

**Dringhouses Primary School**

# **Volunteers in School Policy**

**Signature of Chair of Governors** .....

**Signature of Headteacher** .....

**Date of Adoption:** Autumn 21

**Date of Review:** Autumn 24

**Reviewing Committee:** Resources Committee

**Statutory/Non-Statutory**

## **VOLUNTEERS IN SCHOOL POLICY**

**This policy is part of Dringhouses Primary School's safeguarding and child protection procedures.**

### **Introduction**

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The governing body therefore welcomes and encourages volunteers from the local community.

Our volunteers include:

- Members of the governing body
- Parents of pupils
- Students on work experience
- University students referred to us by Student Volunteer Services
- Former members of staff
- Local residents
- Members of the 'Friends of Dringhouses Primary School' organisation

The types of activities that volunteers engage in, on behalf of the school, include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits

### **Safeguarding**

City of York Council and this school are committed to safeguarding pupils, young people and vulnerable adults and expects its volunteers to share that commitment.

### **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, e.g. hearing pupils read, usually approaches the class teacher directly or the school office by telephone or e-mail.

Volunteers should complete the ***Volunteer Application Form*** (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

### **Requirement for a Disclosure and Barring Service (DBS) Check**

Volunteers fall within the definition of 'regulated activity' and the requirement to have an enhanced DBS check if volunteering takes place once a week or four or more times in any 30 day period. (Safeguarding Vulnerable Groups Act 2006).

## Process for recruiting Volunteers

- (1) The prospective volunteer is sent a copy of the **Volunteers in School** policy.
- (2) The candidate completes the **Application Form** (Appendix 1 of the policy) and returns this to the school.
- (3) A volunteering opportunity is identified through the use of the **Volunteer Helper Available Form** (Appendix 2)
- (4) If appropriate, the candidate attends the school for an **informal interview** to ensure that he/she is suitable for the role and to ensure that he/she is made aware of the role and responsibilities he/she would be expected to undertake.
- (5) Where the volunteer arrangement will continue on a regular basis, two **references** are sought.
- (6) An **Enhanced DBS check** is undertaken
- (7) DBS clearance and satisfactory references are received and viewed/recorded by the school. The school ensures that DBS clearance has been received before the volunteer starts coming in to school. DBS clearance is not required where a volunteer is engaged in a 'one-off' activity (please refer to Child Protection – Page 4).
- (8) The volunteer receives the **Volunteer/Student Handbook** and information on relevant policies, e.g. Child Protection, Confidentiality, Health and Safety, Behaviour Management, Code of Conduct and Whistleblowing.
- (9) Before starting to help in school, the volunteer completes the **Volunteer/Student Agreement and Safeguarding Checklist** (Appendix 3), which sets out the school's expectations of the volunteer and confirms that he/she has received, read and understood the key procedural and safeguarding documents.
- (9) Regular volunteers will be expected to undertake online Basic Safeguarding training and 'Prevent' (anti-extremism) training.
- (10) Volunteer records are kept centrally in the school office and on the shared google drive, accessibly to those staff with authority to do so.

## Our School Aims

All adults/young people who work in our school, whether a paid member of staff, or a volunteer, are expected to work and behave in such a way as to actively promote our school aims and educational purpose, as identified below:

### **To develop citizenship through:**

- Learning life skills including confidence, independence and responsibility
- Learning to have respect for oneself, others and the environment
- Learning to appreciate social, religious and cultural differences
- Recognising and celebrating successes and achievements
- Encouraging a healthy lifestyle

## **To develop partnership through:**

Working together with children, staff, parents, governors and the wider community

## **To educate children by:**

- Providing challenging, stimulating, worthwhile and enjoyable experiences
- Developing enquiring and creative minds
- Encouraging hard work, commitment and self-discipline to maximise potential

## **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/ren.

Volunteers who are concerned about anything in the school should raise the matter with the headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

## **Supervision**

All volunteers work under the supervision of a teacher or member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking. Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

## **Health and Safety**

The school has a health and safety policy and relevant information is made available to volunteers working within the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with particular tasks. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated supervisor/headteacher. Volunteers are covered by the local authority's Public Liability Insurance.

## **Child Protection**

The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers receive a copy of this policy and are expected to sign the **Volunteer/Student Agreement and Safeguarding Checklist** (Appendix 3).
- All volunteers who fall within the definition of "regulated activity" must be cleared by the Disclosure and Barring Service (DBS).
- Where a volunteer is engaged in a 'one-off' activity e.g. helping to supervise a group of pupils as part of a class visit, no formal checks are required but the volunteer must be supervised at all times by an adult who has been cleared by the DBS.
- It is the duty of every adult in school (whether paid or voluntary) to safeguard children from harm. Any concerns a volunteer has about child protection issues should be referred to the Designated Teacher for Child Protection, Mr Ben Sutton. The deputy headteacher, Mrs Claire Scott-South, is also fully trained and supports Mr Sutton.

