



**GRAYSWOOD PRIMARY SCHOOL**  
**Church of England (Aided)**

# Volunteer Policy

Policy schedule	
Written	Summer 2022
Agreed by Governors	Summer 2022
To be reviewed	Summer 2024

## Contents

1. Introduction and aims .....	2
2. How we use volunteers.....	2
3. How to apply to volunteer .....	3
4. Appointment of volunteers .....	3
5. Safeguarding .....	3
6. Confidentiality .....	4
7. Conduct of volunteers.....	4
8. Expenses .....	4
9. Insurance .....	4
10. Data protection and record keeping .....	5
11. Monitoring and review.....	5
Appendix 1: code of conduct for volunteers .....	6

---

## 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.

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.

This information is to inform you of what measures we need to apply to ensure that all volunteers and pupils are safe and cared for.

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 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 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 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 computing or art
-

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 of volunteers

Volunteers are appointed by the Headteacher.

Appointment and induction of new volunteers can take up to 6 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.

### 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 with a barred list check 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 a safeguarding briefing 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 and our Safeguarding and Child Protection policy.
- 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
  - Use of mobile phones
  - ICT and internet acceptable use
  - Online safety
  - 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 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

All volunteers will be required to sign copies of policies to indicate that they've read and understood them.

## 6. 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. Monitoring and review**

This policy has been approved by the Governing Body and will be reviewed regularly.

## Appendix 1: code of conduct for volunteers

### Code of conduct for volunteers

It is essential that we acknowledge that the vast majority of volunteer 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
- 1.1.3. Mobile phones
- 1.1.4. Data protection
- 1.1.5. Privacy notice for governors and other volunteers
- 1.1.6. Health and safety
- 1.1.7. Equality
- 1.1.8. Whistle-blowing
- 1.1.9. 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. Parent volunteers must not give children food unless agreed by a member of school staff.
- 2.8. 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. Safeguarding training will be provided to all volunteers before they begin their placement.
- 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 Richard Stanton, Class Teacher, Amanda Harling, Class Teacher and Emma Marbrook, HSLW.
- 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.