



## Volunteer Policy

<b>Approved by:</b>	Resources Committee	<b>Date:</b> 5 <sup>th</sup> February 2025
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# The Beacon

Church of England (V.A.) Primary School

*Living life in all its fullness (John 10:10)*

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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 knowledge and experience, playing a vital part in our vision for 'Living life in all its fullness' (John 10:10). We also recognise that volunteering can also play a key role supporting our volunteers to 'live life in all its fullness' too.

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 Beacon 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](#).



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## 2. How we use volunteers

At The Beacon C of E (VA) Primary School, volunteers may:

- › Hear children read
- › Regularly support mental health and wellbeing strategies
- › Regularly accompany Beach School / Forest School / Adventure School
- › Accompany school visits / events
- › 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 / family adults
- › Former pupils
- › Students on work experience
- › Local residents
- › Friends of the school/members of the PTFA
- › Local clergy or members of the congregation

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

We ask volunteers to make themselves known to the school and have an initial conversation with the Headteacher (or on occasion a member of staff nominated by the Headteacher).

- › By emailing [admin@beacon-ce-primary.devon.sch.uk](mailto:admin@beacon-ce-primary.devon.sch.uk)
- › Approaching the Admin Team, a member of a Teaching Team or the Headteacher
- › Volunteers who approach our local clergy will be directed towards the school by them
- › All volunteers are asked to complete an application form. This is the same form as for Support Staff. References may or may not be requested, this is at the Headteacher's discretion.

## 4. Appointment of volunteers

Volunteers are appointed by the Headteacher.



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The Headteacher will make arrangements for discussion and / or interview of volunteers and for relevant training to be carried out.

Appointment and induction of new volunteers is not always immediate and is dependent on the candidate and available spaces within the school. Teaching staff discuss the volunteer opportunities they require, the Headteacher and Teaching Team will invite volunteers to each post / placement.

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:
  - Regularly volunteer at the school
  - Work 1-to-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 and Annex B 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
  - Staff code of conduct
- 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:



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- 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
- Visitors to the school are not necessarily volunteers. Visitors are most often not working in regulated activity and are most likely attending at a one-off. Safeguarding practices apply as per KCSiE.
- We do not accept DBS certificates from other organisations for our regular volunteers who are undertaking regulated activity.
- Volunteers' details will be held on our Single Central Record (Volunteers tab).

## 6. Induction and training

Volunteers must complete appropriate training prior to beginning work at the school. This includes Safeguarding induction with Headteacher or a member of staff nominated by the Headteacher. Training support for the role they are undertaking will be managed by a member of staff working in the role or managing the activity, typically the class teacher or TA.

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.

## 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 organization.

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.

## 8. Conduct of volunteers

Volunteers must comply with the staff code of conduct/the code of conduct which is shared with volunteers.

## 9. Expenses

The Beacon does not provide expenses for volunteers except in unusual circumstances and with the prior agreement of the headteacher. Appropriate claim forms must be used and will be provided.



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## 10. 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.

## 11. 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 data protection notice for volunteers is available on the Policies section of our Website.

## 12. Monitoring and review

This policy has been approved by the governing board and will be reviewed regularly, at least every three years.