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St Mary's

Church of England Primary School

VOLUNTEERS POLICY 2022

VISION

At St Mary's, inspired by Christian values, we are excited by our learning, proud of our achievements, determined to be the best we can be and caring of all of God's creation'.

VISION IN CHILD SPEAK

Inspired by Christian values, I am excited about my learning, proud of my achievements, determined to be the best I can be and caring of all of God's creation.

MISSION

- Through excellent teaching we will deliver an inspirational curriculum
- We will enable every child to make the very best progress
- We will work in partnership with children and families to further promote confidence and self esteem
- We will prepare children to confidently face the challenges of growing up in the 21st Century
- We will provide children with an understanding of local, national and global communities and faiths
- With St Mary's Church, Brookside Methodist, and other local churches we will further develop understanding of gospel values in action through worship and across the curriculum

Safeguarding Statement of Intent

St Mary's Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services to the school. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying. St Mary's Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people through the rigorous application of Safer Recruitment processes. All applications for staff positions in the school are thoroughly vetted in accordance with policy. DBS checks are undertaken for all staff and for volunteers who work on a regular basis in school.

1. Definition of a volunteer

Volunteers can be divided into 2 groups, either 'occasional' or 'regular'.

- **Occasional** can be defined as volunteers or parents who only accompany staff and children on one off outings or trips that do not involve over-night stays, or who only help at specific one-off events e.g. a sports day, school fete. It would be expected that occasional volunteers would be supervised by a 'regulated' member of staff e.g. teacher and would not be left unsupervised.
- **Regular** volunteers can be defined as those who help 3 or more times in a 30-day period, once a month or more or on an overnight stay. If regular volunteers are unsupervised the school will require an enhanced DBS certificate with barred list check (See appendix 1).

2. Recruitment of volunteers

- A volunteer risk assessment is completed once an individual declares an interest in volunteering at St Mary's. See appendix 2.
- Occasional volunteers would usually be parents or carers who come in to help on a one off outing or occasion and would not be recruited as such to the position of volunteer. They would not be required to go through a recruitment process including the taking up of DBS checks. This would be at the Head teacher's discretion and where there are known concerns about a parent or other occasional volunteer it would be at the Head teacher's discretion not to engage this person as an occasional volunteer.
- Regular volunteers would be in a position of trust within the school and even where they are not left unsupervised with children, should always go through a recruitment process. The school should also take into consideration any knowledge they have of the person in their relationship with the school as a parent, grand-parent, previous employee, governor, committee member etc. when deciding if this person will be trustworthy and make a valuable contribution to the school in the capacity of volunteer.

The recruitment process should include

- DBS checks for all and a barred list check where volunteers have unsupervised access to children and young people.
- Informal Interview with Deputy Head teacher or nominated senior member of staff to include discussion about previous work or contact with children, safeguarding and advise of the school's safeguarding policy, confidentiality, being in a position of trust, any transferable risks
- 2 references (one of which should, where possible, relate to involvement with children/young people) This should relate to recent paid work or volunteering wherever possible including the last known employer
- Completion of a volunteer recruitment form which includes personal details, background, skills, types of activities they would like to help in, times they are available.
- Where volunteers have been recruited by another organisation and work in an educational establishment, e.g. sports coaches from a local club or early-years activity provider, the establishment should obtain assurance from that organisation that the person has been properly vetted and has the correct level of DBS required for their role.

3. Recruitment and Disclosure and Barring Service (DBS) check

DBS Checks are checks carried out to identify whether or not individuals working in an unsupervised activity with children are suitable to do so. This is because it is known that a small minority of people use this route to gain the confidence of children before causing them harm.

See Appendix 1 for KCSIE guidance.

Volunteers will be asked to complete a childcare disqualification declaration.

Having a criminal record does not automatically prevent an individual from being a volunteer. The Head teacher and Governing Body would consider the details of the criminal record and balance this against the activities the individual is to undertake. Advice may be required from HR services in order to make this decision.

