

St Anne (Stanley) C of E Primary School

Volunteer Policy



April 2021



Introduction and Aims

We believe that volunteers can 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 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](#).

How we use Volunteers

At St Anne (Stanley) C of E Primary School our volunteers may:

- Hear children read.
- Accompany school visits.
- Work with small groups of children in the Classroom.
- Support specific curriculum areas, such as ICT or art.
- Support specific church or school events.

Volunteers may be:

- Members of the Governing Body.
- Parents.
- Friends of the school.
- Members of the PTA.
- Clergy.

How to apply to Volunteer

Volunteers are advised to contact the school via e-mail or telephone and are signposted to the Headteacher or Deputy Headteacher. Those requesting to become a volunteer will be given a copy of the Volunteer Policy and an application form (appendix 1). The Senior Leadership Team will always explore reasons why an adult wishes to work with children.

Appointment of Volunteers

Volunteers are appointed by the Headteacher and Deputy Headteacher.

Intake of new volunteers is dependent on the candidates application, outcome of a volunteer risk assessment /interview 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 safeguarding induction 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. The school will always ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

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:

- Complete a formal risk assessment and interview for those wishing to become volunteers prior to a placement being considered.

The risk assessment will consider:

- The nature of the work the volunteer will be doing.
 - What we know about the adult.
 - References from employers or other voluntary roles.
 - Whether the role is eligible for an enhanced DBS check and barred list check.
- Conduct enhanced DBS checks on volunteers.
 - Conduct a barred list check, if the volunteers will be working in regulated activity.
 - 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 received, read and understood part 1 of Keeping Children Safe in Education.
 - Require volunteers to agree and adhere to our Code of Conduct for adults, safeguarding Advice for Visitors and the school's safeguarding policies provided during the safeguarding induction.
 - Ensure that visitors without an enhanced DBS check are always supervised, and are never left alone with pupils.
 - Ensure that new volunteers are added to the school's Single Central Record (SCR).

Induction and Training

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

Training requirements will be determined by the Headteacher and Deputy Headteacher and in line with the school's Safeguarding Policy and Safer Recruitment Policy.

During their induction volunteers will receive copies of our Safeguarding Policies and Procedures and are required to sign to acknowledge that they have received, read and understood these documents.

Confidentiality

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

If volunteers have **ANY** concerns about a child's welfare or well-being or have a concern about the behaviour of any adult within the school towards a child, they should discuss their concerns, without delay with a member of the Safeguarding Team. **They MUST NOT** discuss concerns with pupils or parents.



If concerns relate to safeguarding or the behaviour of adults working in the school, volunteers **must follow** the guidance in our Safeguarding Policy, Code of Conduct, Managing Allegations against Adults Procedures and inform the designated safeguarding lead or deputy designated safeguarding lead **without delay**.

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

Conduct of Volunteers

Volunteers must comply with the school's Code of Conduct for Adults and Safer Recruitment Consortiums 'Guidance for Safer Working Practice for those working with Children and Young People in Education Settings'. Volunteers will receive copies during their safeguarding induction and are required to sign to acknowledge that they have received, read and understood these policies and procedures.

Data Protection and Record Keeping

Our privacy notice explains what information we collect and why we collect it. We will retain records relating to volunteers in a secure location and in line with our records retention schedule.

Monitoring and Review

This policy has been approved by the Full Governing Body and will be reviewed and updated regularly in line with KCSiE.



St Anne (Stanley) C of E Primary School

Volunteer Application Form

Please 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 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

Personal Details

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

Disclosure and Barring Service (DBS) information

St Anne (Stanley) C of E 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 school's 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					
How many hours per week month can you volunteer?					

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 St Anne (Stanley) C of E 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 etc.)**

***Do you have any relevant qualifications?**



Preferences

What age group would you prefer to work with?

References

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).

Name:

Name:

Relationship to you:

Relationship to you:

Address:

Address:

Telephone number:

Telephone number:

Email address:

Email address:

Disability and Accessibility

St Anne (Stanley) C of E 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: