

Northleaze Church of England Primary School

‘Let your light shine.’ (Matthew 5:16)

Volunteer Policy

This policy should be taken as part of the overall strategy of the school and implemented within the context of our vision, aims and values as a Church of England School.



Approved by:	Victoria Reyes	Date: October 2021
Last reviewed on:	October 2022	
Next review due by:	October 2025	

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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, as well as its development plan.

The aim of the Northleaze 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](#).

2. How we use volunteers

At Northleaze 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 is not an exhaustive list.)

Volunteers may be:

- Members of the governing body
 - Parents
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- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PSA
- Local clergy or members of the congregation

This is not an exhaustive list.

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.

3. How to apply to volunteer

If volunteers are interested in supporting the school, they should:

1. Email the main school address to express their interest, or approach the class teacher by emailing the year group email account.
2. Complete an application form (see Appendix 1).

4. Appointment of volunteers

- Volunteers are appointed by the Headteacher and Administration team.
- Intake of new volunteers can take two to three 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.
- 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. 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.

5. 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 on volunteers who:
 - Work one-on-one 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 all volunteers with a safeguarding guide document, **prior** to them beginning work at the school, which will include the key elements of part 1 of Keeping Children Safe in Education.
- Require volunteers to agree and adhere to our Code of Conduct for volunteers (Appendix 2) and to read, and adhere to, the school's policy on:
 - Child Protection and Safeguarding
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils

6. Volunteer or visitor?

- There is a distinction between visitors and volunteers. If someone is 'volunteering' at school on a one-off basis (e.g. helping with a whole class cookery lesson), they will be classed as visitors as they will not be working unsupervised with children at any time. These 'visitors' do not need a DBS.
- Regular volunteers (not visitors) will be added to the Single Central Record.

7. Induction and training

- New volunteers will receive a Northleaze volunteer pack containing relevant policies, information and a letter of welcome and induction from the Headteacher.
- Volunteers will receive a safeguarding and health and safety induction briefing within the first week of volunteering at school.

Training requirements will be determined by the headteacher, or the appropriate member of staff.

All volunteers must have knowledge of the school's safeguarding practices and policies.

8. 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 should not discuss them with pupils or parents.
- This does not 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 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 which can be found on our website or by asking for a copy from the school office.

9. Conduct of volunteers

- Volunteers must comply with the Code of Conduct for volunteers.

10. Insurance

- The school's insurance policy does cover 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.

11. Data protection and record keeping

- The Lighthouse Schools Partnership privacy notice explains what information we collect about volunteers and why we collect it.
- We will retain records relating to volunteers in line with the Lighthouse Schools Partnership records retention schedule.

12. Monitoring and review

This policy has been approved by the governing body and will be reviewed every three years.