation (GDPR)

Data protection is everyone's responsibility, all of us who accesses / has access to / uses personal data about a staff member, pupil, parent or governor is a data processor. To ensure that we are all protected and operating within the law it is important that you understand your role in this and an appropriate member of staff will explain this to you.

Some key points to remember: -

- If you find you have access to information you shouldn't have access to

Do not view it and instead report it as described below, remember it is everyone's responsibility to help safeguard the information we hold.

- Data Breach (also known as Security Incidents)

A data breach can be many things, from losing a single piece of paper with a pupil's details on, a laptop left logged on unsupervised, to losing Child Protection records.

If you believe or suspect that there has been a breach, then report it immediately (treat it like a safeguarding incident, never assume someone else will report it, we would rather hear it twice than not at all), do **not** leave it, report it to the Data Protection Officer (Tracy Mullaney) or your Head of School or another member of Leadership (an email is no good if they haven't seen it, make sure that you physically tell someone).

Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher or designated member of staff reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class
- Based upon the facts identified in the investigation it may be necessary for the School to inform the volunteer that the school no longer wishes to use them
- Provide the volunteer with a copy of the school's full Complaints Procedure

Monitoring and Review

This policy has been approved by the Governing Body and will be regularly reviewed and updated.

Appendix 1 – Volunteer Application Form



Volunteer Application Form – Confidential			
Standard Volunteer application form for a role in a Nottinghamshire School			
Please answer all questions accurately and sign the declaration at the end of the form			
SCHOOL			
What type of volunteering would you be able to offer us?			
What days and times would you be able to commit to us and for how long?			
1. PERSONAL DETAILS (please complete in block letters)			
Surname:		Forenames:	
Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other)		Date of Birth:	
Address for Correspondence:		Permanent Address (if different):	
Postcode:		Postcode:	
Home telephone no:		Mobile telephone no:	
National Insurance No:		Email address:	
2. PRESENT EMPLOYMENT / VOLUNTEER ROLE (If applicable)			
Name and address of organisation:			
Postcode:			
Nature of business:			

Brief description of duties:			
Hours/sessions worked per week:		Regulated Activity / Unregulated Activity	
Date appointed: Date leaving:		Supervised/Unsupervised Activity	
Reason for leaving or for seeking other employment:			

3. PREVIOUS EMPLOYMENT / VOULUNTEER ROLES (If applicable)

(Starting with the most recent first).

Name & address of Organisation	Role	Grade & salary/wage	Hours/Sessions worked	Dates (month/year)		Reason for leaving
				Fro m	To	

4. INFORMATION RELEVANT TO YOUR APPLICATION

Please give details of any relevant experience, skills or knowledge to support your application.

5. DISCLOSURE OF CRIMINAL BACKGROUND

IMPORTANT AND CONFIDENTIAL

If the volunteer post you are applying for requires a DBS check, please disclose any convictions, cautions, reprimands or 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 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. All guidance and criteria on the filtering of these cautions and convictions can be found in the [DBS filtering guidance](#)

If the volunteer position is covered by the requirements of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 you will be required to complete a Self-Declaration Form prior to commencing your role to confirm you are not prohibited from undertaking this role. Further information is available in the Nottinghamshire Schools Policy and Guidance on Disqualification under the Childcare Act 2006.

If a DBS check is essential, you will be required to complete an online electronic Disclosure & Barring Service (DBS) application form. A link to the online DBS form will be sent to you by email.

If the volunteer post you are applying for does not require a DBS check, you still need to answer the questions in the section but you do **NOT** need to disclose convictions which under the **Rehabilitation of Offenders Act 1974** are considered as ‘spent’.

If you have queries about the DBS check, or would like a copy of the DBS Code of Practice, please contact the School or Business Support Centre, **tel:** 0115 977 2727 (Option 1, Option 3) or visit the DBS **website:** www.gov.uk/disclosure-barring-service-check

Please answer the following questions.

Have you ever been convicted of a criminal offence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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Have you ever been cautioned for a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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Are you at present the subject of a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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If YES to any of the above questions, please give brief details including dates.

[insert school name] is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Council’s Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

6. References

Please provide details of two referees below, Friends or relatives are NOT acceptable referees.
Depending on the volunteering role you are participating in, referees may be taken to assess your suitability

Name (referee 1):		Name (referee 2):	
Status		Status	
Organisation:		Organisation:	
Address:		Address:	
telephone no:		telephone no:	
Email address:		Email address:	
How long know and in what capacity:		How long known and in what capacity:	

7. Other

If you have a medical condition that may affect your safety or the safety of other colleagues, or pupils at the school while volunteering, please discuss this with the Head Teacher.

7. DATA PROTECTION ACT 2018

The personal information collected on this form will be retained whilst you are a volunteer. It will not ordinarily be disclosed to anyone outside the school without first seeking your permission, unless there is a statutory reason for doing so.

8. Declaration

The information provided is complete and true to the best of my knowledge and belief

Signed

Print Name **Date:**

10. Contacting us

email	
phone	

Thank you for your interest in working as a volunteer at our school. Once completed please return the form addressed private and confidential to the Head Teacher.



**APPENDIX 2
SCHOOL VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER**

Name of Volunteer:

First Name.....

Surname.....

Date of Birth:.....

Address:

.....

Phone:

Home..... Mobile

What activities/ areas of the school's work would you like to help with?

Are there any particular age groups/classes you would like to work with?

Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School? (please give details)

Thank you for taking time to complete this Volunteer Application Form. Please hand it to the School Office, marked for the attention of the Headteacher. Your offer of help is greatly appreciated and we will be in touch as soon as possible.

APPENDIX 3

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at school.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at school. You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy.
- I agree to support the School's Aims.
- I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential** and will report any concerns I have about data breaches to the Data Protection Officer / Office Manager / Operations and Services Leader.
- I understand that an enhanced DBS check will be undertaken.
- If I already have a CRB Certificate or DBS, it has been provided to the school, and the number has been recorded and checks made with the issuing body. (A new DBS through school may need to be completed).
- I have been made aware of who is my designated supervisor e.g. Class Teacher, Key Stage Leader, Deputy Headteacher, Headteacher, Office Team Leader and have been introduced to the team I will be working with.
- I have handed in my completed emergency contact and medical information form to the school office.
- I have had a tour of the school including where the toilets, staff rooms, first aid and fire exits are located.
- I have been given a Safeguarding leaflet and know how to report Safeguarding concerns.
- I have been given a GDPR leaflet and know how to report to the Data Protection Officer.

Signed: _____

Name: _____

Date: _____

APPENDIX 4

Off-Site Visits Volunteer Agreement

School trips are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. Thank you for volunteering to support us; you will have an important role to play in the success and safety of this school trip.

Please read, sign and return this agreement (appendix 4) to the trip organiser/s. This is part of our school's risk assessment planning and safeguarding arrangements.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip
- To stay with your allocated group of pupils, ensuring that their wellbeing 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. We all go as ambassadors of our school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour

Working alongside school staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff
- 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 the areas of interest
- Follow guidance from the school staff

What is not permitted?

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer into school or on any organised educational visits out of school without prior consent from the Head of School
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties
- Volunteer helpers are not permitted to take photographs of pupils
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets – before, during or after the school trip without prior consent from the Head of School

First Aid

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 unless you are the Parent/ Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff 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 have read the Appendix 4 of the Volunteer Policy**
- **I have been provided with a copy of the Risk Assessment for the visit**
- **I agree to the terms and conditions as stated in this**
- **I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.**
- **I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.**

Name: _____

Signed: _____

Date: _____

Staff Name: _____

Designation: _____