

Air Balloon Hill Primary **School**

Volunteer Policy

Original Policy adopted by Governors: September 2013

Review Date: September 2027

Review Date (Annual review)	Details	Who is Responsible?
September 2013	Policy updated	Finance Committee
June 2014	Policy re-approved	Finance Committee
February 2017	Policy updated	Finance Committee
September 2023	Policy updated	Education Committee

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Statement of intent

At Air Balloon Hill Primary School, we recognise and value the effort taken by volunteers who contribute towards our school. Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Governing Body at Air Balloon Hill Primary School welcomes and encourages volunteers from the local community.

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 which all volunteers are required to comply with.

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:

- Safeguarding and Child Protection Policy
- Allegations of Abuse Against Staff Policy
- Reporting Low-level Safeguarding Concerns Policy
- Complaints Policy
- Recruitment and Selection Policy
- GDPR and Data Protection Policies
- 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, i.e. the school, and not a close relative.

“Occasional volunteers” are individuals who only accompany staff and pupils on one-off trips that do not involve overnight stays, or who volunteer at specific one-off events, such as sports days or school trips.

“Regular volunteers” are individuals who volunteer at the school:

- Three or more times in a 30-day period
- Once a month or more
- On an overnight stay

Examples of a regular volunteer would be a Book Buddy or a volunteer who supports in a class once-a-week, listening to children read.

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.

3. Recruitment

Anyone who wishes to become a volunteer at the school, either on an occasional or more regular basis, will be required to submit a Volunteer Application Form to the school office.

Occasional volunteers

Occasional volunteers will be appointed at the headteacher's discretion and will not be required to go through the recruitment process. A written risk assessment will be conducted to determine what checks, if any, are required.

An occasional volunteer will always be supervised by a member of staff, unless the appropriate DBS checks have been obtained.

Regular volunteers

Regular volunteers will always go through the following recruitment process:

- The individual will be asked to have an informal discussion with a member of the SLT to ensure they are suitable for the role
- The appropriate safer recruitment checks will be undertaken
- The individual will be made aware of the roles and responsibilities they will be undertaking
- References will be sought where appropriate

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 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 will not 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 have the opportunity to 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.

Volunteers will not be re-checked if they have already had a DBS check; however, the school will consider obtaining a new DBS check, at the level appropriate to the role, if there are concerns about a volunteer. The school will re-check all volunteers every 3 years even if no concerns are raised.

All checks will be conducted in line with the school's Recruitment and Selection Policy.

4. Supervision

If a volunteer is required to be supervised when undertaking an activity, who would otherwise be in regulated activity if not supervised, the school will ensure that:

- There is supervision by an individual who is in regulated activity.
- The supervision is regular and day-to-day.
- The supervision is reasonable in all the circumstances to ensure the protection of the pupils.

When determining what supervision is reasonable so that the volunteer would not be in regulated activity, the school will take the following factors into consideration:

- The ages of the pupils, including whether there is a large gap in their ages
- The number of pupils that the volunteer is working with
- Whether or not there are other staff members present during the activity
- The nature of the volunteer's work and the opportunity for contact with pupils
- How vulnerable the pupils are
- How many volunteers would be supervised by each member of supervising staff

Teachers retain responsibility for children at all times, including the activity they are undertaking and the children's behaviour. If a volunteer has any concerns regarding the behaviour of a child they are working with, this should be referred to the class teacher for management in line with the school behaviour policy.

Volunteers should have clear guidance from the teacher as to how an activity is carried out and what the expected outcome of an activity is. Volunteers are encouraged to seek further advice and guidance from the teacher in the event of any query or problem regarding children's understanding of a task or their behaviour.

5. Induction

Volunteers will be required to read and agree to the Volunteer Code of Conduct before starting their role at the school.

