



GRAYSWOOD PRIMARY SCHOOL
Church of England (Aided)

Volunteer Policy

Policy schedule	
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Section	Changes made	By whom
1. Introduction and aims	Updated to comply with new guidance	Hannah Cole
4. Appointment and Status	Split your original section to add crucial employment law protections and defines the Co-ordinator role	Hannah Cole
5. Safeguarding	Rewritten to introduce the strict "3 days in 30" regulated activity threshold, the under-16 rule, and low-level concerns.	Hannah Cole
6. Induction and training	Extracted into its own distinct compliance section as required by the model framework	Hannah Cole
11. Complaints procedure	New section added	Hannah Cole
13. Links to other policies	Added	Hannah Cole
Appendix 1	Updated DSL info	Hannah Cole

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1. Introduction and aims

Grayswood Church of England (Aided) Primary School highly values parents and others who volunteer to help out with school activities. 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. Volunteers can support pupil wellbeing and development, often adding to the support provided to vulnerable or disadvantaged pupils.

It is our duty to ensure that whilst you are engaged in voluntary activities for the school that we care for you and ensure your safety. We also, of course, have a duty to ensure that our pupils' welfare is promoted, they are cared for appropriately, and they are safeguarded from any harm. The school is committed to ensuring a robust safeguarding procedure in the appointment of volunteers, who are often seen by pupils as safe and trustworthy adults.

The aim of Grayswood CE Primary School's 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/carers with clear expectations and guidelines.
- Ensure that volunteers are provided with a clear understanding of their duties and responsibilities.
- 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* (KCSIE). KCSIE defines a volunteer as 'any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative'.

2. How we use volunteers

At Grayswood CE 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 Forest School

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents, carers, guardians, elder siblings or grandparents of pupils
- Former pupils

- Students on work experience or placement
- Local residents
- Friends of the school/members of the PTA
- Local clergy or members of the congregation
- Local interest groups e.g. wildlife groups, music bands, knowledge/experience sharing groups

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 our governor code of conduct.

3. How to apply to volunteer

If you would like to volunteer at Grayswood CE Primary School, you should contact the school office via phone, email or in person. Often there will be opportunities offered in school and class newsletters.

4. Appointment and Status of Volunteers

Volunteers are appointed by the Headteacher. The school's designated Volunteer Co-ordinator is the School Business Manager. Appointment and induction of new volunteers can take up to 6 weeks and is dependent on the candidate, background checks, and available spaces within the school.

4.1 Legal Status of Volunteers

Volunteers are not employees of Grayswood Primary School and are not engaged on a contract of employment or a contract for services. The school is under no obligation to provide a volunteer with work, and the volunteer shall be under no obligation to carry out any work. This policy does not represent a legally binding contract between the school and a volunteer.

The volunteering arrangement can be cancelled at any time at the discretion of either party, and the Headteacher reserves the right to terminate a placement at any time. Volunteers shall not be entitled to receive any payment or any other benefits for voluntary work carried out.

4.2 Conditional Placement

All appointments are strictly conditional upon the completion of an enhanced DBS check (if appropriate), other relevant safeguarding and recruitment checks, and mandatory school training.

Enhanced DBS checks for volunteers working in the school through third-party organisations will be conducted by the relevant organisation. The school will require written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work.

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 with a barred list check** on volunteers who are carrying out legally regulated activity, defined as:
 - Working 1-on-1 with pupils unsupervised regularly (defined as more than 3 days in a 30-day period).
 - Working with groups of pupils unsupervised regularly (defined as more than 3 days in a 30-day period).
 - Providing personal care on a one-off basis.
 - Supervising or accompanying groups of pupils on overnight residential visits.
- **Assess Criminal Records:** Consider the results of any DBS checks that return with unspent and spent listed convictions on a case-by-case basis.
- **Supervise Non-DBS Holders:** Ensure that volunteers without an enhanced DBS check are always strictly supervised by a member of staff who is in regulated activity, and are never left alone with pupils.
- **Log Risk Assessments on the SCR:** Conduct a formal risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. This risk assessment will be recorded directly on the Single Central Record (SCR) and kept in accordance with GDPR regulations.
- **Enforce the Under-16 Protocol:** Acknowledge that the school legally cannot carry out a DBS check on a child under the age of 16 who is volunteering. We will ensure that volunteers under 16 are always under immediate supervision and have a recorded safeguarding risk assessment.

Prior to beginning work, all volunteers will be required to read, sign, and adhere to the school's core policies on:

- Child protection and safeguarding, including low-level concerns
- Whistle-blowing
- Use of mobile phones and ICT acceptable use
- Online safety, Behaviour, and Equality

6. Induction and Training

Volunteers must complete appropriate training, provided by the school, prior to beginning their placement.

- **Safeguarding Briefing:** All volunteers will receive a mandatory safeguarding briefing prior to starting, including ensuring that they have read and understood Part 1 of *Keeping Children Safe in Education* and the school's Child Protection and Safeguarding policy.
- **Role-Specific Training:** Other operational training requirements will be determined by the Headteacher or Volunteer Co-ordinator based on the specific nature of the volunteer's activity.
- **Point of Contact:** All volunteers will be assigned a specific point of contact within their designated classroom or department whom they can approach for day-to-day guidance.

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 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.

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 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.

7. Conduct of volunteers

Volunteers must comply with the code of conduct set out in appendix 1 of this policy.

8. Expenses

We do not cover expenses for volunteers. If specific resources are required, these should come through the office.

9. 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.

10. 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

Our privacy notice for volunteers can be found on the school website or a copy can be obtained from the office.

11. Complaints' procedure

In the event that a volunteer has a complaint, they should follow the formal school complaints procedure, which can be accessed via the policy section of the school website or obtained directly from the school office.

12. Monitoring and review

This policy has been approved by the Governing Body and will be reviewed every 2 years.

13. Links to other policies

This volunteering policy is directly linked to the following school compliance frameworks:

- Child Protection and Safeguarding Policy
- Low-Level Concerns Procedures
- Whistle-blowing Policy
- School Behaviour Policy
- Health and Safety Policy and Procedures
- Data Protection Policy and Privacy Notices

Appendix 1: code of conduct for volunteers

Code of conduct for volunteers

It is essential that we acknowledge that the vast majority of volunteers behave appropriately whilst working with our pupils. However, expected conduct of adults working in or for a school is sometimes different to that which applies whilst caring for our own children. Conduct is also governed by certain laws and government guidance.

The following, therefore, gives a guide to appropriate conduct whilst working in or on behalf of the school (e.g. residential visits, out of school activities). Adherence to this code will ensure that both children and adults are safe, including from the possibility of allegations being made against them.

By signing this form, volunteers agree to the following:

1. School rules and policies

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

- 1.1.1. Child protection and safeguarding
- 1.1.2. Online safety and data protection
- 1.1.3. Privacy notice for governors and other volunteers
- 1.1.4. Health and safety
- 1.1.5. Equality
- 1.1.6. Whistle-blowing
- 1.1.7. Behaviour

1.2. Copies of the school policies are available online on our website or from the school office

2. Professional conduct

2.1. 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, or to the school office.

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

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

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

- 2.4. Volunteers must not accept gifts from, or give gifts to, pupils.
- 2.5. 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.
- 2.6. 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.
- 2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact the class teacher or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

3. Safeguarding

- 3.1. Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy.
- 3.2. 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 Hannah Cole, Headteacher and the deputies are Angela Barnes, Assistant Headteacher, and Amanda Burrell, Class Teacher.
- 3.3. 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.
- 3.4. Volunteers must alert the DSL if a pupil develops an infatuation with them, and 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:
 - 3.4.1. Exchanging contact information
 - 3.4.2. Making contact with pupils outside of school, including on social media
 - 3.4.3. Arranging to meet pupils outside of school
- 3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

4. Health and safety

- 4.1. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- 4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- 4.3. 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

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

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.

I have read the school's information for volunteers and agree to abide by the Code of Safe Conduct therein.

Full name: _____ Signed: _____

Date: _____

Many thanks for your support of the school and it's arrangements for the safety and care of children and adults in our school community.