



Volunteer Policy

Contents

1. Introduction & Aims.....	2
2. How We Use Volunteers.....	2
3. How To Apply To Volunteer.....	3
4. Appointment of Volunteers	3
5. Safeguarding	3
6. Induction & Training.....	4
7. Confidentiality	4
8. Conduct of Volunteers	4
9. Insurance	4
10. Data Protection & Record Keeping.....	5
11. Monitoring & Review.....	5
Appendix 1: Code of Conduct & Confidentiality Agreement	6
Appendix 2: Volunteer Procedure for Staff.....	9
Appendix 3: Induction Checklist for Volunteers.....	12
Appendix 4: Short Term Volunteer Procedure	15



M20 Learning Trust
Excellence Collaboration Respect

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1. Introduction & 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 Beaver Road 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, safe and fair process for recruiting and managing volunteers

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

2. How We Use Volunteers

At Beaver Road Primary School, volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific classes, year groups and curriculum areas

This is not an exhaustive list and volunteers may provide services that are not listed above.

Volunteers may be:

- Parents / Carers
- Local residents
- Students on work experience
- Former pupils, parents and staff
- Members of the Governing Board*
- Friends of the school / Members of the PTA

This is not an exhaustive list and volunteers may be people who are not listed above.

*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 solely covered by this policy. They are also covered by our Governor Code of Conduct.

3. How To Apply To Volunteer

- By completing the Volunteer Application form (see Appendix 1) available on the school website. Completed application forms can be emailed to volunteers@brps.net
- Liaising with Class Teachers, Head of Years or Senior Leaders to register an interest. Members of staff will direct prospective volunteer to the Volunteer Application form and explain the process.

4. Appointment of Volunteers

Volunteers are appointed by the school's volunteer program manager (M.Davenport, Deputy Headteacher), in liaison with a designated volunteer coordinator (Head of Year) and supervisor (Class Teacher).

Intake of new volunteers can take up to 6 weeks and is not guaranteed. This 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, as well as any relevant training.

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

Before starting a Volunteer Program at Beaver Road Primary School, volunteers must complete the Volunteer Code of Conduct & Confidentiality Agreement, which sets out the school's expectations. The volunteer should confirm they have received a copy of this agreement. The school will seek Enhanced DBS clearance for a volunteer before they are left unsupervised with any pupils. This is not required where a volunteer is engaged in a one-off activity, as a member of staff will accompany the volunteer at all times.

Prior to the program starting, volunteers should attend the school for an informal discussion with the volunteer coordinator to ensure the applicant is suitable for the role and are aware of the school's expectations.

5. Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we are upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks on volunteers who:
 - Work one-on-one with pupils unsupervised
 - Work with groups of pupils unsupervised
 - Supervise or accompany groups of pupils on overnight residential visits
- 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
- 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 and procedures on:
 - Safeguarding and Child Protection
 - Use of mobile phones

- ICT and Acceptable Use
 - Online Safety
 - Behaviour
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils
- Conduct a risk assessment to determine whether a volunteer who is not working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
- What we know about them
 - The nature of the work they will be doing
 - References from employers or other voluntary roles
 - Whether the role is eligible for an enhanced DBS check

6. Induction & Training

Volunteers must complete the Induction Checklist (see Appendix 3) with the volunteer coordinator prior to beginning work at the school.

Induction requirements will be determined by Senior Leaders and detailed in the Volunteer Induction Checklist.

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

All volunteers must sign the Code of Conduct and Confidentiality Agreement prior to starting the volunteer program (see Appendix 1). 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 must not discuss them with pupils or parents. This does not 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 a 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 volunteer code of conduct set out as an Appendix to this policy.

9. Insurance

The school's insurance policy does cover volunteers in the event of an accident or emergency.

If a volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

10. Data Protection & 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.

11. Monitoring & Review

This policy has been approved by the Governors and will be reviewed when appropriate to do so.

Appendix 1: Code of Conduct & Confidentiality Agreement

Code Of Conduct & Confidentiality For Volunteers

By signing this form, volunteers agree to the following:

1. School Rules, Policies & Procedures

1.1. Volunteers will follow all school rules, policies and procedures, including those on:

- 1.1.1. Safeguarding & Child Protection
- 1.1.2. ICT & Acceptable Use
- 1.1.3. Online Safety
- 1.1.4. Mobile Phones
- 1.1.5. Data Protection
- 1.1.6. Health & Safety
- 1.1.7. Equality
- 1.1.8. Whistle-blowing
- 1.1.9. 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 school office.

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 are working, they should alert the class teacher immediately. Volunteers must 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. Refraining from using inappropriate language
- 2.3.2. Behaving in a way that is appropriate for the role they are undertaking
- 2.3.3. Dressing in a way that is professional and appropriate to the work they are doing
- 2.3.4. Setting an example for pupils by acting in a way that reflects the school's ethos and values
- 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 during the holidays 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 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 must speak directly to a Designated Safeguarding Lead (DSL).
- 3.3. Volunteers must 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 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. Alerting the DSL if a pupil develops an infatuation with them
 - 3.4.2. Exchanging contact information
 - 3.4.3. Arranging to meet pupils outside of school
 - 3.4.4. Making contact with pupils outside of school, including on social media
- 3.5. Volunteers must not take or share photos of pupils unless instructed to do so by their supervisor.