All volunteers will be required to make themselves familiar with school procedures as part of their induction, including the following:

- Safeguarding and Child Protection Policy
- Allegations of Abuse Against Staff Policy
- Reporting Low-level Safeguarding Concerns Policy
- Health and Safety Policy
- Behaviour Policy
- Anti-bullying Policy
- Complaints Procedures Policy
- Allegations of Abuse Against Staff Policy

- Online Safety and Social Media Policy
- GDPR and Data Protection Policies
- Staff ICT and Electronic Devices Policy

Volunteers will be provided with access to the above documents before starting their role. All up-to-date documents are available on the school website.

Volunteers will also be required to read Part 1 of 'Keeping children safe in education' as part of their induction.

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.

6. Safeguarding

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

The school will ensure that activities are planned properly and safely, and that 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 identified and located at all times. For this reason, the following process will be adhered to:

- Volunteers will sign in and out of the building at the school office using the EntrySign Visitor Management System
- Volunteers will wear a visitor's lanyard at all times
 - Volunteers for whom the school has a record of their DBS check will be issued with a green lanyard so that they can be identified as able to work in a regulated activity and unsupervised
 - Volunteers for whom the school does not hold a record of their DBS check will be issued with a red lanyard and must be accompanied by a member of staff at all times whilst on site.
- The headteacher and the DSL (Designated Safeguarding Lead) will be made aware of where the volunteer is working

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 Reporting Low-level Safeguarding Concerns Policy and/or the Allegations of Abuse Against Staff Policy.

7. Health and safety

Volunteers will be required to read the Health and Safety Policy prior to undertaking any activity on behalf of the school.

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, e.g. if helping with cooking or design technology lesson.

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, the School Business Manager or the Site Manager.

8. Absence

If volunteers have agreed to attend school on a specific day or at a specific time and they are unable to attend, they should contact school office as soon as possible to inform the school that they are unavailable.

If a volunteer is called away in the event of an emergency while volunteering, they will inform the class teacher or senior leader, and will sign out of the building before leaving the premises.

9. Confidentiality

All volunteers will be required to act in line with the school's Data Protection Policy and maintain confidentiality at all times.

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.

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 school's Complaints Procedures Policy.

