



## **Title of Policy: Volunteers**

### **Subtext (if applicable):**

Member of leadership team with lead responsibility for oversight and update of policy	DIL
Approved at SLT	June 2016
Approved at Governing Body	July 2016
Policy review cycle	Bi-annually
Policy review date	July 2018

## **Introduction**

The school believes it can benefit greatly from developing well planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis.

The school believes that volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching and non-teaching staff in a variety of aspects of school life. However, the school believes strongly that in Key Stages 3-5, delivery of the curriculum is the responsibility of teaching staff, supported by suitably trained, employed non-teaching staff. Therefore, this policy does not in any way dilute the school's commitment to this belief.

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of students, without encroaching on the professional teaching responsibilities of the teacher.

## **Aim**

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

## **Categories of Volunteers**

Volunteers could include any of the following (this list is not exhaustive):

- Members of the Governing Body
- Parents, carers, guardians, elder siblings or Grandparents of Pupils
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Local residents
- Members of the Parents' Liaison Committee and Association
- Volunteer drivers for trips or sporting fixtures
- Staff family members

## **Types of Activities**

Activities in which volunteers may be engaged in could include any of the following:

- Accompanying school visits
- Escorting children on local walks
- Running or assisting with a before or after school club
- Social activities such as running a disco
- Fund raising activities such as running a cake stall or Summer Fayre

## **Becoming a Volunteer**

Anyone wishing to work as a volunteer should request a Volunteer Application Pack from the School Business Manager. This should be completed and returned with the necessary original Identity documents to facilitate an Enhanced DBS check (excluding a Barred List check) and for two references to be sought.

When two satisfactory references and an Enhanced DBS check have been received by the school, a member of the Senior Leadership Team will interview the potential volunteer. A day and time will be agreed and the applicant will be expected to sign a confidentiality agreement as well as other documents (detailed under 'school expectations').

An entry will be made on the school's Single Central Record and a file maintained with the confidential details of the volunteer which will be retained by school for 7 years after the volunteer resigns from their volunteering responsibilities.

The exceptions to this are:

- Work Experience Students or University Placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at school. The student will be expected to sign a confidentiality agreement and will not be placed in a class with any family connection.
- One-off volunteers i.e. assisting with a school walk, a fund raising event or a school visit will not require a DBS check but the volunteer will remain under the continuous supervision of a member of staff undertaking a regulated activity, usually the class teacher. Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care (as directed in the Educational Visits Policy).

Volunteers subject only to an Enhanced DBS check will never be left in sole charge of a student. In the event that this might occur, a full DBS check including a Barred List is required. Guidance received from the Warwickshire DBS Service (June 2016) confirms that if the volunteers are not in a regulated activity (deemed to be in sole charge of a child) but still have contact with children they could have an Enhanced DBS check but no barred list check.

If there is any doubt as to the level of checks required, a decision should be sought from the School Business Manager who will refer to the Warwickshire DBS Service for guidance.

## **Safeguarding Induction**

All volunteers must undertake a short safeguarding induction to include health and safety before commencing their voluntary role.

## **Information on the Role of a Volunteer**

All volunteers should have access to this policy and the school's Volunteer Guide which includes important information about the day to day routines of the school, a site map and advice on protocol and practices in school.

Volunteers should also have access to the following policies.

- Health and Safety Policy
- Confidentiality Policy
- Data Protection Policy
- Safeguarding & Child Protection Policy
- Code of Conduct Policy
- Equal Opportunity Policies
- Behaviour Policy
- ICT Acceptable Use Policy
- Safer Employment Policy

### **School Values**

All adults who work in school are expected to work and behave in such a way as to promote our school mission statement and values.