



# Volunteer Policy & Procedure

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*The difference between try and triumph is UMPPHHH!*

# Volunteer Policy & Procedure

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# Table of Contents

Introduction .....	3
Scope .....	3
Aims .....	3
One-off volunteering opportunities .....	4
Appointment Process .....	4
Application and interview .....	4
DBS checks .....	4
Additional clearance checks .....	5
Volunteer Procedures/Expectations .....	5
Data Protection and confidentiality .....	6
Concerns/Issues .....	6
Equality Statement .....	6

## Introduction

This policy has been adopted by Skelton Primary School. (S.P.S.)

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of our pupils. Participation of adults in academy activities, on a voluntary basis, helps S.P.S. develop active parental and community links and is therefore welcomed and encouraged.

The relationship between the academy and volunteers does not imply a contract of employment and is entirely voluntary. There are no contractual obligations on the volunteer or on the academy.

A volunteer is anyone who without compensation or expectation of compensation performs a task at the direction of the Headteacher.

Volunteers in this academy may include –

- Members of the Governing Body
- Parents, carers or grandparents of pupils
- Ex-pupils
- Ex-employees
- Members of the local community

The type of activities volunteers may be engaged in include –

- Listening to pupils read
- Working with small groups of pupils
- Working alongside individual pupils in the classroom
- Accompanying employees and pupils on trips
- Assisting at academy raising activities

S.P.S. is committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and visitors to share this commitment.

## Scope

This policy and procedure applies to all volunteers at S.P.S., unless stated otherwise.

## Aims

To provide a framework for the recruitment of volunteers in line with safeguarding requirements.

To establish expectations for both employees and volunteers regarding the activities undertaken by volunteers and their conduct whilst in the academy and on trips.

## One-off volunteering opportunities

Where a volunteer is engaged in a 'one-off' activity (e.g. a trip, fete, fundraising event) and they will be under the constant supervision of academy staff no formal checks or induction will be required.

Where a volunteer is accompanying pupils on a trip, the Off Site Visits Volunteer Agreement at Appendix D must be signed and returned to the academy office prior to the trip.

Volunteers engaged in a 'one-off' activity will be expected to stay with the allocated staff member, promote respectful behaviour towards each other and members of the public and inform the staff member of any first aid, behaviour or other issues. Volunteers will not be allowed to bring additional children on the trip, smoke, drink alcohol, take photographs of the pupils, provide any kind of personal care or engage in any other activities which could bring S.P.S. into disrepute.

## Appointment Process

S.P.S. has a responsibility to ensure the safety and welfare of the pupils and therefore will apply a safeguarding process when recruiting volunteers. Where a volunteer is going to have an ongoing role that involves regular contact with children, the following process will be used.

Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

## Application and interview

Anyone wishing to become a volunteer on a regular basis should initially approach the class teacher or a member of the leadership team. A volunteer application form (available from the office) should be completed. This form should be returned to the academy office, marked for the attention of the Headteacher. See Appendix A.

On occasion S.P.S. may also advertise locally for volunteers or use other methods of communication to attract potential volunteers.

If there is a suitable volunteering opportunity, an informal interview should be conducted to provide an opportunity for volunteers to ask any questions they may have and also for the academy to gauge the volunteer's aptitude and suitability to work with children.

## DBS checks

Before a volunteer commences their role the Headteacher must determine if the role requires the volunteer to have a DBS check.

Volunteers who regularly carry out activities with pupils on an unsupervised basis are engaged in regulated activity therefore an enhanced DBS check, including barred list information, must be carried out.

Volunteers who are supervised\* while regularly carrying out activities with pupils are not in regulated activity therefore the academy is not legally permitted to request barred list information. However, where a volunteer is not in regulated activity, the academy must complete the DBS risk assessment at Appendix B to determine whether a DBS check, not including barred list check, should be requested. Details of the risk assessment should be recorded.

Some activities will always be regulated activities regardless of frequency or if they are supervised or not, these include relevant personal care which includes helping a child (due to age, illness or disability) with eating or drinking, in connection with toileting, washing, bathing and dressing.

