

# The Devonshire Hill Nursery & Primary School Volunteering Policy

Ratification date:	March 2020	Review date:	As required
<p>At The Devonshire Hill Nursery &amp; Primary School, we recognise and value the contribution of parents and other volunteers towards our school.</p> <p>The development of any volunteer, whether for one day or for a number of sessions over a longer period, must take into account the needs of pupils and the staff to whom they are assigned. We have a duty to ensure that the welfare of pupils is promoted and they are safeguarded from harm.</p> <p>This policy sets out the practices and procedures which will be followed when appointing, managing and supervising volunteers, as well as a code of conduct which all volunteers are required to comply with.</p>			
Headteacher		Chair of Governor:	

## 1. Legal framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- The Childcare Act 2006
- The General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- DfE 'Keeping children safe in education' 2018
- DfE 'Disqualification under the Childcare Act 2006' 2018

## 2. School regulations

2.1. All volunteers are required to follow all school policies and to make themselves familiar with school procedures, including the following:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Pupil Behaviour and Discipline Policy
- Equality Policy
- Whistleblowing Policy

## 3. Regulated activity

3.1. For the purpose of this policy, a volunteer will be engaging in "regulated activity" if they work unsupervised when teaching or looking after children regularly, or provide pastoral care on a one-off basis.

## 4. Safeguarding children and child protection

4.1. Volunteers will be provided with safeguarding information as determined by the governing board, using a proportional, risk-based approach.

4.2. Depending on the level of interaction with a pupil, it may be necessary to obtain a DBS certificate.

4.3. The school **is** required to obtain an enhanced DBS certificate if:

- The volunteer intends to carry out activity for the school and it gives the opportunity for **unsupervised** contact with pupils.

4.4. The school **is not** required to obtain an enhanced DBS certificate if:

- The volunteer intends to carry out activity for the school and it gives the opportunity for **supervised** contact with pupils.

4.5. For volunteers who are not in regulated activity, but who have the opportunity to come into contact with pupils on a regular basis, it is at the discretion of the school to decide whether or not a DBS check is required.

- 4.6. The school will obtain an enhanced DBS certificate, including barred list information, for any volunteer who is new to working in regulated activity.
- 4.7. The school will not obtain barred list information for any volunteer who does not engage in regulated activity. The DBS cannot provide barred list information on any person, including volunteers, who are not in, or seeking to enter into, regulated activity.
- 4.8. The school may decide to conduct a repeat DBS check on any volunteer of whom they hold concerns about.
- 4.9. The school wants to ensure that activities are planned properly and safely, and that volunteers are informed of these plans. We strive to ensure that volunteers have access to a member of school staff, should they wish to discuss difficulties or report on issues that may arise.
- 4.10. All volunteers are required to be identifiable and located at all times. For this reason, the following process will be adhered to:
  - Sign in and out of the building at the reception
  - Visitor badge worn at all times
  - The phase leader or other member of the SLT is made aware of where the volunteer is working.
  - The volunteer and their volunteering days are recorded on the online calendar.
- 4.11. All staff and volunteers will remain alert to, and when it comes to their attention, report to the LA, the potential need for early help for a child who:
  - Is disabled and has specific additional needs.
  - Has SEND.
  - Is a young carer.
  - Is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement.
  - Is frequently missing or goes missing from care or home.
  - Is at risk of modern slavery, trafficking or exploitation.
  - Is at risk of being radicalised or exploited.
  - Is in a family circumstance presenting challenges, such as drug and alcohol misuse.
  - Is misusing drugs or alcohol themselves.
  - Has returned home to their family from care.
  - Is a privately fostered child.

## **5. Risk assessments**

- 5.1. The school will undertake a risk assessment, using professional judgement and experience when deciding whether an enhanced DBS check is required for any volunteer not engaging in regulated activity. The school will record the details of the risk assessment and store the details in the school office.
- 5.2. The following factors will be taken into consideration when deciding whether to seek an enhanced DBS certificate:

- The nature of the work with the pupils
- The school's knowledge of the volunteer, including any formal or informal information offered by staff and parents
- Whether the volunteer has any other employment or voluntary activities, and where referees can advise of their suitability
- Whether the role is eligible for an enhanced DBS check

## **6. Disqualification under the Childcare Act**

- 6.1. Any individual who is classified as being disqualified under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 and section 25 of the Childcare Act 2006, is unable to provide any means of childcare provision.
- 6.2. Any volunteer who is directly concerned with the management of childcare provision, or who works with children on a regular basis, whether supervised or not, is covered by these regulations and may be disqualified.
- 6.3. An individual will be classed as disqualified if:
- They have been reported on the DBS Children's Barred List.
  - They have been noted as committing certain violent and sexual offences against children and adults.
  - They have been refused any provision relating to childcare, or have been prohibited from private fostering.
  - They have received certain orders in relation to the care of children.
- 6.4. The school will not employ any volunteer who is classified as being disqualified under the above regulations.
- 6.5. When gathering information to make decisions, the school will ensure that they act proportionately in order to minimise any intrusion into an individual's private life. The GDPR does not prevent an employer from asking questions relating to the suitability of the individual employed on safeguarding grounds.

## **7. Supervision**

- 7.1. If a volunteer is required to be supervised when undertaking an activity, who would otherwise be in regulated activity if not supervised, the school will ensure that:
- There is supervision by an individual who is in regulated activity.
  - The supervision is regular and day-to-day.
  - The supervision is reasonable enough within the circumstances to ensure the protection of the pupils.
- 7.2. When determining what supervision is reasonable so that the volunteer would not be in regulated activity, the school will take the following factors into consideration:
- The ages of the pupils, including whether there is a large gap in their ages
  - The number of pupils that the individual is working with

- Whether or not there are other staff members present during the activity
- The nature of the volunteer's work and the opportunity for contact with pupils
- How vulnerable the pupils are
- How many staff members would be supervised by each member of supervising staff.

## **8. Allegations of abuse**

- 8.1. Any allegations of abuse, whereby a member of staff is accused of abusing a pupil, will be reported to the headteacher.
- 8.2. Should the allegation be made against the headteacher, this will be brought to the attention of the chair of governors immediately.
- 8.3. In any case in which LA children's social care has undertaken enquiries to determine whether the child or children are in need of protection, the headteacher and chair of governors will take account of any relevant information obtained in the course of those enquiries when considering disciplinary action.
- 8.4. If there is no cause to suspect that any significant harm is an issue, but a criminal offence might have been committed, the designated officer (DO) will immediately inform the police and convene a discussion to decide whether a police investigation is needed.
- 8.5. The DO will regularly monitor the progress of all cases, either by reviewing strategy meetings, or by liaising with the police and/or children's social work services colleagues or the school, as appropriate.
- 8.6. Clear, comprehensive records of all allegations are kept even if disciplinary action is not taken or proven.
- 8.7. Confidentiality is maintained whenever an allegation is made; however, there may be a need to share information with relevant agencies on a need-to-know basis.
- 8.8. Allegations of abuse made against volunteers will be dealt with in accordance with the *Dealing with Allegations of Abuse Against School Personnel Policy*.

## **9. Health and safety**

- 9.1. All volunteers will be required to read the Health and Safety Policy, prior to them undertaking any activity on behalf of the school.
- 9.2. All volunteers will ensure that they are familiar with emergency procedures, e.g. evacuation, and of any health and safety aspects relating to the activity they will be undertaking, e.g. whilst in a cookery class.
- 9.3. If a volunteer notices any potential hazard which may put another individual at risk of harm, they will report this immediately to the class teacher or a senior member of staff.

## **10. Absence**

- 10.1. Volunteers are required to inform the school office by 8:00 am if they are unable to attend at the agreed time.
- 10.2. Failure to inform the school office on more than three instances may result in the volunteer being unable to attend the school on any further occasions.

- 10.3. If a volunteer is called away in the event of an emergency while volunteering, they will inform the class teacher or senior leader, and will sign out of the building before leaving the premises.

## **11. Confidentiality**

- 11.1. Volunteers will be reminded that all information with regards to individual pupils and members of staff is confidential, and that the sharing of data is protected under the Data Protection Act 2018.
- 11.2. Volunteers are not permitted to discuss any confidential information regarding a pupil or member of staff, with any other individual at the school.
- 11.3. Any volunteer who breaches the confidentiality rules will be asked to leave the premises and will not be able to return to undertake any further activity.
- 11.4. There may be instances where a volunteer is required to pass information to a member of staff, such as if they notice a pupil being bullied or subjected to harm.
- 11.5. Volunteers will report any concerns to a member of staff and are instructed not to notify the parents.

