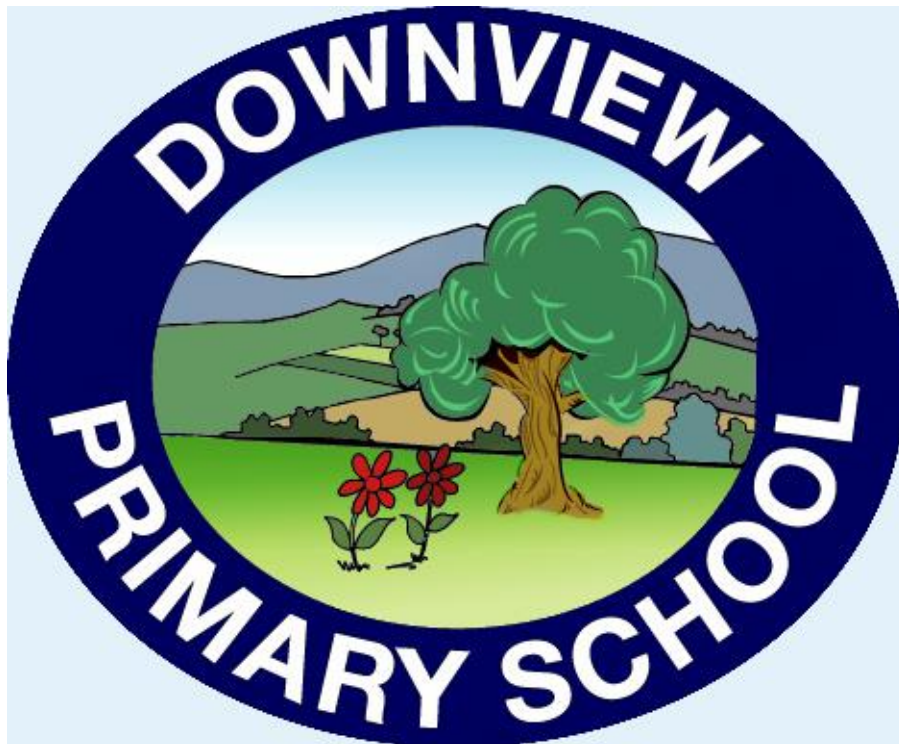


Volunteer Policy

Downview Primary School



Lead member of staff	Head Teacher
Date of publication	March 2024
Review date	September 2027

1. Introduction and aims

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.

The aim of the Downview 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

2. How we use volunteers

At Downview 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

Volunteers may be:

- Parents
- Students on work experience
- Local residents
- Members of the PTA (FOD)

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 our governor code of conduct.

3. How to apply to volunteer

- By emailing the school office
- Approaching senior leaders, class teachers or heads of years

4. Appointment of volunteers

Appointment and induction of new volunteers can take time (often 6 weeks), and is dependent on the 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.

5. Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we are upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks 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 1) and to read, and adhere to, the school's policies on:
 - Safeguarding
 - E Safety
 - ICT and internet
 - Data Protection
 - 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 is not working in regulated activity needs an enhanced DBS check. (see appendix 2) The risk assessment will consider:
 - The nature of the work they will be doing
 - What we know about them
 - Whether the role is eligible for an enhanced DBS check
 - Volunteers who are 'volunteering' at Downview on a one-off basis are classed as visitors, especially if they will not be working unsupervised (risk assessments will be held centrally)
 - We will accept DBS certificates from other organisations. For instance, a football coach with a DBS through the Football Association. The DBS certificate needs to be less than 12 months old.
 - All volunteers details (DBS checked) will be added to the single central record.

6. Induction

Volunteers will be expected to read Downview's Volunteers Policy prior to beginning work at the school. All volunteers must ensure that they have read and understood part 1 of Keeping Children Safe in Education. Downview also require volunteers to agree and adhere to our code of conduct (see appendix 1) and to read, and adhere to, the school's policies on:

- Safeguarding
- E Safety
- ICT and internet

- Data Protection
- Behaviour

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 Downview.

If volunteers have concerns, they should raise these with the appropriate member of staff. They should not discuss them with pupils or parents.

If concerns relate to safeguarding, volunteers must follow the guidance in our child protection and safeguarding 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 volunteers code of conduct (see appendix 1).

9. Insurance

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

10. Data protection and record keeping

Our Data Protection Policy for volunteers explains what information we collect about volunteers and why we collect it. Downview's Data Protection Policy can be found on the school website.

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

11. Monitoring and review

This policy has been approved by the governing board and will be reviewed regularly.

Data protection notice

Throughout this form, we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

You will find more information on how we use your personal data in our Data Protection Policy. Downview's Data Protection Policy can be found on the school website.

Disclosure and Barring Service (DBS) information

Downview 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 Data Protection Policy.

Appendix 1: code of conduct for volunteers

Code of conduct for volunteers

By signing this form, volunteers agree to the following:

1. School rules and policies

Volunteers will follow all school rules and policies, including those on:

- Safeguarding
- E Safety
- ICT and internet
- Data Protection
- Behaviour

Copies of the school policies are available online. When visiting the school, all visitors, volunteers and external providers must sign in at the main office, wear (visibly) the visitor's badge at all times and sign out and return the badge when you leave.

2. Professional conduct

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. 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 are working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.

Volunteers must conduct themselves in a professional manner at all times. This includes:

- Dressing in a way that is professional and appropriate to the work they are doing
- Refraining from using inappropriate language
- Setting an example for pupils by acting in a way that reflects the school's ethos and values
- Behaving in a way that is appropriate for the role they are undertaking
- Ensuring that comments, including those made on social media, do not bring the school into disrepute

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".

Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.

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.

If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact the school office as soon as possible.

Mobile phones should only be used for work related purposes in the office area only unless authorised by a senior member of staff. Photographs must not be taken without authorisation from a senior member of staff.

If a volunteer should have an accident or feel unwell please report to the main office. If a visitor is unable to make their way to the main office, then a member of staff must be informed.

3. Safeguarding

Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy.

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 the headteacher. Please see safeguarding poster in main office.

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.

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:

- Exchanging contact information
- Making contact with pupils outside of school, including on social media
- Arranging to meet pupils outside of school

Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

4. Safety

Volunteers are not to administer first aid.

Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.

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

Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers should not 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.

Please sign and date below:

X

Volunteer name (please print)

X

Volunteer signature