To qualify for a free of charge DBS the applicant must not benefit directly from the position the DBS application is being submitted for, i.e. they must be doing something which aims to benefit a third party (not a close relative) and not for their own personal gain.

If it is determined that a check is required volunteering should not start until the outcome is known.

\* The person who is supervising must be in regulated activity, supervision must be regular and day to day and 'reasonable in all the circumstances to ensure the protection of children'.

## Additional clearance checks

A regular volunteer, whether supervised or not, will also be subject to the following checks:

- Verification of ID
- Satisfactory written references x 2 – if possible, at least one of the referees should be known to the volunteer in a professional capacity e.g. employer, tutor, colleague
- Overseas check (where applicable) – for any countries the volunteer has lived or worked in for 6 months or more in the last 5 years
- Right to Work check – this is to ensure that individuals have the right to volunteer in the UK. There should not be a problem with accepting someone from outside the UK as a volunteer but individuals must ensure that immigration rules allow them to do so as they could jeopardise their immigration status. If in doubt they should contact UK Visas and Immigration (previously UK Border Agency)
- Childcare Disqualification check (where applicable – for volunteers who regularly work in the academy's nursery and/or reception classes or regularly work in childcare provided by the academy outside of the normal academy day (e.g. breakfast clubs or after academy clubs) with children who are above reception age but have not attained the age of 8.

Guidance on how to complete the above checks are detailed at Appendix B of the Recruitment and Selection Policy.

An entry will be made on the academy's Single Central Record with the confidential details of the safeguarding checks carried out.

Volunteers' personal information will be stored securely and access restricted to the individual concerned and appropriate staff members.

## Volunteer Procedures/Expectations

Volunteers will be asked sign the Volunteer Agreement at Appendix C

Volunteers must sign in and out at the office and wear a visitor's badge/sticker each time they are on academy premises.

If a volunteer is unable to come into S.P.S. for some reason it is requested that they call the office in advance of the time they would normally arrive to enable the class teacher to be informed that they are unable to attend. As volunteering is flexible it may be possible to suggest an alternative time for the volunteer to come into work.

All volunteers work under the supervision of the class teacher who retains responsibility for pupils at all times, including their behaviour and the activity they are undertaking. The class teacher should give clear guidance as to how an activity is to be carried out and the expected outcome. If there is any problem regarding the pupil's understanding of the task, behaviour or welfare volunteers must seek further guidance from the class teacher.

In addition to this policy, volunteers should be made aware of any other academy policies that may be applicable to them including:

- Safeguarding/Child Protection
- Social Networking/IT Policy
- Whistleblowing
- Code of Conduct

- Health and Safety.

Volunteers must raise any concerns they have about the pupils they work with to the class teacher/designated safeguarding lead and not with the parents of the child or any other person outside of the academy.

If a volunteer is concerned about anything in the academy which may affect their role they should raise the matter with the class teacher or appropriate member of the leadership team.

## Data Protection and confidentiality

The access volunteers have to sensitive and confidential pupil information should be limited to what is necessary and appropriate to the work being undertaken. Volunteers must be made aware of any information handling procedures appropriate to their role to ensure that lack of knowledge does not result in an information security risk.

Volunteers must not discuss individual pupils with any person outside of S.P.S. including the pupils' parents/carers.

## Concerns/Issues

If there are concerns about the performance or conduct of a volunteer a meeting will be held between the volunteer and the class teacher, and/or the Headteacher, where the concerns will be explained. This meeting may result in the situation being reviewed after a set period of time, the volunteer being suspended or, if the concerns are serious, the academy may cease the volunteer arrangement without notice.

Any allegations of abuse made against a volunteer will be dealt with very quickly, in a way that provides effective protection for the pupil and also supports the person who is the subject of the allegation.

If S.P.S. ends a volunteer arrangement because of inappropriate behaviour or safeguarding issues relating to children the academy has a duty to refer this to the Disclosure and Barring Service in certain circumstances.

