



Volunteers in School Policy

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1. Introduction and aims

We believe that volunteers provide a valuable contribution to the work of St Paul's C of E Junior school and that they enrich the school through the breadth of their knowledge and experience.

The value of well-deployed volunteers in schools is widely recognised. St Paul's C of E Junior School recognises there is no doubt that the school, as a whole, benefits greatly from developing well-planned, active parental and community links through adults participating in the activities of the School on a voluntary basis. Volunteers are a welcome resource in helping to raise children's achievement, complementing the work of teachers and Learning Mentors.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan. Volunteers in school will be deployed appropriately and will never be asked to replace paid staff or be given responsibility within the school that would normally be associated with paid employees.

By welcoming volunteers into our school, St Paul's C of E Junior School aims to:

- Celebrate the diversity of skills, knowledge and expertise within our school and wider community;
- Enrich the opportunities within the curriculum through inviting volunteers into school to support, advise and inform both staff and children;
- Provide regular support to children and the classroom;
- Provide opportunities for children to gain first-hand insight into areas of knowledge, understanding and experience not available from other staff, for example from discussion with a volunteer of a particular faith or religion within an R.E. unit of work, or a volunteer who has lived in a country being studied within a Geography unit of work.

The aim of the St Paul's C of E Junior 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 (DfE)'s statutory safeguarding guidance, [Keeping Children Safe in Education \(KCSIE\)](#).

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.

2. How we use volunteers

At St Paul's C of E Junior School 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

This is not 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.

3. How to apply to volunteer

Anyone interested in applying to volunteer at St Paul's C of E Junior school can do so by:

- emailing Ms Linda Edwards at admin@stpauls.wokingham.sch.uk, to express your interest in becoming a volunteer
- Completing an application form and submitting this to the school office, for the attention of Ms Linda Edwards or Mrs Julieanne Taylor (see appendix 1)

4. Appointment of volunteers

Volunteers are appointed by Ms Linda Edwards, Deputy, or Mrs Julieanne Taylor, Headteacher.

Appointment and induction of new volunteers can take up to 6 weeks and 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 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.

All volunteers approaching the school to be considered for a volunteering role will be required to complete an application form (appendix 1). Successful applicants will have an induction and, where necessary, will be provided with training appropriate for their role. All volunteers are given a copy of the Volunteer Policy and asked to sign the 'Code of Conduct for Volunteers' agreement (appendix 2).

To qualify for a reduced fee criminal record check, the applicant must not benefit directly from the position the DBS application is being submitted for, i.e.,

- **receive any payment (except for travel and other approved out-of-pocket expenses)**
- **be on a work placement**
- **be on a course that requires them to do this job role**
- **be in a trainee position that will lead to a full time role/qualification**

5. Safeguarding

At St Paul's C of E Junior School, safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

We request that all volunteers involved in unsupervised activity within the school complete Safeguarding Level 1 training and provide the school with a valid certificate for our records. All volunteers must provide appropriate references and are required to sign copies of policies to indicate that they've read and understood them.

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 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
- 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

We recognise that there is a distinction between visitors and volunteers and that some people 'volunteering' at our school on a one-off basis are more likely to be classed as visitors, especially if they will not be working unsupervised.

In some circumstances, we will accept DBS certificates from another organisation, for instance, a football coach with a DBS through the Football Association. However, we will apply criteria on how old a certificate may be and carry out checks with other organisations. The school reserve the right to reject an application to volunteer in our school if we are not satisfied that our criteria has been met.

Details of regulated volunteers in school will be added to the single central record (SCR).

6. Induction and training

St Paul's C of E Junior School's induction and training for volunteers in school includes:

- health and safety and key policy overviews
- an appointment of a supervisor, where appropriate
- details of relevant school procedures and processes
- signposting of support available to volunteers

All volunteers to St Paul's C of E Junior School will be made aware of the following as appropriate:

- Volunteers must sign in upon arrival and out upon departure from the school building. They must collect a 'Visitor' lanyard from reception and wear this throughout their time in school
- Volunteers carrying out regulated activity at St Paul's C of E Junior School will not have unsupervised access to children
- Location of toilets and staffroom and invitation to tea/ coffee facilities
- Location of areas in which they will be working
- Fire-alarm procedures
- Expectations with regard to confidentiality
- Access to information, as necessary, in relation to staff and pupils
- Expected level of behaviour and an awareness of professional codes of conduct
- The school's Equal Opportunities, and Volunteers in School Policies along with other Policies and practices as appropriate to the visit
- The School's Complaints Procedure
- The School's Disciplinary Procedure.

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.

Volunteers will be asked to sign an agreement to abide by its contents. Volunteers must comply with the code of conduct set out in appendix 2 of this policy.

