

## Volunteer Policy



*'We can and we will'*  
**GLEBE PRIMARY SCHOOL**

# **VOLUNTEER POLICY AND CODE OF CONDUCT**

## **Mission Statement**

At Glebe Primary School, we believe in an ethos that values the whole child. We strive to enable all children to reach their full potential academically, socially and emotionally.

## **1. Introduction and aims**

The Disclosure and Barring Service defines a volunteer is a person who performs an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), undertaking a role which aims to benefit a school.

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.

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 Glebe volunteer 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 with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the Department for Education (DfE)'s statutory safeguarding guidance, [Keeping Children Safe in Education \(KCSIE\)](#).

## **2. How we use volunteers**

At Glebe Primary School volunteers may:

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

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This is not an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Local residents
- Friends of the school/members of the PTA
- Local clergy

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**

If a person wishes to volunteer at our school, then an email needs to be sent to the office, for the attention of the Assistant Head Teacher or the Deputy Head Teacher.

### **4. Appointment of Volunteers**

Volunteers are appointed by the Assistant Head Teacher or the Deputy Head Teacher.

Appointment and induction of new volunteers can take up to 6 weeks and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

The headteacher reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working 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 work 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

- Conduct enhanced DBS checks with a barred list check on volunteers who:
  - Work 1-on-1 with pupils unsupervised
  - Work with groups of pupils unsupervised
- 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 work the volunteer will be involved in

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- Provide safeguarding training to all volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education
- Require volunteers to agree and adhere to our code of conduct (see appendix 1) and to read and adhere to, the school's policies on:
  - Child protection
  - internet acceptable use
  - Online safety
  - Social Media/ networking
  - Health and safety
  - Whistle-blowing
  - Behaviour
  - Keeping Children safe in Education Part 1
- Ensure that volunteers without an enhanced DBS check are always supervised and are never left alone with pupils
- Undertake a safeguarding risk assessment particularly if the volunteer is undertaking any regulated activities.

Schools must make sure that individuals in a "regulated" activity are not barred from working with children, by carrying out a barred list check through the DBS.

A person is in regulated activity if they regularly (once a week or more often, or on more than 4 days in a 30-day period):

- Work in or for a 'specified place' (see definition below) and have opportunity for contact with children – unless they are a supervised volunteer
- Are unsupervised and:
  - Are responsible for teaching, training, instructing, caring for or supervising children
  - Provide advice or guidance to children on physical, emotional or educational wellbeing
  - Drive a vehicle only for children

Some activities are always considered to be regulated, whether they are supervised or not, and **even if it occurs only once**. These activities include:

- Any of the above activities (except for driving a vehicle) that occur between 2am and 6am and have the opportunity for face-to-face contact with children
- Engaging in intimate or personal care

A person is also in regulated activity if they're:

- Managing or supervising, on a day-to-day basis, someone who is doing an activity that would be 'regulated' if it were unsupervised

The full legal definition of regulated activity is set out in parts 1 to 3 of [schedule 4 of the Safeguarding Vulnerable Groups Act 2006](#). It's summarised in [Keeping Children Safe in Education](#) (paragraph 235 and the following page) and explained in the DfE's factual note on regulated activity in relation to children (the last document [here](#)).

Volunteers in schools, for example, in 'specified places', who are supervised at a reasonable level do not require a DBS Check.

Volunteers in schools who are unsupervised will require a DBS Check with Barred List Check as they are regarded as being in 'regulated activity'.

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The degree of 'supervision' will determine whether a volunteer is in regulated activity and consequently whether a Barred List Check is required. Some factors to take into account include:

- There must be supervision by a person who has an Enhanced DBS Check including a Children's Barred List Check for regulated activity
- The supervision must be regular and day to day. This means that supervision is not, for example, concentrated during the first few weeks and is then reduced. It must take place on an ongoing basis.
- The supervision must be "reasonable in all the circumstances to ensure the protection of children". This may depend on the individual circumstances of each school. Some considerations might include for example the ages and numbers of the children, whether or not other workers are present, the nature of the person's work and opportunity of contact, how vulnerable the children are and how many workers would be supervised by each supervising worker.

### Examples

#### Supervised volunteer

Mr Jones, a new volunteer, helps children with reading at a local school for two mornings a week. Mr Jones is generally based in the classroom, in sight of the teacher. Sometimes Mr Jones takes some of the children to a separate room to listen to them reading, where Mr Jones is supervised by a paid classroom assistant, who is in that room most of the time. The teacher and classroom assistant are in regulated activity.

- A person in Regulated Activity is supervising therefore, Mr Jones is not in Regulated Activity and the school is not entitled to do a Barred List Check for Mr Jones and an enhanced DBS Check is not required. An enhanced DBS check without a barred list check can be obtained if the school wishes.

#### Unsupervised volunteer

Ms O'Connor volunteers at a school on a weekly basis. Every week she takes a group of children into a separate classroom and works closely with the children to produce artwork. Ms O'Connor is left unsupervised with the children for most of the time.

- Ms O'Connor works frequently and is unsupervised therefore, Ms O'Connor is in Regulated Activity, and an enhanced DBS Check with Barred List check is required.

#### Volunteer parent helper

Mr Roberts is a voluntary parent helper. A few times a year he helps out on non-residential school trips. Several teachers will also be attending these trips and will be supervising Mr Roberts. Although Mr Roberts is not expected to be unsupervised, it cannot be guaranteed that a child won't ask Mr Roberts to take him/her, for example, to the toilet.

