



Volunteers in School Policy

Berkeley Primary School

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Berkeley Primary School Volunteers in School Policy



1 Purpose

1.1 This policy sets out the procedure we will follow when deploying volunteers at Berkeley Primary School.

1.2 A volunteer is a person who offers time to help in school on an unpaid basis, this includes school governors.

1.3 Volunteers offer a diverse, broad range of experiences and skills which can be drawn upon and developed to have a positive impact on a range of school activities.

2 Applicability

2.1 This policy and procedure apply to all voluntary workers engaged by the school.

2.2 They do not apply to work placements or secondments, including placements of school-age children.

2.3 It is the responsibility of each employee and volunteer to familiarise themselves with and adhere to this policy and procedure.

3 Policy

3.1 The school recognises the importance of ensuring that volunteers are involved in appropriate activities with suitable checks and safeguarding measures put in place.

3.2 The school also recognises its duty of care to volunteers and the importance of ensuring that appropriate health and safety measures are implemented.

3.3 Volunteers are not employees of the school and therefore do not benefit from any of the terms and conditions of employment, such as payment for work, paid holidays or paid sick leave.

3.4 Volunteers will not be used to replace staff or to do work that should be undertaken by paid staff.

3.5 If the volunteer has a child in the school, the volunteer will not be placed in their own child's class on a regular basis. They may be allocated to their child's class in the case of an occasional school trip or event.

3.6 Volunteers are included in the school's current insurance arrangements for public liability and personal accident.

4 Implementation

4.1 This policy is supported and implemented by the procedure for engaging volunteers (see Section 6 below).

5 Roles and responsibilities

5.1 The Governing Body is responsible for reviewing this policy and procedure in line with changes to legislation and codes of practice.

5.2 The Headteacher is responsible for:

- ensuring that volunteer roles are clearly defined and that volunteers are not used to replace paid staff or to do work that should be undertaken by paid staff
- ensuring adherence to pre-engagement processes, particularly appropriate pre-engagement checks, and ensuring equality of opportunity for prospective volunteers
- ensuring that volunteers receive suitable and sufficient induction, including appropriate safeguarding induction, health and safety instruction (Appendices 5 and 6), gaining an understanding of relevant policies and procedures and ensuring that volunteers are sufficiently skilled to undertake the tasks required (Appendices 5 and 6).
- ensuring that volunteers receive appropriate information, support, guidance and equipment and, where appropriate, have access to relevant training, meetings and/or development opportunities
- confirming the details of longer term voluntary placement to the volunteer in writing



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- maintaining records of volunteers, including records of work undertaken (see Volunteer Record template – Appendix 2) and copies of volunteer agreements (Appendix 1)
- ensuring all volunteers complete the application form and we have two suitable references

Volunteers are responsible for:

- bringing original documentation into the school as required as part of the induction process (e.g. DBS certificate and a form of photo ID) to show the inductor
- adhering to relevant policies and procedures, including safeguarding, health, safety and welfare, equality and diversity, code of conduct and data protection legislation
- complying with the school's guidelines and instructions
- ensuring that the privacy, property and confidentiality of others are respected.
- fulfilling the commitment that they have made to undertake voluntary work as fully as possible and for informing a designated contact where unable to do so
- reporting any concerns to the class teacher or Safeguarding Team, as appropriate and in accordance with school policy
- providing all details requested in App 4 (including 2 references)

6 Procedure for engaging all volunteers

6.1 The inductor, together with the class teacher, should assess the tasks that the volunteer will be required to perform, what supervision will be available and whether the volunteer will be undertaking 'regulated activity' with children, as defined by the Disclosure and Barring Service.

6.2 Where regulated activity will be undertaken a DBS check should be carried out and ID checked. This must be done prior to volunteer starting their role. See section 8 below.

6.3 The Headteacher must ensure that volunteers are given an appropriate induction and other relevant training **before** their role begins. In deciding what is appropriate the Headteacher should consider the length of time the volunteer will be volunteering, the type of activities they will be undertaking and the amount of supervision they will be given.

Where the period of volunteering is very short and a full induction is not practical the Headteacher must ensure that measures are put in place to protect the health and safety of the volunteer, pupils, employees, others within the school and the public and to ensure that other practices and procedures relevant to the volunteer work are complied with.

6.4 The Headteacher should ensure that appropriate support and supervision is available.

6.5 The volunteer's details and the date and details of voluntary work undertaken should be recorded on the school's volunteer record, and where appropriate on the school's single central record (see section nine for further details).

7 Additional requirements for engaging volunteers for longer term activities or projects

7.1 Where the school needs to engage volunteers for longer than a one off activity (i.e. for more than helping out with a school trip) the Headteacher should draw up a role description. An example role description is included as appendix three.

7.2 The school should undertake a Disclosure and Barring Service check where the volunteer will engage in 'regulated activity'.

7.3 The school will obtain 2 references and check their validity.

7.4 Volunteers should not commence their functions in school until these checks have been received and are satisfactory.

7.5 The school should provide successful volunteer applicants with a copy of the volunteer agreement (see Appendix 1) and keep a signed copy on file.

7.6 The volunteer must have an induction prior to starting their role, which covers all elements list below, including safeguarding training.

7.7 The class teacher should plan on-going supervision and support for each volunteer, as appropriate.



8 DBS checks

8.1 Where a volunteer will be engaged in regulated activity a DBS check must be carried out. We will carry out a DBS for all volunteers.

8.2 This means that DBS disclosures should be sought for volunteers who regularly assist with children (if over the age of 16). The key to making a decision about whether a volunteer should be DBS checked is whether they will have regular unsupervised contact with children, this **would** include where volunteers are helping in the classroom where they inevitably will not be in full view of the teacher at every moment. Full details can be found on the DBS website <https://www.gov.uk/disclosure-barring-service-check/overview>

8.3 At Berkeley Primary School, volunteers will not have unsupervised contact with children but all volunteers will have to have a DBS.

8.4 School governors are covered by the same requirements as other volunteers with respect to DBS checks.

8.5 The DBS sends the certificate to the potential volunteer. The school will receive an email stating either: · The check is complete with 'no content' which means that the check is clear, or · The check is complete 'with content' which means that the check is not clear.

8.6 If the check is clear the volunteer must bring in the original disclosure certificate and complete our induction, then they will be able to start their role.

8.7 If the check has 'content' the potential volunteer should be asked to bring in the original certificate as soon as possible to the Headteacher who will make a decision.

8.8 Volunteers (including Governors) must have a DBS check renewed every 3 years from the date of their original DBS. The Business Manager will ensure this.

9 Maintaining records of volunteers

9.1 The business manager should maintain records of volunteers, including their references.

9.2 Details of all volunteers selected for volunteering within the school should be recorded on the Volunteer Record spreadsheet (see Appendix 2), including those who help on a "one off" basis on a school trip.

9.3 Details of volunteers in regular contact with children should also be entered onto the single central record of pre-engagement checks for inspection by Ofsted.



Appendix 1

Volunteer Agreement

Volunteers are an important and valued part of our school. We hope that you enjoy volunteering with us and feel a full part of our school. This agreement tells you in brief what you can expect from our school and what the school would like from you.

Berkeley Primary school will:

- Introduce you to how our school works and your role in it
- Provide you with training to enable you to undertake the role
- Consult with you and keep you informed of changes that affect you
- Provide you with a safe workplace and ensure that you have a basic understanding of health and safety issues
- Treat you with dignity and respect
- Cover you under our Public Liability Policy

While you are carrying out your volunteer duties you will:

- Undertake the voluntary role outlined in the Volunteer Role Description and give as much warning as possible where unable to attend as arranged
- Follow our school's rules and procedures, including health and safety, confidentiality, child protection and safeguarding, code of conduct and equality and diversity.
- Work in a way that promotes the safety and wellbeing of children and young people.

Note: this agreement does not constitute a legally binding contract of employment
I accept the voluntary role, as outlined in the Role Description, and confirm I am fit to undertake the duties as described.

Signed (Volunteer)

Date

Print name

Signed (School representative)

Date

Print name



Appendix 2

Volunteer Record Template (To be created as an Excel spreadsheet)

[illegible]



Appendix 3

Sample Volunteer Role Description

Berkeley Primary School
Contact telephone number: 01724 867065
Description of the role: To provide general support to learners in a Primary school classroom
Disclosure and barring service check requirement. NB all volunteers in school undertaking regulated activity in schools must be checked.
Additional checks: volunteers are accepted in school subject to receipt of two satisfactory reference <u>before commencement</u>.
Supervised contact: Volunteers should always be supervised when with children.
Location: Berkeley Primary School, Marsden Drive, Scunthorpe, North Lincolnshire, DN15 8AH
Named contact: [NAME AND CONTACT DETAILS TO BE INSERTED]



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Appendix 4

Volunteer Application Form

Name	
Address	
Telephone	Home:
	Work:
	Mobile:
Email	
Next of kin contact <i>(please state relationship)</i>	
Address <i>(if different from above)</i>	
Training, qualifications, skills and experience <i>Please state any training, qualifications, skills and/ experience you have which would help in your role as a volunteer (attach an extra sheet if you wish)</i>	



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Please give two contacts who will act as a referee for you.

Reference 1	
Title	
Name	
Address	
Telephone	
Email Address	
Relationship	
Reference 2	
Title	
Name	
Address	
Telephone	
Email Address	
Relationship	
Signed	
Date	

Berkeley Primary School is committed to safeguarding and promoting the welfare of children and expect all volunteers to share this commitment. Any offer of a volunteer post at our school will be subject to receipt of a satisfactory Enhanced Disclosure from the Disclosure and Barring Service.



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Appendix 5

Induction Checklist

Company: Berkeley Primary School

Name: _____

School/College Student ☐	Teacher Trainee ☐	Supply Staff ☐	Volunteer ☐
Name of School/College	Name of College/University	Name of Agency	

Emergency Contact details if taken ill in school: _____

Dates in school: _____ Class / Area assigned to: _____

INDUCTION	DATE COMPLETED:
DBS CLEARANCE SEEN FOR OVER 16 (under 16 not necessary) State type of Photo ID Seen: _____	DBS No. Issue Date:
Risk Assessment to be read and signed (if under 16 to be taken home and signed by parent/carer)	Attached ☐ Waiting for ☐
Senior Management Team. Headteacher: Anna Cvijetic Deputy Headteacher: Wendy Howlett Assistant Headteachers: Bruce Spencer / Rachel Jones / Helen Earl Business Manager: Joanne Vincent	
Keeping Children Safe. Refer to Policy and KCSIE part 1. No inappropriate handling of children, not to be left alone with a child. DSO Anna / Wendy. Any concerns to be reported to SLT / class teacher / any other teacher/ Family Support Workers. Behaviour management – read policy, refer issues to the teacher, don't attempt to deal with yourself. Safeguarding Training to be arranged.	Date Safeguarding training completed:
Code of Conduct- read and sign to say it has been read.	
Reporting of Accidents- To be reported and recorded to Jackie Smith (main First Aider in school). Lots of staff first aid trained around school. Infant Building- First Aid bags/ Inhalers kept at entrances to playgrounds. Junior Building- First Aid bags at each year group/ Inhalers kept at the main office.	
Health and Safety – refer to policy. Keep safety of everyone (children and adults) in mind at all times. Everyone's responsibility	
Evacuation Procedure – look at the maps on the walls detailing exits for the room(s) working in. Assembly points – infants the field; juniors the playground. Be aware of where the fire exits are and how to raise the alarm (red boxes on walls).	
Security – sign in, wear a sticker, sign out. Do not let anyone through the doors who hasn't signed in at the main school front desk / isn't wearing a badge.	
Domestic/Lunch arrangements. Under 16s must have a signed parent/carer permission slip if wanting to leave premises.	Attached ☐ Waiting for ☐
Sickness/Absence Reporting- Contact Wendy Howlett or school office.	
Confidentiality – do not discuss any information regarding pupils or staff outside of school. The teacher will keep parents informed of their child's needs.	
Mobile Phones to be switched off/on silent during lessons and not checked or taken out, no photographs must be taken.	
Appropriate Dress: smart casual, closed shoes, no low tops, no cropped tops, no mini skirts.	
Tour of Building	

Signature of Induction Leader _____ Signature of person being inducted _____



Appendix 6

Risk Assessment

POTENTIAL ACTIVITIES/AREA

A SUITABILITY OF SITE

The placement will involve working indoors but may also include supervision of children in the playground. This will be alongside the teacher in charge.

The site itself is a safe environment for working with children, but if there is any maintenance work taking place either inside or outside, you are asked to observe safety markers/barriers. Don't leave out cutting equipment e.g., craft knives, strimmers etc. In particular, do not leave items on the floor where adults or children could trip. If you see a safety hazard bring this to the attention of a teacher immediately.

B EMERGENCY EQUIPMENT AND PROCEDURE

Procedures for emergency situations or fires are displayed on all notice boards and classroom doors. NEVER lift heavy equipment on your own and always remember to lift objects with bent knees and a straight back. NEVER stand on tables or chairs. Seek support from the caretaker to access higher areas. First aid should NOT be administered other than by those named i.e. teaching assistants, senior lunchtime supervisor at lunchtimes and the administrative assistants in the office. Plastic gloves are available in carrier bags at all entrances. Never attend a child who is bleeding without wearing protective gloves. ALWAYS SEEK THE ASSISTANCE OF A MEMBER OF STAFF, NO MATTER HOW SMALL THE INCIDENT. Report any injury you may sustain at school to Jackie Smith in the main school office.

C CLOTHING

Sensible flat shoes are requested to be worn. A suitable length skirt or trousers (not jeans) should be worn. Protective clothing i.e., apron, old shirt, is recommended during art/craft activities or working with very young children. Midriffs should not be exposed and ensure tops are not low cut or very strappy.

D SUPERVISION

Always ensure a member of staff is present when working with children, taking them to the toilet or playing with them on the playground. You must ensure that you are never alone with a child.

E INFECTIONS

Some infections if caught by a pregnant woman can pose a danger to her unborn baby. Chicken Pox, German Measles (Rubella) Slapped Cheek Disease (Parvovirus) are infections that children regularly catch. If you suspect that you are pregnant these infections can cause harm to an unborn child in the first 20 weeks or very late in pregnancy. If you suspect, or know, you are pregnant you should discuss this with your GP. Until you have taken advice for your own health and safety we suggest you do not come in to school.

Please sign below and return to school to confirm you have read the risk assessment.

Print name _____ Date _____

I am over 16 and have read the risk assessment (signature) _____

The student is under 16

I am the parent/guardian of _____ (student's name) and I have read the risk assessment.

(please delete as applicable)

I give / do not give permission for him/her to leave the premises during the lunch break. I understand I must take full responsibility for the safety of my child during this time.

Signed _____ Print name _____ Date _____