



Volunteer Policy

Contents

1	Introduction & aims	Page number 2
2	How we use volunteers	Page number 2
3	How to apply	Page number 3
4	Appointment of volunteers	Page number 3
5	Safeguarding	Page number 3-4
6	Induction & training	Page number 4
7	Confidentiality	Page number 4
8	Conduct of volunteers	Page number 5
9	Expenses	Page number 5
10	Insurance	Page number 5
11	Data protection & record keeping	Page number 5
12	Monitoring & review	Page number 5
13	Appendix 1: volunteer application form	Page number 6-10
14	Appendix 2 Volunteer code of conduct	Page number 11-13

1. Introduction and Aims

The Colleton Primary School recognises the immense benefits that volunteers bring to the organisation, and the bridges that they build between the school and the local community. In return, the school hopes to give its volunteers an opportunity to exercise their skills in a different environment and to undertake new experiences.

The school tries to offer a range of volunteering opportunities and, in accordance with its equal opportunities and diversity policies, to ensure that the opportunity to volunteer is widely available.

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 The Colleton Primary school 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 Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#).

2. How we use volunteers

A volunteer is not an employee and will not have a contract of employment with the school. The school will agree a role with the volunteer and there will be an expectation that the volunteer will meet the role's requirements and that the school will provide work for the volunteer. However, the volunteer is free to refuse to fulfil the role and the school is not bound to provide the work. It is also expected that both the school and the volunteer will give as much notice as possible if unable to meet these expectations.

At The Colleton volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as forest school, computing or art
- Preparing resources

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing board

- Family members
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the CPTA
- 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

Volunteers can apply in the following way:

- By emailing the school office at admin@colleton.wokingham.sch.uk
- Approaching senior leaders, class teachers or heads of department
- Completing an application form (see appendix 1)

4. Appointment of volunteers

Volunteers are appointed by the Headteacher or Deputy Head after a meeting with the volunteer to discuss their preferences i.e reading, small groups, which team etc.

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

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

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 on volunteers who:

- Work one-to-one with pupils unsupervised
- Work with groups of pupils unsupervised
- Supervise or accompany groups of pupils on school trips
- 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 information 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 and to read, and adhere to, the school's policies on:
 - Child protection and safeguarding
 - Use of mobile phones
 - ICT and internet acceptable use
 - Online safety
 - Behaviour
 - Health and Safety
 - Whistleblowing
- 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

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 be given safeguarding information. Other training requirements will be based on the nature of the work the volunteer will be doing.

7. Confidentiality

Information about pupils, families and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, families or staff with those outside of the organisation.

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

This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

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

If concerns are related to whistleblowing, volunteers must follow the guidance in our whistleblowing policy.

8. Conduct of volunteers

Volunteers are expected to comply with all the school's policies and procedures while they are on its premises or undertaking any of their volunteering duties. Their induction will include an explanation of these policies and procedures.

9. Expenses

Volunteers are unpaid.

10. Insurance

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

11. Data protection and record keeping

Our privacy notice 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.

12. Monitoring and review

This policy has been approved by the Full Governing Body who have delegated the responsibility of reviewing the policy in future to the Staff & Finance Committee. The policy will be reviewed biennially.

Appendix 1: Volunteer Application Form

Volunteer Form

Please complete the 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 one 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 on our website.

Personal details

Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	
Name and number of contact in case of an emergency	

Disclosure and Barring Service (DBS) information

The Colleton Primary 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 Colleton Primary School privacy notice.

Do you have a DBS check? (please circle)	Yes/ No
If yes, what type of check do you have? (please circle)	Enhanced DBS / Enhanced DBS with barred list 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 The Colleton Primary School

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 one-on-one or with a small group?	

References	
<p>Your placement as a volunteer may be subject to satisfactory references. Please give the details of two referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc).</p>	
Name:	Name:
Relationship to you:	Relationship to you:
Address:	Address:
Telephone number:	Telephone number:

Email address:

Email address:

Disability and accessibility

The Colleton Primary 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

Volunteers will follow all school rules and policies, copies of the school policies are available online or from the school office, including those on:

- a. Child protection & safeguarding
- b. ICT and internet acceptable use
- c. Online safety
- d. Mobile phones / Cameras

Mobile phones must be turned off in school or on trips (unless an emergency). Please use the school office area or staffroom should you wish to make a call on your phone whilst in school.

No personal cameras or taking of pictures allowed in school or on trips.

- e. Data protection
- f. Health and safety
- g. Equality
- h. Whistleblowing
- i. Behaviour
- j. Professional conduct
 - a. 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 a member of the office staff.
 - b. 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.
 - c. Volunteers must conduct themselves in a professional manner at all times. This includes:
 - i. Dressing in a way that is professional and appropriate to the work they are doing

- ii. Refraining from using inappropriate language
 - iii. Setting an example for pupils by acting in a way that reflects the school's ethos and values
 - iv. Behaving in a way that is appropriate for the role they are undertaking
 - v. Ensuring that comments, including those made on social media, do not bring the school into disrepute
- d. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged during the holidays or as a way of saying "thank you".
 - e. 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.
 - f. Family 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.
 - g. 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.

k. Safeguarding

- a. 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.
- b. The physical and emotional welfare of the children is paramount. Everyone is expected to keep themselves and the children safe. If you see or hear anything that causes concern please report it immediately to a teacher or one of the safeguarding team –
 - Mrs Michelle Law – Headteacher
 - Mrs Vanessa Neale – Deputy Head
 - Mrs Gillian Trinh-Frost – MT Team Leader
 - Mrs Bryony Harding – Safeguarding governor
- c. 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.
- d. Volunteers 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:
 - i. Exchanging contact information
 - ii. Making contact with pupils outside of school, including on social media
 - iii. Arranging to meet pupils outside of school
 - iv. Alerting the DSL if a pupil develops an infatuation with them

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

I. Health and safety

- a. 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.
- b. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures. Listen carefully to staff instructions in the case of an emergency, ask questions if unclear about anything. Fire exits are clearly marked in all areas with instructions close by. If the Fire alarm sounds (a long continuous wailing siren) leave the building immediately by the nearest exit and make your way to the assembly point on the school field and wait with the other adults.
- c. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

m. Confidentiality

- a. Information about pupils, families and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with families or other children. If families approach volunteers for information, they should be directed to speak to a class teacher or the headteacher. This continues to apply in the future, even after I have left my duties at The Colleton School.

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