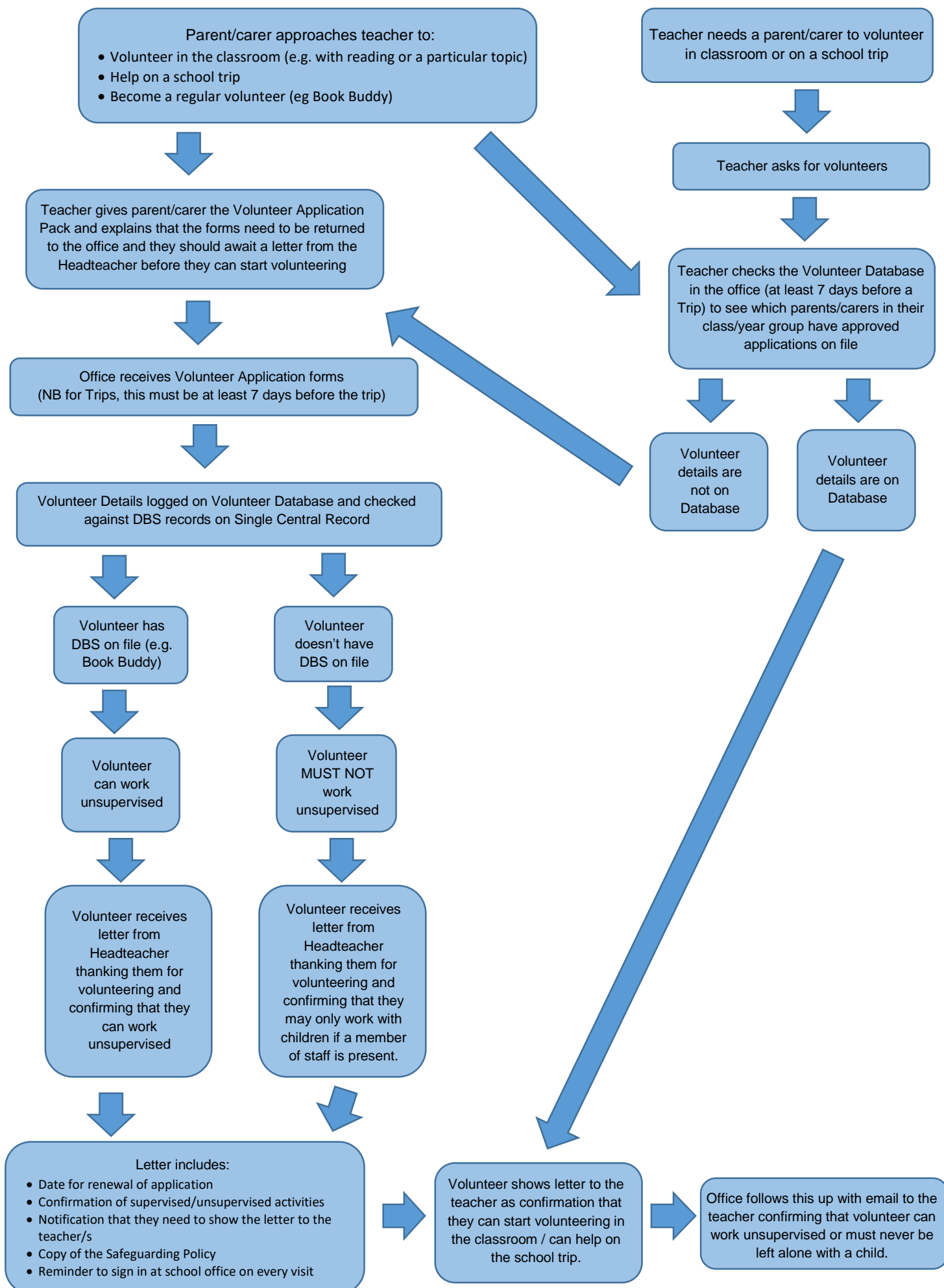
11. Monitoring and review

The headteacher will review this policy every four years and will communicate any changes to all members of staff, existing volunteers and relevant stakeholders.

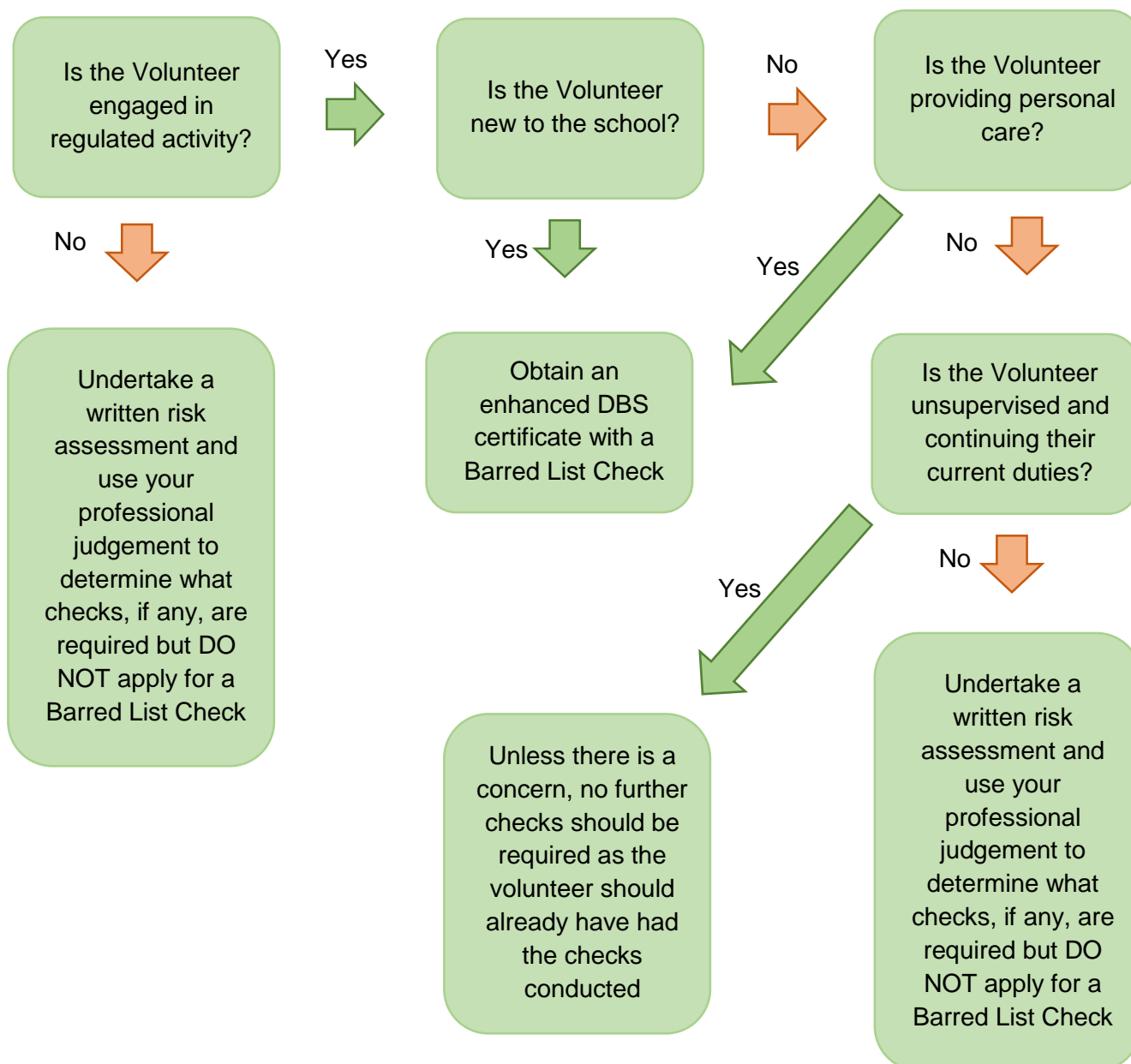
All volunteers will be required to read this policy prior to their attendance at the school.

The next review date for this policy is **September 2027**

A: Volunteer Policy and Procedure Flowchart



B: Volunteer DBS Decision Flowchart



*Flowchart provided by The School Bus

C: Volunteer code of conduct

Air Balloon Hill Primary School is always grateful for all the support received from volunteers but requests that all volunteers follow the Volunteer Policy and code of conduct at all times. In addition to the requirements for safeguarding, confidentiality and Health and Safety, volunteers have a duty of care to the children and young people at Air Balloon Hill Primary School.

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at the school or in connection with it.

Volunteers will:

- Sign-in at the school office on arrival, always wear a lanyard whilst on site and sign-out at the office when leaving.
- Understand their responsibilities and the limitations placed on them (especially the requirement that no-one without a current DBS check may be alone with any child or children at any time and must always remain in the sight of a member of school staff)
- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other volunteers, members of staff and pupils, and make them feel valued.
- Be approachable, pleasant and positive role models for pupils.
- Maintain professional boundaries
- Adhere to all school policies, including the Safeguarding and Child Protection Policy, Health and Safety Policy, GDPR and Data Protection Policies, Anti-bullying Policy, and Behaviour Policy.
- Maintain confidentiality of personal information at all times, unless there is a need to report an issue to a member of staff.
- Treat all pupils and members of staff equally and with dignity and respect
- Always act and be seen to act in the best interests of the child/ren
- Report any incident of challenging behaviour to the class teacher or a senior member of staff immediately.
- Dress appropriately when visiting the school or representing the school on a trip and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from the supervisor and seek guidance through clarification where uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report any potential hazards in the workplace to the class teacher or Site Manager
- Make proper use of the resources.
- Conduct work in a cooperative manner.
- Turn off mobile phones while on school premises.