- A person in Regulated Activity is supervising and Mr Roberts will not be working with children frequently, intensively or overnight, therefore his role is not Regulated Activity. There is no requirement to obtain an enhanced DBS Check and no entitlement for a Barred List Check. The school should instead look at other safeguarding measures during these school trips (such as supervisory arrangements, an induction explaining the school's Code of Conduct, toileting arrangements etc).

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### **Volunteer parent helper - school trip**

Mr Jenkins has offered to help out on his son's school trip to London zoo. It is purely within school hours with no over night stays. Although he has been given a group of children, he is always with a member of staff and will never be unsupervised. This is a once off activity.

- Application forms will not have to be completed for this. This is not a regulated activity therefore DBS checks will not be needed. However, the volunteer code of conduct will still need to be read and followed.

### **Induction and training**

Depending on what the person is volunteering for, different induction training will be available. However, all volunteers will be given safeguarding and child protection training as well as health and safety training.

Volunteers must complete appropriate training prior to beginning work at the school.

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

### **Confidentiality**

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

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

This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our child protection and safeguarding policy and inform the designated safeguarding lead (DSL) or a member of the safeguarding team.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

### **Conduct of Volunteers**

Volunteers must comply with the code of conduct set out in appendix 1 of this policy.

### **Insurance**

Volunteers assisting with school functions are covered by the public liability policy and the level of coverage is £30,000,00.

Volunteers are also covered for personal accidents

### **Data protection and record keeping**

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it.

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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 work at our school

### **Monitoring and review**

This policy has been approved by the governing board and will be reviewed bi-annually.

**Written: November 2024**

**To be reviewed: November 2026**

### Appendix 1: Guidelines

#### **Guidelines for Volunteers Working at Glebe Primary School**

- 1. Before working in our school as a volunteer, a DBS certificate needs to be applied for through the school office. Once a certificate has been issued, please bring the original certificate to the office for us to log on our records.**
2. All volunteers will need to sign in and wear a visitor's badge at all times.
3. If you are a parent and arriving at the beginning of the school day, please let your own child enter school as normal before reporting to the office to sign in. If leaving at the end of the school day, please sign out at the office and collect your child from the playground as per normal, rather than directly from the classroom. Please resist the temptation to interact with your child during the school day.
4. In order to respect the confidentiality of the children, please do not discuss the children's' behaviour or performance out of the classroom.

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5. In order to respect the professionalism of the teacher, please do not discuss the teacher's performance with anyone.
6. Do not repeat **any** conversation heard between professionals at school.
7. Do not disclose **any** information about children to parents.
8. To give staff privacy, we ask that volunteers remain in classes at break times. We ask that you do not go onto the playground or field.
9. Volunteers are very welcome to use the allocated staff toilets.
10. When entering the class, please ask the teacher for instructions regarding your role.
11. If the volunteer is hearing readers, please allow the class teacher to decide the level of reading book.
12. We ask that you dress in an appropriate manner for a school.
13. It is the responsibility of the volunteer to make themselves aware of the health and safety procedures and to be aware of an evacuation route and assembly point in case of fire.
14. Please ensure that mobile phones are switched off at all times.
15. Please keep your handbags and valuables with you at all times. The school will not be responsible for loss or damage of personal property.
16. The school has a reward system in place. You are welcome to use this to reward children. We do ask that you do not reward children with sweets etc. Please ask the class teacher for further details.

**We do greatly appreciate the fact that you have been kind enough to give up your spare time to help the children of our school. We ask that you adhere to the guidelines and act in a professional manner at all times in school.**

**Unfortunately, volunteer helpers who are unable to respect these guidelines will not be able to work in Glebe School in the future.**

**I agree to the above guidelines and will respect them.**

Signed ..... Dated.....

Name .....

Thank you

## Appendix 2: code of conduct for volunteers

### Code of conduct for volunteers

By signing this form, volunteers agree to the following:

#### 1. School rules and policies

- 1.1. Volunteers will follow all school rules and policies, including those on:
  - 1.1.1. Child protection
  - 1.1.2. internet acceptable use
  - 1.1.3. Online safety
  - 1.1.4. Social Media/ networking
  - 1.1.5. Health and safety
  - 1.1.6. Whistle-blowing

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1.1.7. Behaviour

1.1.8. Keeping Children safe in Education Part 1

1.2. Copies of these school policies, will have been sent to you and are also available online or from the school office. It is your responsibility to ensure you have read and understood them. Please sign at the bottom of this code of conduct to confirm that you have.

### 2. Professional conduct

- 2.1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the Assistant Head Teacher or the Deputy Head Teacher.
- 2.2. 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 with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.
- 2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:
  - 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
  - 2.3.2. Refraining from using inappropriate language
  - 2.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values
  - 2.3.4. Behaving in a way that is appropriate for the role they are undertaking
  - 2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute
- 2.4. Volunteers must 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".
- 2.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school and the pupil's parents have consented.
- 2.6. Parent volunteers with children at the school must 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.
- 2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

### 3. Safeguarding

- 3.1. 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.
- 3.2. 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 a member of the safeguarding team. The DSL is Melanie Penney and Hannah Imane, Jenny Griffiths, Clare Sheldon, Jerushia Connolly and Joe Dwyer are all part of the safeguarding team.
- 3.3. 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.
- 3.4. 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:

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3.4.1.Exchanging contact information

3.4.2.Making contact with pupils outside of school, including on social media

3.4.3.Arranging to meet pupils outside of school

3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor and this is only on a school ipad.

### 4. Health and safety

4.1. 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.

4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.

4.3. 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

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

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

X

\_\_\_\_\_  
Volunteer name (please print)

X

\_\_\_\_\_  
Volunteer signature

X

\_\_\_\_\_  
Date