7. Deployment of Volunteers

All volunteers at St Paul's C of E Junior School will be made to feel welcome. The parameters of their role within the School will be clearly defined from the outset in order to avoid the possibility of misunderstanding.

During visits to the School, or visits elsewhere with the School, each volunteer will be designated a particular member of staff to whom he / she will be directly responsible. Whilst there should not be any significant addition to the workload of the staff member taking responsibility for the volunteer, it is expected that time is taken to ensure the volunteer is adequately inducted into the role and that there is mutual agreement and understanding. This responsibility is not compulsory for staff and should only be delegated with the agreement of the employee concerned. It is however essential that the volunteer is clear as to which member of staff has this responsibility.

Volunteers will not be asked to carry out duties which:

- Fall normally within a Teacher's responsibility under *loco parentis*.
- Fall normally within the job description of a Teacher or Teaching Assistant, i.e. covering for absence.
- Would normally be performed by a contractor engaged by the Local Authority or the School.

It is noted that the Class Teacher remains responsible for the organisation of the class and methods of work.

Supervision

All volunteers work under the supervision of the class teacher in the first instance. Teachers retain responsibility for all children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the teacher about the activity they are carrying out. Volunteers are expected to seek advice/clarification from the class teacher in the event of any query/problem regarding children's understanding of the task or behaviour.

Health and Safety

Safe practice must be promoted at all times. The school has a Health and Safety policy and maintains records of Risk Assessment. All volunteers will have their attention drawn to emergency procedures identified risks, the teacher will explain to the volunteer the risk and any specific actions which should or should not be taken by the volunteer.

8. Off Site Visits

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: You will have an important role to play in the success and safety of this school trip.

Role on Visits

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their well-being 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

The school expects volunteer helpers to:

- comply with all of the above whilst being under the direct line management of school staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- follow guidance from the school staff

What is not permitted?

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice creams, biscuits, sweets – before, during or after the school trip.

First Aid

For each class on the school visit, there will be at least one qualified first aider. 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 it is your 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 (**0118 9785219**).

If there is a security alert, the guidance is to:-

- Find a safe place – a public building is suggested
- Find a land line and call school (it's worth checking you have some loose change)
- Stay put following local emergency services advice

9. 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 should not discuss them with pupils 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.

10. Complaints Procedure

Any complaints made about a volunteer will be referred to the Headteacher/Deputy Headteacher for investigation. Any complaint made by a volunteer will be referred to the Headteacher/Deputy Headteacher.

The Headteacher reserves the right to take the following action:

- Speak with a volunteer about a breach of the 'Volunteer Agreement' and seek reassurance that this will not happen again;
- Offer an alternative placement, e.g. helping with another activity or in another class;
- Inform the volunteer that the school no longer wishes to use them.

A copy of the School's Complaints Policy is available on request.

11. Insurance

Volunteers will be informed about the extent of the insurance cover available. Whilst volunteering for the school they are covered by the Local Authority for third party liability only and the limitations of this insurance will be explained carefully to Volunteers. They may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property. If a volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

The school will never request or expect that volunteers use their own car to transport children other than their own children to school events, (sport, music etc.); any such arrangements will be privately agreed between parents and will not involve the school.

12. Expenses

Although there is no obligation to make financial reimbursement to volunteers; it is sometimes appropriate, in exceptional circumstances, to consider paying out-of-pocket expenses connected with the tasks they undertake for the school. Enquires about reimbursements should be made to the School Finance Manager, Mrs Zahida Dean.

13. Data protection and record keeping

Our privacy notice for 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

14. Monitoring and review

This policy has been approved by the governing body and will be reviewed annually.

15. Links to other policies

This volunteering policy is linked to our:

- Child protection policy and procedures
- Staff conduct policy

History

Date	Reference	Amendments
March 2023		Extensive rewriting of 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'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.]

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:	

PREFERRED VOLUNTEERING DAYS AND TIMES

	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 St Paul's C of E Junior 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?

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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

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 school's volunteer co-ordinator, Ms Linda Edwards.

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 pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils 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 pupils 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, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you".

2.5. Any arrangements for volunteers to use their own car to transport children other than their own children to school events, (sport, music etc.) must be privately agreed between parents and will not involve the school.

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 Mrs Julieanne Taylor and the deputy is Ms Linda Edwards.
- 3.3. 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.
- 3.4. 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:
 - 3.4.1. Exchanging contact information
 - 3.4.2. Making contact with pupils outside of school, including on social media
 - 3.4.3. Arranging to meet pupils outside of school
- 3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

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 pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. 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'd like assistance from a volunteer in your classroom, or for a specific activity or trip, fill out the form below and submit to Ms Linda Edwards. If you have already organised volunteers for a school trip within your year group, you do not need to complete this form. However, all volunteers must read this policy and sign the Code of Conduct for Volunteers agreement (appendix 2).

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: