

Princess May Primary School

Volunteer policy



Approved by:

K. Mitchell

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Last reviewed on:

04/09/2022

Next review due by:

04/09/2025

Introduction and aims

We believe that volunteers provide a valuable contribution to the school's work, and that they can 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 our 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 2022,

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf

How we use volunteers at Princess May

At Princess May Primary School volunteers may:

- Hear children read
- Accompany school and or class visits for e.g. to and from swimming lessons, to the local library
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art

School volunteers may be:

- Members of the governing body
- Parents
- Former pupils
- Students on work experience
- Local residents
- Members of the PTA

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.

How to apply to volunteer

Potential volunteers can register their interest in volunteering at Princess May Primary School by emailing; admin@princessmay.hackney.sch.uk and requesting a volunteer application form (see appendix 1)

Appointment of volunteers

Registers of interests for volunteering are looked at by the school Assistant Head Teacher (AHT) and successful candidates for volunteering are approved by the Head teacher.

All emails registering an interest to volunteer at Princess May will be replied to by a member of the school admin team to acknowledge receipt of the email and that it has been passed onto the AHT.

Appointment and induction of new volunteers can take up to 4 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.

Safeguarding

Safeguarding our pupils at Princess May 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
- 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

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101457/KCSIE_2022_Part_One.pdf

Require volunteers to agree and adhere to our code of conduct and to read, and adhere to, the school's policies on:

- Safeguarding
- Use of mobile phones
- ICT and internet acceptable use
- Online safety
- Behaviour

We will ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils – these adults will be easily identified by the 'red lanyard' school id that they will be expected to wear on show at all times.

The school will 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

The distinction between visitors and volunteers - some people 'volunteering' at our school on a one-off basis are classed as visitors, as they won't be working unsupervised.

All volunteers will be added to the SCR under a separate volunteers tab on Excel.

Induction and training

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

All volunteers must have safeguarding training, this induction will be delivered by the school Designated Safeguarding Lead (DSL) and relate to the current DfE legislation

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf and include relevant school policies and guidance:

- Safeguarding and Child Protection
- Use of mobile phones
- ICT and internet acceptable use
- Online safety
- Behaviour
- Allegations against staff and volunteers
- Data Protection
- Whistle Blowing
- Health and Safety
- Equality

Training requirements will be determined by the headteacher and will be based on the nature of the work the volunteer will be doing.

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 school.

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 Safeguarding and Child Protection Policy 2022

<https://www.princessmay.hackney.sch.uk/attachments/download.asp?file=923&type=pdf> and inform the designated safeguarding lead (DSL).

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

Conduct of volunteers

Volunteers must comply with the school's staff code of conduct. 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.

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.

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.]

Either link straight to your privacy notice, or explain where this can be found.

Personal details

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

Disclosure and Barring Service (DBS) information

Princess May 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)	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 Princess May 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, scouting, etc.)

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Do you have any relevant qualifications?

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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

Princess May 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: