



## Volunteers Policy

**Date issued: March 2017**  
**Ratified by the Trust Board:**  
**Review Date: March 2018**

Other related academy policies that support this Volunteers Policy include:- Child Protection, E-Safety, Safer Recruitment, Staff Code of Conduct & Whistle Blowing.

Volunteers at HCAT Schools bring with them a range of skills and experience that can enhance the learning opportunities of children. We welcome and encourage volunteers from the Local Community. A volunteer is an unpaid adult who provides support to a School.

**The types of activities that volunteers are engaged in might include:**

- hearing children read
- working with small groups of children
- working with individual children
- undertaking arts and craft activities with children
- supporting teachers to run after-school clubs
- working with children on the computer
- accompanying school visits.

**Becoming a Volunteer**

Anyone wishing to become a volunteer, either for a one-off event or on a more regular basis should approach their child's class teacher or the school office.

Volunteers will be asked to complete an application form (Appendix 1) which requires two character referees to be given. An Induction Meeting with the School Business Manager will also be held prior to the volunteer starting to work with the children.

Before starting in School and to ensure the safety of all our pupils at all times, volunteers may require a DBS check dependant on supervision arrangements. In addition any volunteers working with children 5 years or under during the school day will be asked to complete a childcare disqualification declaration.

On your first day at school all volunteers will have to complete an Induction Programme with the School Business Manager and will be provided with relevant policies:

- E-safety Policy
- HCAT code of conduct
- Behaviour Policy
- Child Protection Policy

**Confidentiality**

Volunteers in School are bound by our Confidentiality Policy. All staff members, voluntary helpers and visitors should be aware that information relating to individual children or members of staff is totally confidential. Whilst in School, volunteers may hear conversations which are of a confidential nature. These cover aspects such as children's academic progress, misbehaviour, or home circumstances. All information relating to individual children and staff is totally confidential and volunteers must respect this.

**Issues affecting children:**

Any concerns that volunteers have about the children they work with/come into contact with should be shared with the class teacher and NOT with the parents of the child or any persons outside School. These comments, particularly if taken out of context, can cause distress to the parents of the child if not heard directly from the School. A situation may arise in School, where the duty to the child is greater than that to the parent.

**Issues affecting adults in School:**

All adults in our School can expect their personal and health issues to remain confidential unless:

- it impinges on their terms of contract;
- it endangers pupils or other members of staff;
- there is a legal obligation to disclose such information;
- it is necessary for legal proceedings;
- despite the duty of confidence the staff member's interest or the wider public interest justifies disclosure.

Volunteers who are concerned about anything another adult in the School does or says should raise the matter with the Senior Leadership Team.

### **Child Protection**

If a child discloses something, this information should be shared promptly with the child's teacher or Child Protection Co-ordinator. We cannot offer unconditional confidentiality when a child discloses something; however reassurance can be given that the best interest of the child will be maintained.

### **Supervision**

All volunteers work under the supervision of the class teacher to which they are assigned.

Although teachers retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

### **Health and Safety**

All Schools have a Health and Safety Policy which is available on request. Class teachers should ensure that volunteers are clear about emergency procedures (eg fire evacuation) and about any safety aspects associated with a particular task (eg using cookery equipment). If a volunteer attends a School trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher, Senior Leadership Team.

### **Complaints Procedure**

Any complaints made about a volunteer or by a volunteer will be referred to the Senior Leadership Team for investigation.

The School has the right to take the following actions:

- speak with the volunteer about a breach in the volunteer agreement;
- offer an alternative placement for a volunteer;
- inform the volunteer that they are no longer required to help within School.



The school would like to know what you want to gain from volunteering at our school.

Please give the names and address of two local independent references (**not family**) we can contact to verify the information you have supplied, one of who can comment on your experience of working with young people.

**1<sup>st</sup> Reference**

Name:

How do you know this person?

Address:

**2<sup>nd</sup> Reference**

Name:

How do you know this person?

Address:

Telephone No:

Telephone No:

**Declaration:**

Have you ever been convicted of a criminal offence or been the subject of a Caution or of a Bound over Order?

