



Volunteering Policy

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Approved by:	Full Governing Board	Date:
Last reviewed on:	27 th August 2024	
Next review due by:	July 2027	

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1. Introduction and aims

We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their skills, knowledge and experience.

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 the school 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 statutory safeguarding guidance [Keeping Children Safe in Education \(KCSIE\)](#) from the Department for Education (DfE).

2. How we use volunteers

At Cann Bridge School volunteers may:

- Hear children read
- Accompany educational visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art
- Support areas of the school such as Forest School area or Science Garden

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of Cann Bridge School

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

To apply as a volunteer at Cann Bridge School, individuals can start by visiting the school's official website (www.cannbridgeschool.co.uk/vacancies-volunteers) or contacting the school directly via phone (01 or email). Prospective volunteers should fill out an application form, which includes providing personal details, previous experience, any relevant skills, and references. After submitting the application if successful, candidates will be required to undergo a background check, may need to attend an interview or orientation session. This process helps ensure that volunteers are well-prepared to support the school's community effectively.

4. Appointment of volunteers

Volunteers are appointed by the Deputy Headteacher.

All appointments are conditional upon the completion of an enhanced DBS check 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
- 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 welcome, induction and 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 staff code of conduct and to read, and adhere to, the school's policies on:
 - Allegations against staff (including low-level concerns)
 - Child Protection & Safeguarding
 - Data Protection
 - Educational Visits
 - Fire
 - First Aid
 - Health & Safety
 - ICT and Internet Acceptable Use
 - Manual handling
 - Mobile Phone
 - Online Safety
 - Positive Behaviour Support
 - Whistleblowing
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils

We legally cannot carry out a DBS check on a child under the age of 16 who is volunteering at our school. We will ensure that children who are volunteering are always under an appropriate level of supervision, and conduct a risk assessment to consider any potential safeguarding issues.

We define a volunteer as someone who volunteers more than once and for a period of time. We deem visitors as someone who may volunteer on a one-off basis and won't be working unsupervised. Volunteers supporting a one-off educational visit is overseen by the educational visits policy.

We will accept a DBS certificates from another organisation if covering working with children and young people and dated within the last year. However, a new DBS will also need to be undertaken in the meantime.

Official volunteers details will be held on the single central record (SCR).

6. Induction and training

Volunteers must complete appropriate training prior to beginning work at the school.

Training requirements will be determined by the headteacher, or the appropriate member of staff.

All volunteers must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

Volunteer inductions will include information about key staff, the building, health and safety, fire, first aid, data protection, educational visits, ICT and Internet Acceptable Use, Online Safety, Positive Behaviour Support.

Volunteers may also be given access to National College for specific CPD. Ongoing support is available from the Deputy Headteacher.

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 (DSL).

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

8. Conduct of volunteers

Volunteers must comply with the staff code of conduct.

In addition: **Professional conduct**

- 8.1 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's volunteer co-ordinator, Karen Hunter.
- 8.2 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.
- 8.3 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.
- 8.4 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.
- 8.5 If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.
- 8.6 Volunteers will not undertake intimate care or moving and handling unless training has been given.
- 8.7 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 i.e. positive touch, volunteers should ask for a pupil's or staff consent beforehand.
- 8.8 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.
- 8.9 Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor, at which point this would only be on a school device.

8.10 Volunteers should not have their mobile phones on them. These should be looked away in lockers available on reception. Smart watches should be turned to flight mode.

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

11. Monitoring and review

This policy has been approved by the governing board and will be reviewed regularly.

12. Links to other policies

This volunteering policy is linked to our:

- Allegations against staff (including low-level concerns)
- Child Protection & Safeguarding
- Child protection & safeguarding policy
- Data Protection
- Educational Visits
- Fire
- First Aid
- Health & Safety
- ICT and Internet Acceptable Use
- Manual handling
- Mobile Phone
- Online Safety
- Positive Behaviour Support
- Staff Code of Conduct
- Volunteer Code of Conduct
- Whistleblowing

12. Volunteer Confirmation Record

Please sign and date below that you have read the Volunteer Policy and Staff Code of Conduct:

X

Volunteer name (please print)

X

Volunteer signature

X

Date

Appendix 1: volunteer application form

Volunteer Application Form



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

You'll find more information on how we use your personal data in our privacy notice for volunteers available on our website.

PERSONAL DETAILS

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

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

The 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 the school's privacy notice.

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

AVAILABILITY					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Before school					
After school					
Lunchtimes					
How many hours per week/month can you volunteer?					
Can you commit to at least 1 term?					

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 Cann Bridge 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?	

PREFERENCES	
What age group/department/etc would you prefer to work with?	
Would you prefer to work 1-on-1 or with a small group?	

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
<p>The 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:</p> <div style="height: 150px;"></div>

Appendix 2: requesting a volunteer (information for staff)



If you'd like assistance from a volunteer in your classroom, or for a specific activity or development, fill out the form below and submit to volunteer co-ordinator.

You do not need to use this form for educational visits. Please refer to the educational visits policy.

Volunteer Request Form

ACTIVITY DETAILS	
Year group/class	
Activity details	
Date(s) and time(s)	
Is this activity ... (circle one)	One-off? Daily? Weekly? Other? If other, please explain:
Will there be any costs for the volunteer (such as entry fees to museums, materials, or travel)?	
Volunteer details	
How many volunteers do you need?	
Do you need your volunteers to have any specific skills or experience?	

Submitted by:

Date: