



Love To Learn



# **VOLUNTEERING POLICY**

**ADOPTED: NOVEMBER 2023**

**REVIEW: NOVEMBER 2024**

**Malcolm Sargent Primary School**

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**Engage & Inspire**

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**Nurture & Growth**

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**Pride & Joy**

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## **Statement of intent**

At Malcolm Sargent Primary School (the School) we recognise and value the effort taken by Volunteers who contribute towards our School.

This policy sets out the practices and procedures which will be followed when appointing, managing, and supervising Volunteers, as well as a code of conduct with which all Volunteers are required to comply.

## 1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- The Childcare Act 2006
- UK General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- DfE (2023) 'Keeping children safe in education 2023'
- DfE (2018) 'Disqualification under the Childcare Act 2006'

This policy operates in conjunction with the following School policies:

- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy
- Complaints Policy
- Recruitment & Selection Policy
- Data Protection Policy
- Staff Code of Conduct

## 2. Definitions

The following definitions apply for the purposes of this policy. For the purposes of this policy:

**“Volunteers”** are individuals who engage in an activity which involves spending time, unpaid (except for travel and other approved expenses), doing something which aims to benefit some third party, ie the School, and not a close relative.

A Volunteer will be engaging in **“regulated activity”** if they:

- Will be responsible, on a regular basis in School, for teaching, training, instructing, caring for or supervising children.
- Will be working on a regular basis in a specified establishment, such as a School, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children.
- Engage in intimate or personal care or healthcare or any overnight activity, even if this only happens once.

**“Occasional Volunteers”** are individuals who only accompany staff and pupils on one-off trips which do not involve overnight stays, who Volunteer at specific one-off events, such as sports days or visit the School to talk to a class or year group of children. They are not engaged in regulated activity.

**“Regular Volunteers”** are individuals who Volunteer at the School three or more times in a 30-day period, once a month or more or on an overnight stay. They are engaged in regulated activity.

### **3. Recruitment**

#### **Occasional Volunteers**

Occasional Volunteers will be appointed at the Principal's discretion, delegated to class teachers or the Business Director as appropriate, and will not be required to go through the recruitment process. An Occasional Volunteer:

- Will always be supervised by a member of staff and will never be left on their own with children.
- Will not engage in regulated activity.
- Must always wear a red lanyard showing their InVentry sign-in badge, clearly displaying their "Visitor" status.

#### **Regular Volunteers**

Regular Volunteers will always go through the following recruitment process:

- The individual will have an informal discussion with the Business Director in the first instance, to ensure that they are suitable for the role, following which they will be sent a copy of the Volunteering Policy and asked to complete a Volunteering application form.
- A Regular Volunteer risk assessment will be completed by two members of the SLT to ensure the proposed Volunteer is appropriate to Volunteer at the School.
- The appropriate safer recruitment checks, including references as specified on the risk assessment, will be undertaken.
- Once appointed, must always wear a yellow lanyard showing their InVentry sign-in badge, clearly displaying their "DBS-Visitor" status.

#### **Safeguarding checks**

Under no circumstances will a Volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

The School will conduct a risk assessment on proposed Regular Volunteers and use its professional judgement to decide what checks are required. The risk assessment will consider:

- The nature of the work with children, especially if it will constitute regulated activity, including the level of supervision.
- What the School knows about the Volunteer, including formal or informal information offered by staff, parents and other Volunteers.
- Whether the Volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability.
- Whether the role is eligible for a DBS check, and if it is, the level of check required.

Details of the risk assessment will be recorded, and any DBS checks applied for will be recorded on the School's Single Central Record.

If a Volunteer will be working in regulated activity, an enhanced DBS check with children's barred list information will be required. The School cannot request barred list information on a

Volunteer if they are supervised, as they are not considered to be engaged in regulated activity.

For Volunteers who are not in regulated activity, but who could come into contact with pupils on a regular basis, it is at the discretion of the School to decide whether or not a DBS check is required. This decision will be based on the results of the risk assessment.

Volunteers will not be re-checked if they have already had a DBS check completed by the School. However, the School will consider obtaining a new DBS check, at the level appropriate to the role, if there are concerns about a Volunteer.

References will ideally be requested from the Volunteer's most recent employer(s) but if these are not available, then the School can accept references from someone who knows the Volunteer well and can vouch for the Volunteer and their suitability to work with children.

All checks will be conducted in line with the School's Safer Recruitment Policy.

## **4. Supervision**

Occasional Volunteers need to always be supervised by a named member of staff when undertaking any Volunteering work. Examples of Occasional Volunteers are:

- Visitors to the School.
- Helpers on trips.