Volunteers will not:

- Discipline pupils; if there are any problems, the class teacher or a senior member of staff will be informed immediately, and they will manage the situation.
- Shout at, hit, threaten or handle a pupil.
- Take any photographs in school or while on a school trip or activity.
- Develop 'personal' or sexual relationships with pupils.
- Work with pupils when not in the proper physical or emotional state to do so, e.g. under medication which causes drowsiness, or under extreme stress which may impair judgement.

- Behave in an illegal, improper or unsafe manner, e.g. smoking or drinking alcohol.
- Share personal contact details with pupils or make personal arrangements to meet pupils outside school.
- Express any extremist or discriminatory views, or any views that would offend others.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the school into disrepute when representing the school.
- Give or receive rewards, bribes, treats or gifts unless arranged through the headteacher.

I have read the code of conduct and agree to abide by the rules outlined in this policy.	
Signature of volunteer	
Date	

D: Volunteer agreement form

Thank you for offering to volunteer at Air Balloon Hill Primary School. Your offer of help is greatly appreciated and we hope that you will enjoy your experience.

Please complete this form and return it to the school office, together with your completed application form and signed Code of Conduct before you undertake any volunteer work at Air Balloon Hill Primary School.

Please tick each box on the right once you have read the corresponding policy – these policies can be accessed via the school website. Please sign and date the form and return it to the school office, along with your signed Volunteer Code of Conduct and Application Form.

Please tick the appropriate box once you have read and understood the following documents	
Volunteer Policy	
Volunteer Code of Conduct	
Part 1 of Keeping Children Safe in Education	
Safeguarding and Child Protection Policy	
Behaviour Policy	
Anti-bullying Policy	
Health and Safety Policy	
Data Protection Policy	
Staff ICT and Electronic Devices Policy	
Online Safety and Social Media Policy	
Allegations of Abuse Against Staff Policy	
Low-level Safeguarding Concerns Policy	
Disciplinary Policy and Procedure	
Complaints Procedures Policy	

I understand that I am a volunteer and will therefore not receive payment for my duties, other than any travel and other out-of-pocket expenses agreed in advance by the Headteacher			
Signature of volunteer		Date	
Name of Volunteer (please print clearly)			

E: Volunteer application form

Information for applicants

The details on this application form will help the school decide your suitability for working with and around our pupils – their health, safety and general wellbeing is our prime concern, so we want to take all necessary precautions to protect them.

Data protection

In accordance with our obligations under the Data Protection Act 2018, the information you disclose in this form will not be kept for longer than its purpose or be shared with any other organisation, unless required by law.

If you are applying to become a regular volunteer, the school may contact the specified referees to confirm the information you have provided.

All information offered by volunteers is stored securely in both paper and electronic forms. Data offered by unsuccessful candidates is kept for 12 months after the school receives your application.

Equal opportunities

The school appreciates and promotes diversity in our workforce – we aim to ensure that people from all backgrounds can work at the school, to ensure our pupils leave school with a well-rounded view of the community and the people within it. With this in mind, the school encourages all people to volunteer with us and will review applications from any person, regardless of the following characteristics:

- Age
- Disabilities
- Gender reassignment
- Race
- Religion or belief
- Sex
- Sexual orientation
- Relationship status
- Pregnancy

Safeguarding

Air Balloon Hill Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

Please contact the school office for more information regarding volunteering opportunities at the school and for more information about the school's obligations and approach to data protection, equal opportunities and safeguarding – this information is available in the following policies:

- Data Protection Policy
- Equalities Policy
- Safeguarding and Child Protection Policy

Application – Part 1

(to be completed by all applicants)

This application form must be completed before you undertake any volunteer work at Air Balloon Hill Primary School. Please complete every section in Part 1 and return the completed application and a signed copy of the Volunteer Code of Conduct to the school office. Once your application has been processed, you will receive a letter confirming the next steps.