## Equality Statement

This policy applies to all volunteers irrespective of age, disability, gender status, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

## **VOLUNTEER APPLICATION FORM**

### **Personal details**

Title: \_\_\_\_\_ Surname/Family Name: \_\_\_\_\_

First Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone (Daytime): \_\_\_\_\_

(Mobile): \_\_\_\_\_

Email address: \_\_\_\_\_

### **Availability**

Please indicate how much time each week you feel able to volunteer for and any preferred days/times below:

Totally Flexible (tick box)  OR:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
After School					

### **Qualifications / training**

Please give details of any qualifications or training relevant to volunteering at S.P.S. e.g. first aid

What type of activities would you like to help with?

Are there any particular age groups you would like to help with?

### Supporting Statement

Please tell us why you are applying for voluntary work at S.P.S.?

Include any skills or experience you bring to the role, your motivation for wanting to work with children or young people and what you want to achieve from volunteering. *Please use a separate sheet if necessary*

### References

Please give details for two referees who have known you for a minimum of two years (not relatives). At least one of the referees should have known you in a professional capacity, if possible (eg employer, tutor, colleague, etc.)

**Reference 1:**

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**Additional Information**

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Are you eligible to work in the UK? Yes  No   
Organisation: \_\_\_\_\_  
Have you lived or worked outside of the UK for longer than 6 months in the last 5 years? Yes  No   
Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Protection of your data, consent and declaration**

All of the information collected in this form is required in order to process your application as a volunteer and it will be retained for personnel management purposes and stored safely and securely. Information on this form may be checked with the appropriate bodies to ensure accuracy i.e. referee's, previous employment. I give my permission for S.P.S. to request references from the referees I have provided on this form.

By submitting this application and any supplementary evidence, I am agreeing that the information given is true and correct to the best of my knowledge and belief. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected. I have read and consent to my personal data on this form being held and utilised by S.P.S. for the purposes of personnel management.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and /or vulnerable adults. I understand that volunteering in the academy is subject to satisfactory safeguarding checks including but not limited to: verification of ID; references; right to work check; and dependent on the supervision and activity, an Enhanced DBS with Barred List check may be required.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please hand this completed form to the office, marked for the attention of the Headteacher.  
We will be in touch as soon as possible.**

**Appendix B**

**DBS Risk Assessment for Volunteers**

This risk assessment **must** be completed where a volunteer is **not** working in ‘regulated’ activity, as defined in statutory guidance, to consider whether an enhanced DBS check (without Barred List check) should be obtained.

If the volunteer is in ‘regulated’ activity, an enhanced DBS with Barred List check must be obtained and there is no requirement to complete this form.

This risk assessment will form the basis of a decision when determining whether to obtain an enhanced DBS certificate and it will be retained on file.

Name of Volunteer .....

Date of Risk Assessment.....

Name of Manager completing form .....

The nature of the work with children	
How frequently will the volunteer be in working in the academy?	
What age group will the volunteer be working with?	
Are the pupils regarded as particularly vulnerable?	
What the academy knows about the volunteer	
Has the volunteer’s identity been verified?	
What motivates the volunteer to want to work at the academy?	
What is the connection of the volunteer to the academy? <i>e.g. parent, previous employee, friend, family</i>	
What information does the academy already know about the volunteer? <i>Including information offered by staff, parents &amp; other volunteers</i>	
Is the volunteer in paid employment or do they work in a voluntary capacity elsewhere? If yes, does it involve working with children?	
Can the volunteer provide at least 1 (preferably 2) referees other than a family member, including a senior person at the establishment named overleaf or most recent employment if currently unemployed?	
Do the references state that they believe the volunteer is suitable to work with children?	
Is the academy/volunteer aware of any reason why they should not work with children?	
Additional information	
Is the volunteer signed up to the DBS update service? If yes, has the update check been completed by the academy, is it clear and has the original certificate been sighted?	

**Considerations**

**Note – there is no statutory obligation to obtain an enhanced DBS check in any of the instances below however, you should assess the risk, using your professional judgement and experience, to consider whether to apply for a volunteer enhanced DBS certificate (without Barred List check).**

**High Risk** - the volunteer has no previous connection with the academy AND cannot provide references from elsewhere AND is not signed up to the update service. Consider whether the uncorroborated background raises an unacceptable risk.