## **12. Internet use**

- 12.1. All volunteers will be required to behave in an ethical and respectful manner with regards to email and internet use, and will be expected to follow the processes outlined in the following school policies. Volunteers will not be set up with a school email address:
- *Online Safety Policy*
  - *Data Protection Policies*
  - *Safeguarding and Child Protection Policy*
- 12.2. Volunteers will have restricted access to the school network and will be instructed on ensuring appropriate use.
- 12.3. No volunteers are permitted to make contact with pupils via social media or email, or arrange to meet pupils outside of school.

## **13. Monitoring and review**

- 13.1. The headteacher will review this policy on an annual basis, and will communicate any changes to all members of staff and existing volunteers.
- 13.2. All volunteers will be required to read this policy prior to their attendance at the school.

## Volunteer Application Form & Agreement

Name:		Date of birth:	
Postcode:		Telephone:	
Email address:			

In the box below, please give details of why you wish to volunteer and the activities you want to undertake. If they is a particular year group you would like to work with, please state this:

Please give a brief description of any experience you have that may be relevant to this application, in particular any experience working with children.

Please provide details of a referee i.e. someone who can comment on your character and suitability to work with children.

Name:		Relationship:	
Address:			
Email:			
Telephone:			

Is your application in relation to an educational course? (please circle)	YES / NO
---	----------

If you answered "yes" to the question above, please complete the section below:

Name and address of college/university:	
---	--

Course/qualification:		Course length:	
Course Tutor:		Telephone:	
Email address:			

Please provide full details of your availability:	
I wish to work on the following school days (please tick): <ul style="list-style-type: none"> <li><input type="checkbox"/> Monday</li> <li><input type="checkbox"/> Tuesday</li> <li><input type="checkbox"/> Wednesday</li> <li><input type="checkbox"/> Thursday</li> <li><input type="checkbox"/> Friday</li> </ul>	I wish to work (please tick): <ul style="list-style-type: none"> <li><input type="checkbox"/> A full day (8:30am – 3:30pm)</li> <li><input type="checkbox"/> Mornings</li> <li><input type="checkbox"/> Afternoons</li> </ul>

<p>I confirm that I have read the schools volunteering policy and understand that I will not receive payment for volunteering, including travel expenses.</p> <p>I understand that an enhanced DBS check will be undertaken, unless a recent, clear, original DBS certificate is evidenced. If the school has any concerns, a new DBS check must be undertaken before volunteer can commence.</p> <p>If accepted, I understand that I will need to attend an induction meeting and will need to be follow all school policies, and be particularly aware of the Safeguarding and Child Protection; Health and Safety; Data Protection; and Equality policies.</p>	
Signature:	Date:



## Volunteer Agreement

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at the school. Volunteers will:

- Understand that they are in a position of trust and recognise their responsibilities in relation to safeguarding.
- Understand that all personal information regarding pupils and staff is confidential and maintain confidentiality, unless there is a need to report a concern.
- Follow all school policies, including the Safeguarding and Child Protection Policy, Health and Safety Policy, Data Protection Policy and Behaviour Policy.
- Report incidents of negative behaviour to the class teacher/senior staff immediately.
- Follow reasonable directions from supervising staff members and seek clarification where uncertain of tasks or requirements.
- Follow safe working practices and professional behaviour that avoid unnecessary risks.
- Apply reasonable instructions given by supervising staff, and report any potential hazards in the workplace to the class teacher, site team or office staff.
- Respect and value the contribution of other volunteers, members of the staff and pupils.
- Be pleasant, approachable and a positive role model for pupils.
- Turn any mobile phones off or on airplane mode while on school premises.

Name of volunteer: \_\_\_\_\_

Signature: \_\_\_\_\_

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



## Off-Site Visits Volunteer Agreement

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 the school trip. Please read, sign and return this agreement. This is part of our school's risk assessment planning and safeguarding arrangements.

### Role of the volunteer helper:

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the leader of the school trip;
- To stay with your allocated group of pupils, 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 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.

### School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff;
- 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 the areas of interest;
- Follow guidance from the school staff.

