



Volunteer and Work Experience Policy



Our Lady's Catholic Primary School

COMMITTEE: Local Academy Committee
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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. Volunteers can support pupil wellbeing and development, often adding to the support provided to vulnerable or disadvantaged pupils.

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 Our Lady's Catholic Primary School Volunteers and Work Experience 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/carers with clear expectations and guidelines
- › Ensure that volunteers are provided with a role profile, to aid understanding of their duties and responsibilities
- › 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).

Volunteers play an important role and are often seen by pupils as safe and trustworthy adults. The school is committed to ensuring a robust safeguarding procedure in the appointment of volunteers.

KCSIE defines a volunteer as 'any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative'

This definition encompasses work experience students, from neighbouring Secondary Schools.

2. How we use volunteers

At Our Lady's Catholic Primary School volunteers may:

- Hear children read
- Accompany school visits
- Provide support to individual children
- Provide support to small groups of children
- Support specific curriculum areas, such as ICT or art

This is not an exhaustive list.

Volunteers may be:

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

Explain how volunteers should approach the school. For example:

- By emailing the Headteacher or school office
- Approaching senior leaders, class teachers or the school office
- For Work Experience Students: following a verbal or written agreement with the Headteacher - completing an application form on Unifrog

4. Volunteer status and selection

4.1 Status of volunteers

Volunteers are not employees of Our Lady's Catholic Primary School and are not engaged on a contract of employment or a contract for services. Our Lady's Catholic Primary School is not under any obligation to provide a volunteer with work and the volunteer shall be under no obligation to carry out any work. This policy does not represent a legally binding contract between Our Lady's Catholic Primary School and a volunteer.

The volunteering arrangement can be cancelled at any time at the discretion of either party.

Volunteers shall not be entitled to receive any payment or any other benefits for any voluntary work carried out, including training on any area that is outside the volunteer's remit. (See also volunteer expenses in section 9 of this policy.)

4.2 Volunteer placement

Our school's volunteer co-ordinator is Elise Gribble, Headteacher

The induction of new volunteers can take up to 6 weeks, due to Safer Recruitment checks, and is dependent on the candidate and available spaces within the school.

All volunteer placements are conditional upon the completion of an enhanced DBS check (if appropriate, see section 5) and other appropriate safeguarding checks, and relevant training.

Enhanced DBS checks for volunteers volunteering 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 volunteering 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 are carrying out regulated activity, e.g.:
 - Regularly (for more than 3 days in a 30-day period) support pupils 1-on-1 unsupervised
 - Regularly (for more than 3 days in a 30-day period) support groups of pupils unsupervised
 - Provide personal care on a one-off basis
 - 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 activity the volunteer will be involved in
- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. All risk assessments will be reviewed as required and in the event of a change to the role carried out by the volunteer. The risk assessment will be recorded on the single central record and kept in accordance with GDPR regulations and the school's retention policy. The risk assessment will consider:
 - The nature of the voluntary activity they will be doing, including level of supervision
 - What we know about them
 - References from employers or other voluntary roles
 - Whether the role is eligible for a DBS check, and if so the level of check required (NB those in regulated activity will always require an enhanced DBS check along with a barred list check)
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils

The school will determine whether a volunteer is considered to be supervised. Where an individual is supervised, to help determine the appropriate level of supervision, we will have regard to Keeping Children Safe in Education (KCSIE) and statutory guidance issued by the Secretary of State (reproduced in KCSIE, Annex E). For a person to be considered supervised, the supervision must be:

- By a person who is in regulated activity relating to children
- Regular and day-to-day, and

- › Reasonable in all the circumstances to ensure the protection of children

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 will additionally:

- › Provide safeguarding training to all volunteers **prior** to them beginning to volunteer at the school, including ensuring that they have read and understood part 1 of KCSIE
- › Ask volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:
 - › Child protection and safeguarding Policy
 - › Code of Conduct
 - › Whistleblowing Policy
 - › ICT and internet acceptable use Policy
 - › Health and safety Policy
 - › Online safety Policy
 - › Behaviour Policy

6. Induction and training

Volunteers must agree to adhere to the policies, provided by the school, prior to volunteering at the school.

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

All volunteers must follow the school safeguarding and child protection policy, which will be provided by the school. Other training requirements will be based on the nature of the activity the volunteer will be doing.

All volunteers will be provided with a point of contact within the school who they can go to if they have any questions or issues they need to discuss.

7. Confidentiality

Information about pupils, parents/carers and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents/carers or staff with those outside of the school.