4. Health & 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 must not be shared with anyone else. Volunteers must not discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or other relevant person.
- 5.2. In this role, you are sustaining the school ethos and aims. This carries responsibilities on your part, including the requirement to ensure all school matters remain confidential. By signing this agreement, you agree to uphold the Beaver Road Primary School's Confidentiality policy.
- 5.3. Examples of confidential information are:
 - Privileged information e.g. notices on staff notice boards or conversations between staff members.

- Information about staff, pupils and events that occur within our school and its grounds e.g. a parent asking you, as a fellow parent, how their child is doing (behaviourally or academically) in school. To ensure confidentiality is not breached or misinterpretations are not made, best practice would be to refer them to the class teacher.
- Any concerns that volunteers have about the children they work with / come into contact with must be voiced with their supervisor and NOT with the parents of the child / persons outside school. Comments regarding children's behavior or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school.
- Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the volunteer coordinator or, if appropriate, refer to the school's Safeguarding Policy arrangements for dealing with concerns about a child.

If you see anything that concerns you within the school, please discuss the matter with a member of the Senior Leadership Team.

 I understand that I may have access to confidential information, that it is my responsibility to maintain the integrity of this information and to ensure it is kept private.

I further understand that disclosure of any confidential information may result in my services as a volunteer no longer being required.

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.

X

 Volunteer name (please print)

X

 Volunteer signature

X

 Date

Appendix 2: Volunteer Procedure for Staff

Volunteer Procedure For Staff

Volunteers bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The school therefore welcomes and encourages volunteers to apply.

If a class or year group is welcoming a volunteer to assist in school, the designated volunteer coordinator and volunteer program manager must ensure that all procedures have been followed in line with the Beaver Road Volunteer Policy.

Protocols for Welcoming Volunteers:

When volunteering in a specific year group, the class teacher with whom the volunteer will be working alongside will become the volunteer supervisor. The designated volunteer coordinator will be the relevant Head of Year who will liaise closely with the program manager (M.Davenport, Deputy Headteacher). All necessary procedures and the steps outlined below must be adhered to in full.

- All staff should be familiar with the **Volunteer Policy**, **Volunteer Induction Checklist** and the **Volunteer Application Form**.
- Any volunteer program lasting more than 1 day will require an application form to be submitted by the volunteer to volunteer@brps.net.
- The volunteer program manager will review application forms and teachers will be made aware of any upcoming volunteer opportunities for their year group, with a named designated volunteer coordinator and supervisor being appointed.
- Before volunteering commences, the volunteer should attend the school for an informal discussion with the volunteer coordinator to ensure the applicant is suitable for the role.
- Volunteers must undertake any applicable statutory recruitment checks such as an Enhanced DBS/Barred list/ID/reference checks as specified in the application form. Admin staff will carry out these checks prior to the program commencing.
- All volunteers must complete any necessary safeguarding training and sign the Volunteer Code of Conduct and Confidentiality Agreement before commencing volunteering.
- All volunteers must complete the Volunteer Induction Checklist with the admin team and their allocated volunteer coordinator.
- The volunteer coordinator must make the volunteer aware of all responsibilities to be undertaken during the voluntary period.
- The volunteer coordinator and the admin staff must ensure that volunteer records are kept securely in the school office.

Who Can Be A Volunteer?

Volunteers may include, but are not limited to, the following:

- Parents / Carers
- Local residents

- Students on work experience
- Former pupils, parents and staff
- Members of the Governing Board
- Friends of the school / Members of the PTA

The types of activities that volunteers engage in, on behalf of the school, include:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific classes, year groups and curriculum areas

How To Become A Volunteer

- Long-term volunteer programs are considered to be any voluntary periods that exceeds 1-day.
- Long-term voluntary roles must be applied for by completing the Volunteer Application Form found on the school website. Completed application forms should be returned to volunteers@brps.net
- Short term volunteers are classed as volunteers at school for no longer than 1 day e.g. assisting on an educational visit or delivering a workshop / assembly.
- Short term volunteers should be arranged through informal discussions with class teachers and school leaders (see procedures for Educational Visits).

Expectations Of Volunteers

All adults/young people who work in our school, whether a paid member of staff or a volunteer, are expected to work and behave in such a way as to actively promote our school aims and educational purpose.

Volunteers in the school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with must be voiced with their supervisor and NOT with the parents/carers of the child.

Volunteers who are concerned about anything in the school, which may affect their work, should raise the matter with their supervisor or appropriate senior member of staff. Any information gained at the school about a child or adult must remain confidential in accordance with the Code of Conduct & Confidentiality Agreement.

Supervision

All volunteers work under the supervision of a teacher or full time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking. Volunteers should be given clear guidance from their supervisor as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupils' understanding of a

task, behaviour or their welfare, volunteers must seek further advice/guidance from their supervisor with whom they work closely with.