**Medium Risk** – the volunteer can provide suitable references from working with children (paid or voluntary) and the referees believe they are suitable to work with children. Give consideration to there being no enhanced DBS check seen.

**Low Risk** - the volunteer is signed up to the update service and checks are clear OR they have a recent enhanced DBS check from another establishment along with suitable references OR the volunteer is well known to the academy e.g. former employee. May wish to obtain a new enhanced DBS check if not signed up to update service.



Obtain an enhanced DBS certificate (without Barred List check) Yes  No

Reason for this decision: .....  
.....  
.....

Headteacher Signature: .....

Date: .....

## S.P.S. VOLUNTEER AGREEMENT

Name: .....

Thank you for offering your services as a volunteer at S.P.S. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Agreement and hand it in to the academy office. You will receive a copy of it for your records.

I confirm that –

- I have read and understood the Academy’s Volunteer Policy.
  
- I agree to treat any information I learn from being a volunteer in the academy as strictly confidential and will not use or disclose this information to any person either during my volunteering experience in the academy or at any time afterwards.
  
- I understand that if necessary an enhanced DBS check will be undertaken.
  
- I have read and understood the following policies –

*Safeguarding/Child Protection*

*Social Networking Policy*

*Whistleblowing*

*Code of Conduct*

*Health and Safety*

- I understand that I am expected to comply with the academy’s policies and procedures at all times.
  
- I understand the levels of conduct/behaviour expected of me.
  
- I have been made aware of and understand the systems the academy has in place to support the safeguarding of pupils, including part one of the Keeping Children Safe in Education guidance.
  
- I have been made aware of who will be my usual volunteer co-ordinator e.g. Class Teacher, Year Teacher

S.P.S. will provide adequate insurance cover for you while you are undertaking volunteering activities approved and authorised by the academy.

This agreement is binding in honour only, it is not intended to be a legally binding contract between you and the academy and may be cancelled at any time at the discretion of either party. Neither you or the academy intends any employment relationship to be created either now or at any time in the future.

**Signed**..... **Date**.....

# OFF SITE VISITS VOLUNTEER AGREEMENT

Name: .....

Date of visit: .....

Thank you for offering your services as a volunteer at S.P.S.. Your help is greatly appreciated and you will have an important role to play in the success and safety of this trip.

Please read this Agreement carefully and sign and return to the academy office. You will receive a copy of the Agreement for your records. This Agreement is part of our academy's risk assessment planning for the trip.

### **Role of the Volunteer Helper**

- to support and look after, equally, all of the pupils in your group.
- to stay with your allocated staff member and group of pupils, ensuring that their well-being and safety is maintained for the total duration of the trip.
- to promote polite, respectful and courteous behaviour towards each other and members of the general public.
- to inform the staff member if there are issues with first aid, safety and/or behaviour.
- to show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain areas of interest.
- to follow guidance from the academy staff.

### **Volunteer Helpers are not permitted -**

- to bring additional children on the trip.
- to re-organise academy visit groups.
- to smoke, drink alcohol or engage in any other activities which may bring S.P.S. into disrepute.
- to take photographs of pupils.
- to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the trip.
- to reprimand or touch pupils but should speak to a academy staff member if there are any difficulties.
- to provide any kind of personal care to the pupils i.e. dressing, toileting if an enhanced DBS with Barred List check has not been obtained.
- to disclose any confidential information learned on the trip to any person e.g. parents/carers of pupils.

### **First Aid**

For each class on the academy 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. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by staff.

### **Emergencies**

You are expected to inform a member of staff of any emergencies as soon as possible. If you have become separated from the rest of the academy party, please telephone one of the members of staff on your contact list or telephone the academy.

\_\_\_\_\_

### **I confirm that –**

- **I have read and understood the Volunteer Policy and the above Agreement**
- **I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.**

Signed.....

Name.....

Date.....