They must always be in the immediate vicinity of the supervising member of staff. For clarity, Occasional Volunteers can never supervise:

- Vulnerable or high needs children.
- A group of children in toilets.
- Children who may require medical, personal or intimate care.
- Children out of sight of a named staff member.

Supervision for Regular Volunteers is not required as they will have enhanced DBS clearance. However, they will always be placed with a named class teacher who will be aware of their work in School especially with regard to their age, experience, knowledge and age and needs of the children.

## **5. Induction**

Occasional Volunteers are not required to attend an induction meeting. However, their supervisor must:

- Brief them on their role in the School that day.
- Advise them of the safeguarding procedure, the names of the DSL and deputies and how to report any safeguarding concerns.
- Brief them on the procedure for fire and/or playground evacuations.
- Ensure that they sign in and out on InVentry.
- Ensure that they are wearing a red lanyard with their InVentry badge clearly displayed.
- Ensure that they understand that all information within School is confidential and refer them to the Confidentiality Policy (available on the School's website).

Regular Volunteers will be required:

- To attend an induction meeting with the Business Director.
- To attend an introductory meeting with their supervisor.
- To read and agree to several policies and procedures as specified on the Initial Induction Form provided by the Business Director before starting their role at the School including but not limited to:
  - Part 1 and Annexe A of Keeping Children Safe in Education
  - Volunteer Code of Conduct
  - Staff Code of Conduct
  - Social Media Policy
  - Behaviour Management & Exclusions Policy
  - Health & Safety Policy
  - Confidentiality Policy

All Regular Volunteers will be allocated to a class, with that class teacher being their supervisor. That person will be their point of contact within the School who they can go to if they have any questions or issues they need to discuss. The individual will be made aware of the roles and responsibilities they will be undertaking.

## **6. Safeguarding**

Volunteers will be provided with safeguarding information as determined by the Board of Trustees, using a proportionate, risk-based approach.

The School will ensure that activities are planned properly and safely, and that all Volunteers are informed of these plans. The School will ensure that Volunteers have access to a member of School staff, should they wish to discuss difficulties or report on issues that may arise.

All Volunteers are required to be identifiable at all times. For this reason, the following process will be adhered to:

- Volunteers will sign in and out of the building at the office.
- Occasional Volunteers will wear a red lanyard with a "Visitor" InVentry badge at all times, even when out of the School on trips.
- Regular Volunteers will wear a yellow lanyard with a "DBS-Visitor" InVentry badge at all times whilst Volunteering, even whilst out of the School on trips.
- SLT members will be aware of which classes all Volunteers have been assigned to.

Volunteers will be made aware that they must report any safeguarding concerns in line with the School's Child Protection and Safeguarding Policy. The identity of the School's DSL and any deputies will be made known to all Volunteers.

Any safeguarding concerns or allegations raised regarding a Volunteer will be dealt with in line with the Allegations of Abuse Against Staff Policy.

## **7. Health and safety**

Volunteers will ensure that they are familiar with emergency procedures, e.g. evacuation, and of any health and safety procedures relating to the activity they will be undertaking, ie whilst in a cookery class.

If a Volunteer notices any potential hazard which may put another individual at risk of harm, they will report this immediately to the class teacher or School office.

## **8. Absence**

Volunteers are required to inform the School office by 0800 on the day they were due to attend if they are unable to attend at the agreed time.

Failure to inform the School on more than three instances may result in the Volunteer being unable to attend the School on any further occasions.

If a Volunteer is called away in the event of an emergency while Volunteering, they will inform the class teacher or member of the SLT and will sign out of the building before leaving the premises.

## **9. Confidentiality**

All Volunteers will be required to act in line with the Confidentiality Policy.

Volunteers will not be permitted to discuss any confidential information regarding a pupil or member of staff with any other individual.

Information will be shared with Volunteers on a need-to-know basis, and they will not have access to the School's records unless access is required to fulfil their role.

Volunteers are not permitted access to the any of the School's data including HR or pupil files and records, or Office365 including email and user accounts. This therefore restricts access to the copiers/printers and Volunteers should borrow their supervisor's copier card for access to the printers.

Any Volunteer who breaches the confidentiality rules will be asked to leave the premises and will not be able to return to undertake any further activity.

There may be instances where a Volunteer is required to pass information to a member of staff, such as if they notice a pupil being bullied or subjected to harm. Volunteers will report any concerns to a member of staff and are instructed not to notify the parents.

## **10. Complaints**

Any complaints made in relation to a Volunteer will be managed in line with the Complaints Policy.

## **11. Monitoring and review**



The Principal will review this policy on an annual basis and will communicate any changes to all members of staff, existing Volunteers and relevant stakeholders.

All Volunteers will be required to read this policy prior to their attendance at the School.

The next review date for this policy is November 2024.