If a volunteer commits a criminal offence during their time as a volunteer, they must disclose this to the Head teacher in the same way that any employed member of staff should. The Head teacher will assess whether it is acceptable to continue with the volunteering role, whether the activities should be changed, or whether it is the best interests for all concerned to no longer act as a volunteer. HR advice may be required.

4. Information for volunteers

As part of an induction process volunteers should be given verbal and written information about the school. This would include;

- Volunteer agreement with terms and conditions to sign which would include confidentiality
- School expectations of volunteers
- What a volunteer can expect from the school
- School vision, aims and values
- Health and safety issues e.g. what to do if there is a fire, Lock down procedures, site/premises security, access to staff room, other staff areas, hot drinks on site,
- Code of conduct (including staff behaviour codes) etc. e.g. polite, courteous, self-discipline, respectful, being an appropriate role model, language, dress, rules around smoking, use of mobile phone, alcohol and illegal substances
- Child protection and Safeguarding policy, practices and responsibilities including the Prevent agenda, this could be 'signed up to' as evidence that the policy has been read and will be complied with.
- Keeping Children Safe in Education part 1 (including Annex A & C)
- School Behaviour policy and Anti bullying policy
- Internet/ On-line Safety Policy and Acceptable User Policy (where appropriate)
- Guidance for safer working practice for adults who work with children and young people
- Explain the DBS requirements, that regular volunteering is subject to satisfactory clearance and the expectation that once cleared the volunteer will advise the Head teacher/line manager if their position changes e.g. if they commit an offence

5. Safeguarding issues

- Volunteers should be supervised by a designated member of staff. They should be working in a setting where there is always a paid member of staff present. Even where DBS checks have been undertaken, volunteers should not be left unsupervised for long periods.
- Occasional volunteers should never be left unsupervised, would not take children to the toilet or be left in charge of a small group of children on an outing away from teacher/teaching assistant/staff member supervision.

- Volunteers must be advised about physical contact with children in the same way as employed staff.
- Volunteers should use the staff toilets and staff room for any breaks rather than using the children's toilets or play areas unless separate toilets are not available.
- Volunteers must be advised that if a child discloses any information relating to potential abuse that they must bring this to the attention of the teacher/designated safeguarding lead immediately.
- All volunteers should be given a basic safeguarding briefing by the Designated Safeguarding Lead. It may also be appropriate for volunteers to attend any staff training sessions on safeguarding.

6. Managing the behaviours of Children

- Volunteers should be made aware of the behaviour management policy of the school.
- Volunteers must be advised that it is not their role to discipline children.
- If a potential discipline situation occurs, even where this involves their own child, they must bring this to the attention of the teacher/staff member to resolve or if it has been dealt with at the time, as soon as possible after the incident.
- They must be advised that they must maintain their composure at all time and if things become difficult, they must immediately inform another member of staff.
- Volunteers should be advised of the anti-bullying policy and bring any situations of conflict or bullying or prejudice to the attention of the teacher/staff member.
- Volunteers are encouraged to reward children using school systems e.g. house points

7. Confidentiality

- Volunteers must be advised that all information about the children and the school in which they are volunteering is confidential and must not be discussed outside of the school or with children, parents or other visitors to the school.
- They should not have access to school's records, children's personal details etc.
- Any information should be shared on a 'need to know' basis e.g. child's medical condition such as diabetes, ADHD where this may affect their behaviour or well-being.
- Volunteers would not usually attend staff meetings but there may be exceptions on a 'need to know' basis.
- The volunteer must not take any notes/files about children outside of the school.
- At no time should volunteers be permitted to take photographs, films or recordings of children unless on school equipment and requested to do so by a regulated member of staff. This equipment must not be taken home by the volunteer.
- Volunteers should be referred to the relevant school policy on the taking, storage and disposal of images of children.
- Volunteers should abide by the school/ setting E-Safety/mobile phone policy.
- Personal mobile phones and other personal hand held electronic devices should not be brought into the classroom.

8. Health and safety issues

- Volunteers must be aware of health and safety policies and procedures that are relevant and be advised how to act in an emergency situation the same as for any other staff member.
- The school must ensure that the appropriate insurances are in place for the volunteer.
- They should be made aware of which staff are first aid trained and of the process when first aid is required rather than undertake any procedure themselves.
- Volunteers should be made aware of any high profile medical conditions for children they are working with which may require immediate intervention e.g. diabetes, epilepsy, allergies and how to respond

- Volunteers must sign in and out of the school. They must also wear a school lanyard indicating that they are volunteers.
- If a school is considering involving a volunteer in an activity where there could be a level of risk to themselves or to a child, a risk assessment must be undertaken as for any other member of staff and health and safety advice sought.

9. Supervision/mentoring/allegations

- A volunteer should know who their 'contact' person is in the school. This person would usually be the supervising class teacher.
- The contact person should be available during their volunteer sessions to provide direct support/supervision. There should also be an opportunity for a regular volunteer to be able to discuss any concerns, their contribution, any training needs etc.
- If there are any concerns about the behaviour of the volunteer, there should be a discussion between the volunteer and their supervisor. This may need to involve advice from a senior member of staff depending on the concern. This discussion must be recorded together with any actions regarding expected change in behaviour. This will then be reviewed. If the unacceptable behaviour continues the offer of the volunteer placement will be withdrawn.
- A volunteer should know who to go to if they have a complaint or grievance, for example where there may be a conflict situation with another member of staff or volunteer. They should also know who to talk with if they have a concern about the behaviour of a member of staff or another volunteer (whistle blowing). This could be the contact person in the first instance, or Head teacher, given the nature of the concern.
- If a complaint or allegation is made against the volunteer, they need to be made aware of how this will be dealt with and offered appropriate support. Any allegation must be referred to a Local Authority Designated Officer (LADO) and treated as for any other member of staff.
- If a volunteer is involved in an incident outside of school/college which did not involve children e.g. domestic abuse but could have an impact on their suitability to work with children, this is known as 'transferable risk'. (see part 4, KCSIE). The school/college will need to consider what triggered these actions and could a child in the school trigger the same reaction, therefore being put at risk. This may need to include the LADO.
- Any necessary training should be made available to the volunteer through negotiation with their contact person e.g. safeguarding.
- For longer term volunteers a review process would be appropriate. However, any safeguarding concerns in relation to the behaviour of the volunteer must be dealt with immediately and not wait for a review period.

10. Contact with children outside of school

- Volunteers must be reminded that they are in a position of trust and that what they see, hear or are involved in whilst at school must be considered as confidential to the establishment.
- Volunteers must be actively discouraged from forming any friendship relationships with children and their families outside of school. Where people are recruited from the local community and they know some of the children, the impact of this should be talked through with the volunteer as part of their supervision.
- The volunteer must not share their personal details such as address, e mail, phone or mobile numbers or engage with pupils/children and young people, or their families, in school on social network sites. The only exceptions to this would be where the volunteer is a relative or family friend of a child/young person. This connection must be made known to the Head teacher.

- If they become aware of a situation of concern about a child from information received in the community, this should be discussed with their contact person or the Head teacher.

11. Outings and off site visits

- These may include occasional volunteers as well as regular volunteers.
- Occasional volunteers, or others who have not had DBS checks, must not be left unsupervised or alone with children at any time.
- There should be a briefing meeting at the start of the outing to ensure that volunteers are clear about the plan for the day, who the team leader is, the children who are their responsibility, any special needs of these children, who to ask for advice, who has the first aid kit, basic road safety advice etc.

I declare that I have read the Volunteer policy and agree to abide to the terms and conditions described.

Name:

Signed:

Date:

Appendix 1

Keeping Children Safe in Education 2021

Volunteers

287. Under no circumstances should a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

288. Whilst volunteers play an important role and are often seen by children as being safe and trustworthy adults, the nature of voluntary roles varies, so schools and colleges should undertake a written risk assessment and use their professional judgement and experience when deciding what checks, if any, are required.

289. The risk assessment should consider:

- the nature of the work with children, especially if it will constitute regulated activity, including the level of supervision (see paragraphs 292-293 about supervision);
- what the establishment 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; and
- whether the role is eligible for a DBS check and, if it is, what level is appropriate.

Details of the risk assessment should be recorded.

When should a DBS with barred list be obtained for volunteers?

290. Schools or colleges should obtain an enhanced DBS check (which should include children's barred list information) for all volunteers who are new to working in regulated activity with children, i.e. where they are unsupervised and teach or look after children regularly, or provide personal care on a one-off basis in schools and colleges.

291. Employers are not legally permitted to request barred list information on a supervised volunteer, as they are not considered to be engaging in regulated activity.

Regulated activity

217. In summary, a person will be engaging in regulated activity with children if, as a result of their work, they:

- will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children;
- will be working on a regular basis in a specified establishment, such as a school, for or in connection with the purposes of the establishment, where the work gives opportunity for contact with children; or
- engage in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

Further details on regulated activity below.

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. HM Government has produced Factual note on regulated activity in relation to children: scope.

Regulated activity includes:

- a. teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children;
- b. work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.

Work under (a) or (b) is regulated activity only if done regularly.⁶⁶ Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes:

c. relevant personal care, or health care provided by or provided under the supervision of a health care professional:

- personal care includes helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability;⁶⁷
- health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

Regulated activity will not be:

- paid work in specified places which is occasional and temporary and does not involve teaching, training; and
- supervised activity which is paid in non-specified settings such as youth clubs, sports clubs etc.

Appendix 2:

Risk Assessment for Volunteers

This risk assessment should be completed when considering whether a person working as a volunteer at the school should be asked to apply for an enhanced DBS certificate.

Name of Person

Is the volunteer in 'Regulated' Activity? Yes or No.....

If 'yes', an enhanced DBS with Barred list check is required.

Is the volunteer not in 'Regulated' Activity? Yes or No.....

If 'no', an enhanced DBS without a Barred list check *may* be obtained

Areas to consider

What is the age group of the pupils that the volunteer will work with?	
Are these pupils regarded as particularly vulnerable?	
How frequently will the volunteer be in school?	
What is the connection of the volunteer to the school?	
What motivates the volunteer to want to work in the school?	
Is the volunteer in paid employment or do they work in a voluntary capacity elsewhere with children?	
Can the volunteer provide two references from someone other than a family member, including a senior person from a place of employment or voluntary service?	

What information does the school already know about the person?	
Has the person's identity been verified?	
Is the person already signed up to the DBS Update Service?	
Has a check been previously completed on the DBS Update Service?	
Is the person aware of any reason why they should not volunteer to work with children?	
Is the school aware of any reason that the person should not work with children?	

Decision

- High Risk** – the person has no previous connection with the school AND cannot provide references from elsewhere.
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school should consider whether the person's uncorroborated background would raise an unacceptable risk.
- Medium Risk** – The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable. There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so, as no enhanced DBS has been seen.
- Low Risk** – The person is signed up to the DBS Update Service and the checks reveal no negative information OR The person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references OR the school knows the person well (eg. may be a former employee)
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, unless the person uses the DBS Update service, the school may decide to obtain a new enhanced DBS.

Decision

- Application for enhanced DBS check is not needed. State reason(s) below:

Application for an enhanced DBS check is needed. State reason(s) below:

Application for an enhanced DBS check and a Barred List check is needed because the person is in Regulated Activity

Headteacher (Print Name)

Headteacher (Signature)

Date