



HIGHFIELDS PRIMARY SCHOOL **Volunteer Policy**

The governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers' and visitors to share this commitment.

Introduction and aims

At Highfields Primary School 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 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).

How we use volunteers

At Highfields Primary 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 isn't an exhaustive list.

Volunteers may be:

- Members of the governing board.
- Parents.
- Former pupils.
- Students on work experience.
- Local residents.
- Friends of the school.

This is not an exhaustive list.

Members of the governing board 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 the Attenborough Learning Trusts' Trustee and Governor Visits Policy.

How to apply to volunteer

The school will advertise specific volunteer roles as needed through newsletters and on the website. Anyone wishing to volunteer for these roles is welcome to apply by completing the application form within this policy (see appendix 1).

Appointment of volunteers

Volunteers are appointed by the Senior Leadership Team: the Headteacher, the Deputy Headteacher and the School Business Manager.

Appointment and induction of new volunteers can take up to eight 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. There is no DBS check cost for volunteers however, we ask volunteers to commit to at least one term.

A brief interview will be conducted to discuss the volunteer's interest, relevant experience, availability, and compatibility with school needs. Upon selection, volunteers are required to sign a Volunteer Agreement that outlines the expectations, responsibilities, and code of conduct.

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-to-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 and Child Protection.
 - Behaviour Policy.
 - ICT and internet acceptable use.
 - Online safety.
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils.
- Conduct a risk assessment (see appendix 3) 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 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 (see appendix 3) to consider any potential safeguarding issues.

Sometimes teachers will request volunteers to accompany classes on educational visits. In these instances, volunteers will always be supervised by school staff, so there will not usually be the requirement for DBS checking procedures to take place. Volunteers and visitors from other organisations who carry out work in

school will be asked to provide evidence of relevant safeguarding checks, including DBS certification, from their employer. We will add relevant safeguarding check details of volunteers to our Single Central Record (SCR) and delete these details when the period of volunteering has finished.

Induction and training

Volunteers in regulated activity must complete appropriate induction prior to beginning work at the school. This induction will include a face-to-face meeting with a member of the leadership team, who will share and talk through safeguarding, conduct and confidentiality policies and procedures.

All volunteers must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing. Training requirements will be determined by the headteacher, or the appropriate member of staff. Parent volunteers accompanying classes on educational visits should confirm with the lead teacher that they have read our Child Protection and Safeguarding policy, which can be accessed on our school website or by requesting a paper copy from our school office.

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. Volunteers should **never** approach other parents directly about work that they have been asked to carry out with children in school. Doing so will result in immediate termination of the placement.

Volunteers must adhere to the school's safeguarding policies 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 (DSL) – Mr Errol Rowe or our Deputy Designated Safeguarding Lead (DDSL) – Mrs. Jamila Vanzaria.

If concerns are related to whistleblowing, volunteers must follow the guidance in our whistleblowing policy. A copy can be requested from the Senior Leadership Team.

Conduct of volunteers

Volunteers must comply with the code of conduct set out in appendix 2 of this policy and the Safer Recruitment Consortium Guidance for Safer Working Practice. Copies of these documents will be shared at induction.

Insurance

The school's insurance policy covers 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.

Data protection and record keeping

Our privacy notice (appendix 4) explains what information we collect about volunteers and why we collect it. We will remove details of volunteers from the Single Central Record (SCR) once they no longer work at our school.

Monitoring and review

This policy has been approved by the governing body and will be reviewed regularly. This volunteering policy is linked to our Child Protection and Safeguarding policies and procedures.