### The following things are not permitted:

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip;
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties;
- Volunteer helpers are not permitted to take photographs of pupils;
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice cream, biscuits, sweets - before, during or after the school trip.

### First aid

You will be informed if any child in your group has medical needs. If medicine needs to be administered, this will be done by a member of staff unless you are the parent/carer of the child who requires medicine, in which case you'll be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid bag(s) will be carried by staff.

### Emergencies

You are expected to inform a member of staff as soon as possible if an emergency arises. If you 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.

I agree that I have read, understood and will follow the guidance above. I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

## Forest School Volunteer Agreement

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 children participating in Forest School sessions. Please read, sign and return this agreement. This is part of our school's risk assessment planning and safeguarding arrangements.

The school has a detailed Forest School Handbook available on the school website: [www.devonshirehill.com/policies](http://www.devonshirehill.com/policies) It is recommended that all Forest School volunteers read the handbook. A hardcopy of the handbook will be provided to regular volunteers, who must sign a declaration that they have read and understood its contents.

### Role of the volunteer helper:

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Forest School leader;
- Be a positive role model for pupils, including following Forest School rules and expectations, and respect for the natural environment.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public.
- Be aware of what pupils are doing around you and in particular how they are managing risk. Allow children to self-manage risk whilst ensuring that risks are acceptable.
- To inform the Forest School leader if there are issues with first aid, safety and/or behaviour.
- Be aware of what pupils are doing but do not interfere and interrupt their 'flow' unless invited by them to do so.
- Be positive and nurturing in any interactions that you have with children in line with the Forest School ethos.
- Whilst anyone suitably trained or experienced to do so can supervise pupils, only FS leaders should be instructing pupils how to use tools and equipment.

### School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff;
- 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 the areas of interest;
- Follow guidance from the school staff.

### The following things are not permitted:

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip;

*Continued overleaf*

- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties;
- Volunteer helpers are not permitted to take photographs of pupils, unless directed to by the Forest School leader on a school device.
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice cream, biscuits, sweets - before, during or after the school trip.

### **First aid**

You will be informed if any child in your group has medical needs. If medicine needs to be administered, this will be done by a member of staff unless you are the parent/carer of the child who requires medicine, in which case you'll be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid bag(s) will be carried by staff.

### **Emergencies**

You are expected to inform a member of staff as soon as possible if an emergency arises. If you 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.

I agree that I have read, understood and will follow the guidance above. I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Name of child(ren) if a parent/carer: \_\_\_\_\_

## VOLUNTEER INDUCTION CHECK LIST

**Name:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_

<b>Induction Co-ordinator</b>	<b>Initial on completion</b>
Introduction to Senior Leadership Team	
Tour of work area & introduction to work colleagues	
<b>Location of facilities:</b> <ul style="list-style-type: none"> <li>• Toilets and showers</li> <li>• Staff kitchen / room</li> <li>• Main kitchen / dining hall</li> </ul>	
<b>Health and Safety:</b> <ul style="list-style-type: none"> <li>• Reference to the location of the Staff Handbook</li> <li>• Information and training in relation to the employee's responsibilities</li> </ul>	
<b>Fire and emergency procedures:</b> <ul style="list-style-type: none"> <li>• The location of school fire notices</li> <li>• Means of raising the alarm including the position of call points</li> <li>• Fire evacuation procedure and means of escape</li> <li>• Fire assembly points</li> </ul>	
<b>First Aid:</b> <ul style="list-style-type: none"> <li>• The location of first aid provisions</li> <li>• Location of notices bearing details of qualified first aiders</li> <li>• Means of obtaining first aid assistance</li> </ul>	
<b>IT Procedures:</b> <ul style="list-style-type: none"> <li>• Acceptable use of IT equipment.</li> <li>• Access to on-line calendar.</li> <li>• Telephone system and arrangements for personal calls.</li> </ul>	
Introduction to duties of post /hours of working.	
Ethos, Vision and Code of Conduct.	
Policy and procedures relating to Safeguarding, Child Protection and Prevent	
Policy and procedures relating to Behaviour Management	
Policy and Procedures relating to Whistle Blowing	
Policy and Procedures relating to Online Safety	
Procedures relating to sickness and special leave absence	

Signature of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Induction Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_