

VOLUNTEER POLICY

Term of policy: Three years

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Consulted with JCC? Yes ☐ No ☒

This policy replaces any previous policy and follows the DfE regulations.

As part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations, we have carefully considered the impact of this policy on equality. The Trust will ensure that this policy is applied fairly to all volunteers and does not have a negative impact on anyone with protected characteristics; race, sex, religion and belief, sexual orientation, age, disability, gender reassignment, marriage and civil partnership and pregnancy and maternity.

This policy takes account of the 'Nolan principles' the seven principles of public life which are the basis of ethical standards expected of public office holders:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

This policy is founded in the Trust's commitment to the development and maintenance of good behaviour and a positive and inclusive ethos for all members of the Tithe community. It reflects our commitment to safeguard children, as well to encourage diversity in all aspects of school life.

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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.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its improvement plan.

The aim of the Rooks Heath 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 statutory safeguarding guidance [Keeping Children Safe in Education \(KCSIE\)](#) from the Department for Education (DfE).

2. How we use volunteers

At Rooks Heath School volunteers may:

- Hear students read
- Accompany school visits
- Work with individual students
- Work with small groups of students
- Support specific curriculum areas, such as ICT or art

This is not an exhaustive list.

Volunteers may be:

- Members of the Local Governing Body or Board of Trustees
- Parents
- Former students
- Students on work experience
- Local residents
- Friends of the school/members of the PTFA

This is not an exhaustive list.

Members of the Local Governing Body or Board of Trustees working at the school in their capacity as governors or trustees (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

Potential volunteers may initially contact the school by:

- Emailing the Headteacher's PA Corrine Goodlitt via contactus@rooksheath.harrow.sch.uk
- Approaching the Headteacher's PA Corrine Goodlitt via Reception
- Completing an application form (see appendix 1)

4. Appointment of volunteers

Volunteers are appointed by a member of the Senior Leadership Group.

Appointment and induction of new volunteers can take six weeks, and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an enhanced Disclosure and Barring Service (DBS) check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training. Volunteers are asked to meet the cost of their DBS check with is £40 at the time of writing.

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, if needed. 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.

Volunteer applicants will be interviewed to determine suitability for the volunteer role.

5. Safeguarding

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

To ensure we're upholding our responsibility to keep our students safe, we will:

- Conduct enhanced DBS checks with a barred list check on volunteers who:
 - Work 1-on-1 with students unsupervised
 - Work with groups of students unsupervised
 - Supervise or accompany groups of students 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 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 read and understood part 1 of Keeping Children Safe in Education.
- Require volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:
 - Safeguarding
 - Use of mobile phones
 - ICT and internet acceptable use
 - Online safety
 - Behaviour
 - Health and Safety
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with students
- Conduct a risk assessment to determine whether a volunteer who is not 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

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.

DBS certificates must be viewed and recorded by the Trust's HR team on our single central record prior to any volunteering commencing.

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 have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing and may include behaviour, policy overviews, and health and safety.

7. Confidentiality

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

If volunteers have concerns, they should raise these with the appropriate member of staff. They should not discuss them with students or parents.

This does not 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 (DSL).

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

8. Conduct of volunteers

Volunteers must comply with the code of conduct set out in appendix 2 of this policy.

9. Expenses

If volunteers are asked to purchase any resources, the appropriate budget holder must give prior approval. The Trust's Finance team will provide guidance on procedures. Reimbursement cannot be made if the expense is not pre-authorised and if the Trust's financial procedures are not followed.

10. Insurance

The school's insurance policy covers volunteers in the event of an accident or emergency provided the correct procedures for the activity have been followed.

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

11. Data protection and record keeping

Our Privacy Notice for Trustees, Governors and Volunteers 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
- Remove details of volunteers from the single central record (SCR) once they no longer work at our school

Our Privacy Notice for Trustees, Governors and Volunteers and our Data Retention Policy can be found on our [policy page](#) of our website.

12. Monitoring and review

This policy has been approved by the Board of Trustees and will be reviewed regularly every three years.

13. Links to other policies

This volunteering policy is linked to our:

- Child protection policy and procedures
- Staff conduct policy
- Health and Safety policy
- Behaviour for Learning Policy
- First Aid 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 will 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 have given us your consent
- We must process it to comply with our legal obligations

You will find more information on how we use your personal data in our Privacy Notice for Trustees, Governors and Volunteers which is found on our [policy page](#) of our website.

PERSONAL DETAILS

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

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

The 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)	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					
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 Rooks Heath 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.)

EXPERIENCE AND QUALIFICATIONS

Do you have any relevant qualifications?

PREFERENCES

What age group/department/etc. would you prefer to work with?

Would you prefer to work 1-on-1 or with a small group?

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

By signing this form, volunteers agree to the following:

1. School rules and policies

1.1. Volunteers will follow all school rules and policies, including those on:

- 1.1.1. Child protection
- 1.1.2. ICT and internet acceptable use
- 1.1.3. Online safety
- 1.1.4. Mobile phones
- 1.1.5. Data protection
- 1.1.6. Health and safety
- 1.1.7. Equality
- 1.1.8. Whistle-blowing
- 1.1.9. Behaviour

1.2. Copies of the school policies are available online or from the school office

2. Professional conduct

2.1. 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 to the attached senior leader.

2.2. 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 students with whom they are working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand students or issue sanctions.

2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:

- 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
- 2.3.2. Refraining from using inappropriate language
- 2.3.3. Setting an example for students by acting in a way that reflects the school's ethos and values
- 2.3.4. Behaving in a way that is appropriate for the role they are undertaking
- 2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute

2.4. Volunteers must not accept gifts from, or give gifts to, students. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you". Guidance can be sought from the Trust's HR team, and from the Trust's HR policy suite.

- 2.5. Volunteers must not transport students in their own cars unless specific arrangements have been made with the school, and the student's parents have consented.
- 2.6. Parent 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.
- 2.7. 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.

3. Safeguarding

- 3.1. 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.
- 3.2. 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 Sue Rockell and the deputies are Vikki Cobblah-West and Lorraine Dale.
- 3.3. Volunteers should refrain from physical contact with students, and should use their judgement to determine when physical contact is appropriate. If physical contact with students is required, volunteers should ask for a student's consent before touching them.
- 3.4. Volunteers must alert the DSL if a student develops an infatuation with them, and must not form personal relationships with students, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
 - 3.4.1. Exchanging contact information
 - 3.4.2. Making contact with students outside of school, including on social media
 - 3.4.3. Arranging to meet students outside of school
- 3.5. Volunteers should not take or share photos of students unless instructed to do so by their supervisor and using a school device.

4. Health and safety

- 4.1. 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.
- 4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- 4.3. 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

- 5.1. Information about students, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers should not discuss students with parents or other students. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

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

Appendix 3: requesting a volunteer (information for staff)

If you would like assistance from a volunteer in your classroom, or for a specific activity or trip, fill out the form below and submit to the Educational Visits Co-ordinator (EVC).

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: