

# St James' C of E Primary School

## Volunteer policy



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## 1. Introduction and aims

At St James' C of E Primary School we believe in the concept of the learning community and lifelong learning. Through our teaching we aim to equip children with the skills, knowledge and understanding necessary to become independent learners, with the ability to make informed choices about the important things in their lives. We believe that appropriate learning and teaching experiences help children to continue to develop and explore their potential.

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 St James' C of E 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

At St James' volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art
- Deliver class, key stage or whole school assemblies

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing body
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA
- Local clergy or members of the congregation

This is not an exhaustive list.

Members of the governing body 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 should approach the school. For example:

- By emailing [y.yamawaki@st-james-rusholme.manchester.sch.uk](mailto:y.yamawaki@st-james-rusholme.manchester.sch.uk)
- Approaching senior leaders or class teachers
- Completing an application form (see appendix 1)

### 4. Appointment of volunteers

Volunteers are appointed by the Senior Leadership Team.

Appointment and induction of new volunteers is dependent on the candidate 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 training.

The Senior Leadership Team 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.

As part of the appointment process all volunteers will meet with a member of the Senior Leadership Team to agree to the school's Volunteer Protocol (appendix 2). As part of this protocol all volunteers will agree to uphold the school's ethos and values and not to act in a way that is contrary to these.

### 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 with a barred list check on volunteers who:
  - Work 1-on-1 with pupils unsupervised
  - Work with groups of pupils unsupervised
  - Supervise or accompany groups of pupils 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 support 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. Volunteers **not working directly** with children can read a condensed version of part 1 (located in annex A) of Keeping Children Safe in Education if this is deemed to be appropriate.
- 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:
  - St James C of E Safeguarding Policy
  - St James C of E Mobile Phone Policy
  - St James C of E iPad Acceptable Use Policy
  - St James C of E Online Safety Policy
  - St James C of E Behaviour and Discipline Policy
- 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

St James' distinguishes between visitors and volunteers. Visitors are more likely to be in school for one off reasons or activities and are very unlikely to be working in regulated activity, and so are will not be left unsupervised with children, either individually or in groups. The Senior Leadership team will make the decision as to whether someone is a volunteer, and so the measure is this policy will apply to them, or a volunteer, in which case they will not, unless this is already clear.

There may be situations in which St James' will accept DBS certificates from another organisation. Examples of this could be a football coach with a DBS through the Football Association. In these situations, the DBS must be less than 2 years old.

All volunteers will be added to the single central record

## 6. Induction and training

Volunteers must complete appropriate training/support prior to beginning work at the school.

Training requirements will be determined by the Senior Leadership Team. The training will usually consist of a meeting with a member of the Senior Leadership team to review the key elements of the school's approach to safeguarding, to make the volunteer aware of the school's safeguarding policies and to provide support as to what to do in potential safeguarding situations. There may be occasions when the nature of the volunteering requires more intensive safeguarding training, such as Level 1 training. The Senior Leadership Team will decide when this is appropriate and arrange for such training to be delivered to the volunteer.

**All volunteers** must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

## 7. 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 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 policy, and inform the designated safeguarding lead.

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, the Parent/Volunteer Helper Protocol.

St James' asks all volunteers to recognise that while they are a part of the St James' community they have a privileged position in terms of their ability to influence our children. As such, they must undertake to act in such a way as to promote the school's ethos and values and not do anything that may negatively impact the school.

## 9. Expenses

While St James' are hugely grateful for the support of volunteers, the school is not able to reimburse expenses. If volunteers believe that they need to make a significant financial contribution that should be reimbursed they must discuss this with the school's Senior Leadership Team prior to any undertaking.

## 10. Insurance

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

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 explains what information we collect 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

## 12. Monitoring and review

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

## 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'll only use this data in line with data protection legislation and process your data for 1 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 for volunteers. This is available from the school office.

### Personal details

|                                      |  |
|--------------------------------------|--|
| <b>Name:</b>                         |  |
| <b>Child's Name (if appropriate)</b> |  |
| <b>Date of birth:</b>                |  |
| <b>Gender:</b>                       |  |
| <b>Telephone number:</b>             |  |
| <b>Email address:</b>                |  |
| <b>Home address:</b>                 |  |

### 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.

|  |   |
|--|---|
| <b>Do you have a DBS check? (please circle)</b>                | Yes/No  |
| <b>If yes, what type of check do you have? (please circle)</b> | Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information |
| <b>Date of check:</b>  |   |
| <b>Certificate number:</b>                                     |   |

### Availability

|   | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--------|---------|-----------|----------|--------|
| <b>AM</b>   |        |         |           |          |        |
| <b>PM</b>   |        |         |           |          |        |
| <b>Before school</b>                                    |        |         |           |          |        |
| <b>After school</b>                                     |        |         |           |          |        |
| <b>Lunchtimes</b>                                       |        |         |           |          |        |
| <b>How many hours per week/month can you volunteer?</b> |        |         |           |          |        |
| <b>Can you commit to at least 1 term?</b>               |        |         |           |          |        |

## 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 James’**

**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 year group would you prefer to work with?

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

## Disability and accessibility

St James' 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: PARENT / VOLUNTEER HELPER PROTOCOL

### THE SCHOOL

We promise to:

- Train you in any skill needed to carry out the task
- Explain the tasks carefully
- Share the school Behaviour policy with you
- Ensure that children learning with you behave well
- Treat you with respect and care and expect the children to do the same
- Share relevant information about children with you as necessary
- Let you know in advance if we have changed the plan for the day and don't need you
- Treat anything you tell us with complete confidentiality

We promise never to:

- Expect you to deal with difficult or challenging behaviour
- Ask you to carry out a task without explaining it first

Signed.....

Date .....

### THE PARENT/VOLUNTEER

Name...../

I promise to

- Use the school's Behaviour guidelines and inform the teacher of any inappropriate behaviour
- Treat any information with total confidentiality
- Let staff know if I can't come in. This may affect the teacher's planning.
- Respect the guidance of the teacher at all times
- Understand the need for DBS and other checks prior to working with children
- Agree to uphold the school's ethos and values and not to act in a way that is contrary to these.

I promise never to:

- Look at or compare any child's work books or records or staff notes
- Share any information about a child or member of staff with anyone outside the school
- Speak ill of any child as a result of things you may have seen them do in school
- Discuss things with parents which you may have access to as a result of your position in school
- Take pictures or videos of children using my own equipment

Signed.....

Date .....

## Appendix 3: Template mobile phone information slip for visitors

### Use of mobile phones in our school

- › Please keep your mobile phone on silent/vibrate while on the school grounds
- › Please do not use phones where pupils are present. If you must use your phone, you may go to the Community Room
- › Do not take photos or recordings of pupils (unless it is your own child), or staff
- › Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

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## Appendix 4: requesting a volunteer (information for staff)

If you'd like assistance from a volunteer in your classroom, or for a specific activity or trip, fill out the form below and submit to the school office.

### Volunteer request form

| Activity details   |  |
|--|--|
| Year group/class   |  |
| Activity details   |  |
| Date(s) and time(s)  |  |
| Is this activity ... (circle one)  | One-off?<br>Daily?<br>Weekly?<br>Other?<br>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: