



Non-Statutory	
Agreed by	Head
Website	Y
Staff Email	Y

Volunteers Working In School Policy including Application Forms

Date Approved	27th September 2024
Approved by and Position	L Mathie - Headteacher
Review Date	Summer 2024

Update	Page number if applicable
Change to staffing (Autumn 2024)	Code of Conduct

Volunteers Working in School Policy

The school's Volunteer policy is part of the school's safeguarding systems.

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 Battling Brook 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 (DfE)'s statutory safeguarding guidance, Keeping Children Safe in Education (KCSIE).
- All adults who work in our school, whether a paid member of staff, or a Volunteer are expected to work and behave in such as way as to actively promote our school aims:
- Our School Aims :

'We are all of equal worth
I will do my best and do my best for you
If you need me, I will be there for you
We take pride in each other's
achievements because we live, learn and succeed as one body.'

The types of activities that Volunteers are engaged in include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Accompanying school visits
- General maintenance i.e. painting projects, grounds clearing
- Support specific curriculum areas, such as ICT or art

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA

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.

Becoming a Volunteer

Anyone wishing to become a Volunteer, either for a one off event such as a school visit or on a more regular basis, should approach the main office and complete the application form (Appendix 1)

Appointment and induction of new volunteers can take 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 including right to work in the UK, and relevant training.

The Head Teacher 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.

During the induction the volunteer should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of Volunteers and asks Volunteers to confirm they have received a copy of this policy.

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 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 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 receive an induction briefing which will cover:

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 the safeguarding policy, and inform the designated safeguarding lead (DSL).

If concerns are related to anything another adult in the school does or says should be reported following the guidance in our whistle-blowing policy.

Data Protection

Volunteers in school must ensure that they do not discuss, write down, divulge or take away from site any individual's personal data they may have witnessed whilst in school. Unauthorised sharing could result in a breach of data.

We discourage any Volunteer from referencing the school, a member of staff, pupil or person associated with the school on any social media network websites.

Supervision

All Volunteers work under the supervision of the Class Teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the Teacher as to how an activity is carried out / what the expected outcome of an activity is. Volunteers are encouraged to seek further advice / guidance from the Teacher in the event of any query / problem regarding children's understanding of a task or behaviour.

Health & Safety

The school has a Health & Safety Policy and this is made available on request to Volunteers working in the school. The Business Manager will undertake an Induction session with the volunteer to ensure that they are clear about emergency procedures e.g. fire extinguishers, fire doors, fire alarm evacuation procedure and routes and about any safety aspects associated with a particular task e.g. using DT equipment/ accompanying children on visits. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class teacher, Head Teacher or Business Manager.

Complaints Procedure

Any complaints made about a Volunteer will be referred to the Head Teacher / Assistant Head Teacher for investigation.

Any complaints made by a Volunteer will be directed to the Head Teacher / Assistant Head Teacher. If the complaint is about the Head Teacher it needs to be directed to the Chair of Trustees

The Head Teacher reserves the right to take the following action or delegate as needs to a member of the SLT:

- To speak with a Volunteer about a breach of the Volunteer agreement and seek reassurance that such a breach will not happen again
- Offer an alternative placement for a Volunteer e.g. helping with another activity or in another class
- Inform the Volunteer that the school no longer wishes to use them

The school complaints procedure is available from the school office and the website

Frederick Avenue
Hinckley
Leics.
LE10 0EX
Tel. 01455 634701
Fax. 01455 890674



Headteacher
Mrs. L Mathie
BA (Q.T.S.)
N.P.Q.H.
NASENCo

APPENDIX 1

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

DATA PROTECTION NOTICE

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

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

PERSONAL DETAILS

Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

Battling Brook 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 Battling Brook Primary School privacy notice.

Do you have a DBS check? (please circle)	Yes/No
---	--------

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

If yes, what type of check do you have? (please circle)	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information
Date of check:	
Certificate number:	
Have you ever lived or worked overseas? If yes please provide details	Yes/No

EXPERIENCE AND QUALIFICATIONS

Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.
Why would you like to volunteer at Battling Brook Primary School?
Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)

EXPERIENCE AND QUALIFICATIONS

Do you have any relevant qualifications?

What age group would you prefer to work with?

REFERENCES

Your placement as a volunteer may be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).

Name:

Name:

Relationship to you:

Relationship to you:

Address:

Address:

Telephone number:

Telephone number:

Email address:

Email address:

DISABILITY AND ACCESSIBILITY

DISABILITY AND ACCESSIBILITY

The Battling Brook Primary School is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

Frederick Avenue
Hinckley
Leics.
LE10 0EX
Tel. 01455 634701
Fax. 01455 890674



Headteacher
Mrs. L Mathie
BA (Q.T.S.)
N.P.Q.H.
NASENCo

Code of conduct for volunteers

Thank you for offering your services as a Volunteer at Battling Brook Primary School.

Your offer of help is appreciated and we hope that you will gain much from your experience with us.

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
- 1.1.2. ICT and internet acceptable use
- 1.1.3. Online safety
- 1.1.4. Mobile phones
- 1.1.5. Data protection
- 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 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 Business Manager (Laura Lyons)

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. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you".
- 2.5. Volunteers must not transport pupils in their own cars.
- 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 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 Lisa Mathie and the deputies are Fiona Lucas, Rob Dadley, Louise Hallam and Vicki Barlow.
- 3.3. Volunteers should refrain from physical contact with pupils. If emergency 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.

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 Head Teacher.

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.

Signed.....

Name.....

Date.....

Frederick Avenue
Hinckley
Leics.
LE10 0EX
Tel. 01455 634701
Fax. 01455 890674



Headteacher
Mrs. L Mathie
BA (Q.T.S.)
N.P.Q.H.
NASENCo

APPENDIX 3

Off – site Visits Volunteer Agreement

School trips are an integral part of learning at our school and afford many children opportunities which are outside of their usual experiences. We are pleased that you have come forwards as a Volunteer helper; you will have an important role to play in the success and safety of this school trip.

Please read, sign and return the off-sites visits volunteer agreement and return it to the trip leader. If you have any questions please do not hesitate to ask the trip leader or at the main office, where the staff will endeavor to find out the answer as soon as possible.

Role of the Volunteer helper

To be responsible and look after, in equal measures, all of the children in your group

To stay with your allocated group of children, ensuring that their well-being and safety is maintained for the total duration of the school trip

To promote the school rules of Ready, Respectful and Safe towards each other and members of the general public. We all go as ambassadors of our school!

To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting form transportation or following speakers for the trip

To contact your child's Class teacher/member of staff if there are any issues with first aid, safety and/or behaviour

Volunteers are not permitted to:

- Bring additional siblings on the school trip
- Re-organise pupil groups
- Smoke, drink alcohol or engage in any illegal practices
- Take photographs of children
- Give/buy their group treats e.g. ice creams, biscuits, sweets – before, during or after the school trip
- use their mobile phones during the school trip (unless in an immediate emergency)

First Aid

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless it is your child who requires

medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid boxes are to be carried by members of staff.

Emergencies

You are expected to inform a member of staff as soon as possible. If you have become separated from the rest of the school party without prior arrangement, please telephone one of the members of staff on your contact list or telephone the school.

I have read the off-sites volunteer agreement

I agree to the terms and conditions as stated in the policy

I will treat any information I may hear about pupils or members of staff as confidential and will not discuss it out of school or on any social media network website

Signed.....

Name.....

Date.....