## **Complaints Procedure**

Any complaints made about a volunteer will be referred to the headteacher, or appropriate senior member of staff, for investigation. Any complaints made by a volunteer will be dealt with in the same way. The headteacher or designated member of staff reserves the right to take the following action:

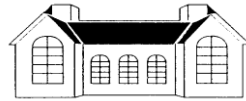
- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class
- Based upon the facts identified in the investigation it may be necessary for the school to inform the volunteer that the school no longer wishes to use them
- Provide the volunteer with a copy of the school's full Complaints Procedure

## **Appendices**

**Appendix 1 – Volunteer Application Form**

**Appendix 2 – Volunteer Helper Available Form**

**Appendix 3 – Volunteer/Student Agreement and Safeguarding Checklist**



## DRINGHOUSES PRIMARY SCHOOL VOLUNTEER APPLICATION FORM

Thank you for offering your services as a volunteer at school. Your offer of help is greatly appreciated.

To enable us to process your application, please complete and return this form to the school office.

If a volunteering opportunity is available, you will need to obtain Disclosure and Barring Service (DBS) clearance, and satisfactory references before you can start helping in school.

Please return two passport-size photographs with your completed application

### Personal Details

Surname: \_\_\_\_\_ First Name(s) \_\_\_\_\_

Title (select as appropriate) : Mr / Mrs / Miss / Ms / Other (.....)

Maiden name or previous names \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

E-mail address \_\_\_\_\_

Telephone Number: Mobile \_\_\_\_\_ Home \_\_\_\_\_

**Why are you applying for voluntary work at Dringhouses Primary School?**

Please mention any skills or experience that you bring to the role, and explain what you want to achieve from volunteering:

**References**

Please provide two references (one employment reference and one character reference).  
Please let your referees know that we may contact them.

**Employment Referee**

Name	
Address	
Mobile Tel. No.	
Work Tel. No.	
e-mail address	

## Character Referee

Name

Address

Mobile Tel. No.

Work Tel. No.

e-mail address

### Safeguarding and Child Protection

Have you ever been the subject of any allegations in relation to the safety and welfare of children or young people, either substantiated or unsubstantiated?      Yes / No

If you have answered YES to the above question you must supply details on a separate sheet of paper, place it in a sealed envelope marked 'confidential' and attach it to your application form.

I have attached details as requested

Yes / No

**Please note that it is a criminal offence for a person that has been barred from working with children and young people to work or volunteer in a school.**

### Rehabilitation of Offenders Act 1974

Please note that for any role in a school **you must declare any convictions (including bind over and cautions)** regardless of whether or not they would be considered "spent" in other circumstances

Have you ever been convicted of a criminal offence?

Yes / No

Are there any alleged offences outstanding against you?

Yes / No

If you have answered YES to either of the questions above, please give details below or, if you prefer, attach details in a sealed envelope marked 'confidential'



## Declaration

- I declare that the information given on this application form is true and correct.
- I have read and understand the school's Volunteering in School Policy

Signed ..... Date .....

Print Name .....

## How to return your form

Please return your completed application form to:

The School Business Manager  
Dringhouses Primary School  
St Helen's Road  
Dringhouses  
York  
YO24 1HW

E-mail: [admin@dringhouses.co.uk](mailto:admin@dringhouses.co.uk)

Thank you

## Dringhouses Primary School

### VOLUNTEER HELPER AVAILABLE

The person named below is looking for volunteering opportunities within school  
(subject to DBS clearance).

If you would like this person to help out in your class, please let the office know  
as soon as possible, using the box below

(volunteers are allocated on a first come first served basis)

Date	
Name of volunteer	
Background/skills	Please see the attached Application Form
Day(s) available	

#### TO SCHOOL OFFICE

I would like to accept the volunteer named above, subject to satisfactory  
references/interview/DBS clearance:

Teacher's Name/Class:	
Preferred Day(s):	
Start Date:	
Signed:	
Date:	

# Dringhouses Primary School Volunteer/Student Agreement & Safeguarding Checklist



Please complete and sign this Sheet and hand it in to the School Business Manager at the school office.

- An Enhanced Disclosure & Barring Service (DBS) check has been undertaken
- I have received and have read and understand the Volunteer/Student Code of Conduct/ Handbook
- I have received, read and understand the School's Volunteer Policy
- I have received, read and understood the school's Safeguarding Policy
- I have received, read and understand 'Keeping Children Safe in Education Part 1' (Dfe)
- I have received, read and understood the school's Behaviour Policy
- I have received, read and understand the School's Security Policy
- I have received, read and understand the School's Confidentiality Policy
- I have undertaken the online Basic Safeguarding and 'Prevent' (anti-extremism) training
- I agree to support the School's Aims
- I agree to sign in and out in the visitor book on every visit to the school.
- I agree to wear the visitor badge issued by the school at all times whilst working on the school premises.
- I agree to treat information obtained from being a volunteer in school as **strictly confidential**
- I consent to photographs in which my image appears being used on the school website and Twitter feed and understand that I can withdraw this consent at any time.

Signed .....

Name .....

Date .....