

# Volunteer Policy



Date: Feb 2023

Review date: Feb 2026

**This policy supports our school visions of:**



**'Excellence, enjoyment and engagement', as well as our well-being vision: *to be encouraged, to thrive and to commit to the wellbeing of our community.***



**A safe and happy learning community where everyone is supported and motivated to reach their full potential.**

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## 1. Introduction and aims

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 Corpusty and Foulsham Primary School 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 Corpusty and Foulsham Primary School volunteers may:

- Hear children read
- Accompany school visits, including sporting events
- Work with children during Forest School
- Work with individual children or small groups within the classroom under the direct supervision of a member of school staff
- Support in the school environment such as keeping the library tidy or gardening.

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents/carers
- Former pupils
- Students on work experience
- Local residents
- Friends of the school

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

- By emailing the school office or speaking to the headteacher or assistant head teacher to discuss your interest in volunteering.
- Completing an application form (see appendix 1).

### 4. Appointment of volunteers

Volunteers are appointed by the headteacher.

Appointment and induction of new volunteers can take 6 weeks and is dependent on a number of factors including a completed DBS, attendance at all induction meetings with the headteacher or assistant head, the school receiving references, as well as availability of a vacancy.

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.

### 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 will:

- Conduct enhanced DBS checks with a barred list check on all volunteers (DBS certificates from other organisations will not be accepted)
- 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
- Require two references from previous employment or volunteering. Where these are not available, a risk assessment will be completed to determine the suitability of the candidate for the specific volunteering role
- 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 2) and to read, and adhere to, the school's policies on:
  - Safeguarding

- Use of mobile phones
- ICT and internet acceptable use
- Online safety
- Behaviour

## 6. Induction and training

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

Training requirements will be determined by the headteacher.

**All volunteers** must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

## 7. 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 school.

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 Safeguarding Policy and inform the designated safeguarding lead (DSL).

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

## 8. Conduct of volunteers

Volunteers must comply with the code of conduct set out in appendix 2 of this policy.

## 9. Data protection and record keeping

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

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

## 10. Monitoring and review

This policy has been approved by the governing board and will be reviewed regularly.

## 11. Links to other policies

This volunteering policy is linked to our:

- Child protection policy and procedures

## Appendix 1: volunteer application form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

### DATA PROTECTION NOTICE

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations

You'll find more information on how we use your personal data in our privacy notice.

### PERSONAL DETAILS

<b>Name:</b>	
<b>Date of birth:</b>	
<b>Gender:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	
<b>Home address:</b>	

### DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

Corpusty and Foulsham Primary School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school's privacy notice.

AVAILABILITY					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
How many hours per week/month can you volunteer?					
Can you commit to at least 1 term?					
I would like to volunteer for accompanying groups to sporting events which do not happen weekly. I could commit to attending at least three of these per term.					

EXPERIENCE AND QUALIFICATIONS
Do you have experience working as a volunteer or in employment with children? If yes, please include details in the box below.
Why would you like to volunteer at our school?

**EXPERIENCE AND QUALIFICATIONS**

**Do you have any particular skills, employment experience or hobbies which you think would help you to be an effective volunteer?**

**Do you have any relevant qualifications?**

## REFERENCES

Your placement as a volunteer will be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues)

<b>Name:</b>	<b>Name:</b>
<b>Relationship to you:</b>	<b>Relationship to you:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone number:</b>	<b>Telephone number:</b>
<b>Email address:</b>	<b>Email address:</b>

## DISABILITY AND ACCESSIBILITY

The school is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

## 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. Data protection

1.1.3. Health and safety

1.1.4. Equality

1.1.5. Whistle-blowing

1.1.6. Behaviour

1.2. Copies of the school policies are available online or from the school office

#### 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 or headteacher.

- 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 favors 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 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 immediately to a member of staff at the school (the class teacher or a teaching assistant). The school designated safeguarding leads (DSL) are Mrs Bourner and Mrs Lound.
- 3.3. Volunteers should refrain from physical contact with pupils.
- 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:
  - 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.
- 3.6. Volunteers must leave mobile phones and smart watches in staff lockers provided or the school office.

### 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 absolute 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

Appendix 3 'I'm really interested- what next?'

Step 1: Volunteer makes contact with school office

Step 2: Volunteer policy shared with applicant

Step 3: Application made from volunteer

Step 4: References sought for volunteer

Step 5: Discussion with Headteacher or Deputy Headteacher with regards to suitability of application and vacancy

Step 5: DBS checks completed

Step 6: Safeguarding training completed by volunteer

Step 7: Code of Conduct signed by Volunteer and meeting with Headteacher or Deputy Headteacher

Step \*: If vacancy is available at the time, volunteering to commence