**YES/NO** – If yes, please state the nature and date(s) of the offence(s)

Is there any other information that we should know about that might preclude us from offering your employment with us?

**YES/NO** – if yes, please state below or on a separate sheet:

Name:

Signature:

Date:

**Appendix 2**

**CONFIDENTIAL  
Volunteer Reference Request**

Name:

Address:

The above person has expressed an interest in working at an HCAT Primary School and has given your name as a referee in accordance with our Child Protection Policy. If you are happy to complete this reference, all the information contained on the form will remain absolutely confidential, and will only be shared with the organisation's senior staff as and when required. We would appreciate your being extremely candid in your evaluation of this person.

How long have you known this person?

In what capacity?

What attributes does this person have which would make them suitable to work in this school?

How would you describe their personality?

Please comment on this person's experience of working with children and young people, and comment on their suitability for this work.

This post involves substantial access to children and young people. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children or young people

Please answer **YES/NO** – if you have answered **YES** or if for any reason we feel a need to, we will contact you in confidence.

Signed:

Print Name:

Telephone:

Thank you for your assistance.

### **Appendix 3**

#### **VOLUNTEER ASSESSMENT FORM – DBS**

On the 10<sup>th</sup> September 2012, a number of legislative changes were made to the Disclosure and Barring Service. A decision was made that from this date schools would be no longer permitted to have blanket policies in place whereby all volunteers are checked against the Children's Barred List.

Schools need to establish whether a volunteer is eligible for a Children's Barred List check by assessing the level of supervision they will receive whilst carrying out their duties.

To help determine whether a volunteer does require a check against the Children's Barred List we have created this 'Volunteers Risk Assessment' form, which must be completed and submitted along with the DBS application form. A copy of the form must also be retained by the school as Ofsted may explore with Senior Leaders and Governors how your school reached its decision on the level of check.

It is important to remember that if an individual is not eligible for this check, but still requires an enhanced DBS, information will be disclosed on their certificate of any relevant cautions, convictions, warnings etc...

**- Enhanced DBS without Children's/Adults Barred List - where reasonably supervised**

**- Enhanced DBS with the Children's/Adults Barred List check - where not reasonably supervised**

<b>NAME OF VOLUNTEER:</b>	
<b>POSITION:</b>	
<b>BASED AT:</b>	
Is the supervisor in Regulated Activity? (ie do they have an Enhanced DBS with a Children Barred List check) If the work is in a specified place (eg school, children's centre) paid workers remain in regulated activity even if supervised	YES/NO
Will the supervision be regular and day to day? The duty that supervision must take place on a regular basis means that supervision must not, for example, be concentrated during the first few weeks and then tail off thereafter becoming the exception and not the rule. It must be ongoing whether the worker has just started or has been doing the activity for some time	YES/NO
Will the supervision be reasonable in all circumstances to ensure the protection of children? Within statutory duty, the level of supervision may differ, depending on all the circumstances of a case. The following should be considered when deciding the specific level of supervision required in an individual case: <ul style="list-style-type: none"> <li>- ages of the children (including if the ages differ widely)</li> <li>- number of children the volunteer is working with</li> <li>- will there be other workers helping to look after the children</li> <li>- the nature of the work (eg the volunteer's opportunity for contact with children)</li> <li>- how vulnerable the children are (the more they are the more the organisation might opt for volunteers to be in regulated activity)</li> </ul>	YES/NO
<p><b>DECISION</b> After undertaking the above assessment, the volunteer <b>DOES / DOES NOT</b> (delete as appropriate) require a Children's Barred List Check</p> <p>Signed: _____ Date: _____</p> <p>Position: _____</p>	



## Volunteers Policy Eastfield Primary School School Specific Information

1. Executive Headteacher                      Katie Beal
2. Chair of Governors                            Jonathan Shaw
3. Designated Safeguarding Lead            Sarah Weston
4. Trust Safeguarding Lead  
Suzanne Wilson contact [Swilson@hcat.org.uk](mailto:Swilson@hcat.org.uk)