First Name	
Surname	
Date of Birth	
Address and Postcode	
Phone Number	

Please give details of why you wish to volunteer and the activities you want to undertake

Volunteer Availability	
<i>Please fill out the sections below, providing accurate details of when and how long you are available for</i>	
I would like to volunteer for a one-off activity or trip	

I would like to volunteer on a regular basis (e.g. weekly)									
For regular volunteering, I am available as follows (please tick as applicable):									
Monday		Tuesday		Wednesday		Thursday		Friday	
Mornings			Afternoons			All Day			
Please add any additional information about your availability here, including any specific times that you are available:									

Is your application in connection to an educational course? (Yes or No)	
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If you answered 'yes' to the above, please fill out the table below			
Name of educational setting			
Address and Postcode			
Course details			
Qualification		Length of course	
Link tutor		Telephone	

Signature of volunteer	
Date	

Application – Part 2

(Only to be completed by applicants who would like to volunteer on a regular basis)

Please continue to complete this part of the application form if you would like to volunteer on a regular basis – for example, Book Buddies or regularly in a class to support learning.

Once complete, please return this, along with Part 1 and a signed copy of the Volunteer Code of Conduct to the school office.

Additional Information	
Any other names you are or have previously been known by	
Email Address	

Relevant employment and/or volunteering history

Start date	Date of last day	Position held	Reason for leaving	Reference available? ✓ x

Please continue on a separate page if needed.

Relevant training and education

Start date	Date of last day	Name of provider	Subject	Level	Grade	Date awarded

Please continue on a separate page if needed.

References

All regular volunteer applicants must give two recent and relevant references – the first of which must be from your current or most recent employer or organisation you volunteered for. References from friends, schools and/or colleges will only be accepted where candidates are applying straight from full-time education, or where candidates are able to provide an acceptable reason why a previous employer cannot be contacted. Please ensure all the contact details you have specified are correct and inform the referees you select that the school will contact them. The address information the school requires relates to the referee's work address, where applicable

Referee 1

Name of referee	
Relationship to candidate	
Telephone number	
Email address	
Address	
Postcode	

Referee 2

Name of referee	
Relationship to candidate	
Telephone number	
Email address	
Address	
Postcode	

Criminal offences

As this volunteer role involves working with children, it is exempt from the Rehabilitation of Offenders Act 1974 – this means that you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order state that certain 'spent' convictions and cautions are 'protected' and are therefore not subject to disclosure to employers and cannot be taken into account.

In addition to abiding by the Rehabilitation of Offenders Act 1974, all volunteers who work in 'regulated activity' with pupils will require an enhanced Disclosure and Barring Service (DBS) check.

In accordance with the Department for Education's 'Keeping children safe in education', a volunteer is considered to be engaging in regulated activity if they:

- Will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children.
- Will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children.
- Engage in intimate or personal care or overnight activity, even if this happens only once.

With the above in mind, please answer the following questions honestly – false statements or withholding information will result in one of the following actions being taken:

- Your application will be taken no further
- An offer of employment will be withdrawn
- Disciplinary action leading to dismissal if you have already started volunteering with the school

Do you have any previous spent or unspent criminal convictions to declare in relation to the information above?

Yes ☐No ☐

Have you ever been disqualified from working with children?

Yes ☐No ☐

If you answered yes to either of these questions, please give details below:

Supporting statement

Please include any skills or experience that you bring to the role and explain your motivations for wanting to work with children or young people. Outline what you want to achieve from volunteering.

Declaration

By signing this form, I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form could result in my application for a volunteer role being rejected or terminated. I agree that the information I give you in connection with this application may be stored and processed for the purpose of personnel management.

Signed	
Date	