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents/carers.

This doesn't prevent volunteers from reporting safeguarding concerns or disclosures, as per the school's safeguarding policy.

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

We ask all volunteers to agree and adhere to the volunteer code of conduct, which is linked directly to our Trust Code of Conduct, set out in appendix 2 of this policy.

9. Expenses

Unfortunately, we are unable to cover expenses for volunteers.

10. Complaints procedure

In the event a volunteer has a complaint, they should follow the school's complaints procedure which can be found on our school website, under policies or by requesting a copy from the school office.

11. Insurance

The school's insurance policy does cover volunteers in the event of an accident or emergency.

If a volunteer is volunteering at the school through another organisation, we will also check that organisation's insurance arrangements.

12. Data protection and record keeping

Our privacy notice for volunteers, which can be found on the school website under policies, 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 volunteer at our school

12. Monitoring and review

This policy, the information included, and its implementation will be monitored by Elise Gribble, Headteacher. It has been approved by the Local Academy Committee and will be reviewed regularly.

13. Links to other policies

This volunteering policy is linked to our:

- › Child protection and safeguarding policy
- › Code of Conduct
- › ICT and Acceptable Use Policy
- › Whistle-blowing policy
- › Complaints policy
- › Health and Safety policy and procedures
- › Behaviour Policy

Appendix 1: 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 on our school website under policies]

PERSONAL DETAILS

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

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

The [school/trust] is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check with a barred list check on volunteers who undertake regulated activity, e.g.:

- Regularly (for more than 3 days in a 30-day period) support pupils 1-on-1 unsupervised
- Regularly (for more than 3 days in a 30-day period) support groups of pupils unsupervised
- Provide personal care on a one-off basis
- Supervise or accompany groups of pupils on overnight residential visits

Our Lady's Catholic Primary School is also obligated to process an enhanced DBS check before volunteers can undertake certain other activities. This requirement will be determined solely by the Trust.

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.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust's privacy notice.

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

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 in volunteering, especially with children? If yes, please include details in the box below.

EXPERIENCE AND QUALIFICATIONS

Why would you like to volunteer at Our Lady's Catholic 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.)

Do you have any relevant qualifications?

PREFERENCES

What age would you prefer to volunteer with?

Would you prefer to support pupils 1-on-1, or with a small group of pupils?

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

Our Lady's Catholic 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:

Appendix 1: code of conduct for volunteers

Code of conduct for volunteers

This code of conduct outlines our expectations for volunteer conduct. We ask you to sign this form to indicate your agreement to the following:

1. School rules and policies

Volunteers should follow all school rules and policies, including those on:

- Child protection and safeguarding Policy
- Code of Conduct
- Whistleblowing Policy
- ICT and internet acceptable use Policy
- Health and safety Policy
- Online safety Policy
- Behaviour Policy

Copies of the school policies are available online or from the school office.

<https://www.ourladyscatholic.northants.sch.uk/aboutus/policies>

2. Professional conduct

- Volunteers should follow instructions provided by their 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,
- 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 they are volunteering with, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions
- We ask that volunteers agree to conduct themselves in a professional manner at all times. This includes:
 - Dressing in a way that is appropriate to the school environment
 - Refraining from using inappropriate language, including not making comments either in the school environment or elsewhere, including on social media, that might bring the school into disrepute
 - Setting an example for pupils by acting in a way that reflects the school's ethos and values
 - Behaving in a way that is appropriate for the role they are undertaking
- Volunteers should 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".
- Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents/carers have consented
- Parent/carer volunteers with children at the school should 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
- If you are unable to come to school when you are expected to be in, we ask that you contact your supervisor or the school office as soon as possible, so we can make alternative arrangements

3. Safeguarding

- › 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
- › 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 Elise Gribble and the DDSLs are: Hannah Gurney, Sarah Connor and Vicky Hitchens.
- › 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, volunteers should ask for a pupil's consent before touching them
- › 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:
 - Exchanging contact information
 - Making contact with pupils outside of school, including on social media
 - Arranging to meet pupils outside of school
- › Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor

4. Health and safety

- › 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
- › Volunteers should familiarise themselves with the school's fire safety and emergency evacuation procedures
- › 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

- › Information about pupils, parents/carers and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents/carers or other children. If parents/carers approach volunteers for information, they should be directed to speak to a class teacher or the headteacher

I understand that if I fail to adhere to this code of conduct, my volunteer placement may be terminated.

Please sign and date below:

Volunteer name: _____

Date: _____

Volunteer signature: _____