



Crowdys Hill School Volunteer Procedure

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 skills, knowledge and experience. We therefore welcome and encourage the contribution which volunteers make to our school community.

We are committed to using volunteers in a way that supports the school's vision and values, as well as its School Improvement Plan.

The aim of our Volunteer Policy is to:

- Encourage the wider community to engage with the school.
- Ensure that volunteers support the school's vision and values, and adhere to our policies.
- Provide staff, volunteers and parents/ cares 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's statutory safeguarding guidance, Keeping Children Safe in Education.

2. How we use volunteers

At Crowdys Hill volunteers may:

- work alongside individual children
- work with small groups of children to assist them with their learning
- work in the library
- support specific curriculum areas, such as ICT or art
- take assemblies or give talks to children

Volunteers may be:

- parents/carers
- former members of staff
- members of the governing body
- former pupils
- students on work experience
- people from the local community
- employees of companies, e.g. Network Rail, Zurich
- those replying to adverts on volunteering websites

Members of the governing body 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 Visits Policy'.

3. How to apply to volunteer

Anyone wishing to become a volunteer, either for a one-off event such as a school visit or on a more regular basis, should initially approach our designated Volunteer Co-Ordinator Trudy Topp who will oversee all Volunteers across the whole site – Primary, Secondary and Sixth Form.

All volunteers need to complete the Volunteer Application Form (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help, for long term volunteers references may also be required.

4. Appointment of volunteers

Volunteers can only be appointed to work in the school by Trudy Topp Volunteer Coordinator (VC), Simon Winchester School Business Manager (SBM) or the Headteacher Kate Higham.

All appointments of regular volunteers are conditional upon the completion of an enhanced DBS check and other appropriate safeguarding and recruitment checks which may include calling for references.

Where a volunteer is engaged in a 'one-off' activity, or for a short length of time, such as one term, they will need to be under the constant supervision of a named member of school staff. They must not be left alone with a class, or with an individual child.

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. 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. Appointment Process

The process of appointing regular volunteers is overseen by the (VC) and the (SBM) through the following steps:

Step 1

ALL- The prospective volunteer will complete the application form (Appendix 1) and will have an informal discussion with the SBM or VC.

Step 2

If not a one-off or short-term volunteering attendance: An enhanced DBS check is undertaken taken and references are sought.

Step 3

ALL- The volunteer will attend an induction meeting where school policies and documentation will be explained and issued (see Volunteer Handbook). Volunteer records will be kept at reception.

Step 4

ALL- Volunteers must complete Safeguarding and Prevent Duty training prior to beginning work at the school. Other training requirements will be based on the nature of the work the volunteer will be doing.

Step 5

ALL- The volunteer will be introduced to the member(s) of staff who will be supervising them, and will be made aware of the role and responsibilities they will be undertaking.

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 on volunteers who:

- regularly volunteer
- work one-on-one 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.

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, sign and adhere to our Volunteer Agreement (see Appendix 2) and to read, and adhere to, the school's policies on:

- Safeguarding and Child Protection
- Acceptable Use
- E-safety
- Behaviour
- Staff Code of Conduct

Require volunteers to agree and our Confidentiality Declaration (Appendix 3)

Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils.

A risk assessment will apply to all volunteers to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:

- the nature of the work they will be doing
- what we know about them
- references from employers or other voluntary roles
- whether the role is eligible for an enhanced DBS check

Volunteers must not solicit personal details, such as home life, address, phone numbers, from pupils. Volunteers must not use their knowledge of pupils to contact them outside of school. Volunteers must not contact pupils via social media. If they know pupils in the school prior to volunteering, this should be declared to the VC.

7. Confidentiality

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

Any concerns that volunteers have about children should be shared with the school's Designated Safeguarding Lead or with the Deputy Designated Safeguarding Lead. They must not discuss them with pupils or parents/carers.

Any concerns that volunteers have about the conduct of an adult should be shared with the Headteacher.

Volunteers who are concerned about anything else in the school should raise the matter with the Headteacher or another senior member of staff.

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

8. Supervision

All volunteers work under the supervision of a teacher or other member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking. Volunteers should have clear guidance from the designated 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 pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

Volunteers must not be asked or allowed to take a child to the toilet, or attend to any personal care or medical needs. Volunteers are not permitted to administer first aid.

9. Health & Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school. As part of induction, the VC will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using equipment and/or accompanying pupils on visits).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated Supervisor/SBM.

10. Expenses

Expenses will not be paid to volunteers.

11. 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.

12. Data protection and record keeping

Our Privacy Notice explains what information we collect about volunteers and why we collect it.



Volunteer/Work Experience Application Form

Personal Information	
Name:	Date of Birth:
Address:	
Mobile:	Email:
What activities of the school's work would you like to help with? (if you are a student please include details of your course / placement requirements)	
If you are a student requesting a Work Experience Placement – name of school/college and course tutor:	
School/College Name:	
Address:	
Contact details for Tutor:	

Are there any particular classes/ age groups which you would like to volunteer/undertake work experience with? (if you have relatives in the school please give their name and class).

Do you have any particular skills, employment experience or hobbies you would like to share with the school? (for example, languages spoken, sports, scouting)

Availability

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
How many hours a week/month would you like to volunteer Or Work Experience dates					
What role are you interested in?					
Which area of the school you would like to volunteer in?	Primary	Secondary	Sixth Form		

References for volunteering ONLY	
Please give details of 2 references (1 professional if possible and 1 personal)	
Reference 1	Reference 2
Name	Name
Relationship to you	Relationship to you
Address	Address
Email:	Email:
I certify that the information provided on this form is correct, and understand I will have to undertake the necessary enhanced DBS checks and training before I can begin volunteering at Crowdys Hill School	
Signature:	Date:
Print name:	
Disability and Accessibility	
Crowdys Hill 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 any adjustments or arrangements to assist you, please state the arrangements you require:	

NB - The 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 school's privacy notice.