The Health & Safety Policy is available to volunteers working in the school and is available on the school website. The Volunteer coordinator will ensure that Volunteers are clear about the emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated supervisor/coordinator

Complaints

Any complaints made about a volunteer will be referred to the volunteer program manager, or appropriate senior member of staff for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The school reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again.
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class / year group.
- Based upon the facts identified in the investigation, it may be necessary for the school to inform the volunteer that the school no longer wishes to use them.
- Provide the volunteer with a copy of the school's full complaints procedure.

Appendix 3: Volunteer Induction Checklist



Beaver Road Primary School

Volunteer Induction Checklist

Overview:

Volunteer Name:		Date of Induction:
Voluntary Role:		Agreed Start Date:
Year Group:		Class:
Program Manager:	Volunteer Coordinator:	Supervisor:

Checklist:

CONTENT	Notes	✓	Action to be taken
Welcome	<ul style="list-style-type: none"> Welcome and introductions Check that all volunteer checks have been completed, e.g. DBS Form Check that all volunteer training has been completed, e.g. Safeguarding Modules on Hays Check that the volunteer has received the school's Volunteer Handbook, Policy and signed the Code Of Conduct & Confidentiality Agreement 		
School Background	<ul style="list-style-type: none"> Give any relevant information about the school: <ul style="list-style-type: none"> - History Of School - Number Of Pupils / Staff - Specialist Status - School Website - School Ethos & Vision - School Priorities 		

Structure	<ul style="list-style-type: none"> • Talk through the School's organisational structure and how their role fits into the overall picture, using the Staff Handbook if required. 		
Key Contacts	<ul style="list-style-type: none"> • Confirm volunteers' key contacts (Program Manager, Volunteer Coordinator and Supervisor) • Make aware of school's DSLs and First Aiders • Share contact details and overview of the team they will be joining 		
Map of School	<ul style="list-style-type: none"> • Show map of school pointing out any key areas around the building including the School Office, Staffroom, Toilets, Photocopying and PPA Room 		
Policies & Procedures	<ul style="list-style-type: none"> • Explain key policies and procedures listed in the handbook and draw particular attention to those related to health and safety, attendance management, safeguarding children, email, internet and IT • Direct to website policy page for further information. 		
Issue Documentation/ Equipment	<ul style="list-style-type: none"> • Documents and Equipment:- <ul style="list-style-type: none"> - Volunteer Identity Badge - Volunteer Handbook and Relevant Policies - Timetable, Communication & Staffing Structure - <i>Any others relevant to the role</i> 		
Communication	<ul style="list-style-type: none"> • School Communications:- <ul style="list-style-type: none"> - School Briefings - Notice Boards - Telephone List - Email Directory - Calendar Events - School Website 		
Expectations of Volunteers <i>(see Code of Conduct & Confidentiality Agreement)</i>	<ul style="list-style-type: none"> • Review Code of Conduct & Confidentiality Agreement • Collective responsibilities of all volunteers • Procedures – <i>including mobile phones for pupils and adults</i> • Attendance (Punctuality & Absence) • Reporting incidents and issues • Dress code 		
Facilities	<ul style="list-style-type: none"> • Building opening and closing times • Timings of school day • Fire alarm testing and evacuation point • School first aiders • Car parking arrangements • Catering, i.e. payments for meals 		
Introductions	<ul style="list-style-type: none"> • Tour around the school, including staffroom, toilets and playgrounds • Introduce volunteer to their team and children 		

Questions & Answers	<ul style="list-style-type: none"> • Review any follow up actions and check volunteer's understanding 		
Induction Completed By: Signed: Date:		Induction Completed With: Signed: Date:	

Appendix 4: Short Term Volunteer Procedure

Short Term Volunteer Procedure

These guidance notes have been written in conjunction with the school's policies on Volunteering and Educational Visits. If you would like to volunteer to assist with an Educational Visit, please make arrangements to do so in liaison with the class teacher. We do appreciate your help on all Educational Visits - it would be difficult to organise visits outside school without volunteers.

The procedures set out below provide guidance for assisting during Educational Visits:

- Parents/Carers may not always have their own child in their group
- The teacher will give parent helpers a list of children for whom they are responsible
- All children are told they must stay with their group and the group adult at all times
- If the trip involves a coach journey, please help the children in your group put on and fit their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher has sick bucket/bags if needed
- The class teacher is responsible for **ALL** First Aid and medication
- The class teacher leads the rules, routines and expectations for the day. Please help the teacher by ensuring your group follows all instructions, e.g. when to eat and drink
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school and associated parents in emergency situations
- If you need to leave your group for any reason, e.g. to take a child to the toilet, please ensure you are with another adult and inform the class teacher

Parent volunteers are asked to keep the same degree of confidentiality as in school. If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher or, if you would rather, a member of the Leadership Team on return from the trip.

Volunteers attending any Educational Visit must not be left alone with children if they do not have an enhanced DBS clearance and should sign to say they have read and understood the school's Volunteer Code of Conduct & Confidentiality.