CHILTERN LEARNING TRUST

VOLUNTEERING IN SCHOOLS POLICY

Date Reviewed	Body	Review Date
Spring Term 2024	Board of Trustees	Spring Term 2027

1. Introduction

Volunteers are a welcome resource for helping to raise our children's achievement, complementing the work of teachers and support staff. The Trust recognises the immense benefits that volunteers bring to our schools, and the bridges that they build between the school and the local community. In return, the Trust hopes to give its volunteers an opportunity to exercise their skills in a different environment and to undertake new experiences.

For the purpose of this policy, a volunteer is a person who gives freely their time, skills and experience without expectation of financial or other reward. Volunteering can take many forms. Some tasks require particular skills whereas others require none.

A volunteer is not an employee and will not have a contract of employment with the Trust or school. The school will agree a role with the volunteer and there will be an expectation that the volunteer will meet the role's requirements and that the school will provide the opportunity to undertake the role for the volunteer. However, the volunteer is free to refuse to fulfil the role, or stop doing so, and the school is not bound to provide the role or to continue doing so. It is also expected that both the school and the volunteer will give as much notice as possible if unable to meet these expectations.

Volunteers may include:

- members of the Governing Body
- parents of pupils, carers, guardians, elder siblings or grandparents of pupils
- ex-pupils
- students on work experience
- university students referred to us
- ex-members of staff
- local residents
- friends of the school

2. Purpose

The purpose of this policy is to establish expectations for both employees and volunteers regarding the activities undertaken by volunteers and their conduct whilst in school.

3. Deployment of Volunteers

The headteacher and governors should be mindful of deploying volunteers appropriately. Volunteers should not be asked to replace paid staff or be given responsibility within the school that would normally be associated with paid employees.

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

- hearing pupils read
- working with small groups of pupils to assist them in their learning
- working alongside individual pupils, as an additional tutor or support
- accompanying school visits
- undertaking art and craft activities with small groups of children
- working with children on computers

- assisting in preparing resources for a future lesson
- escorting children on local walks
- running or assisting with an after-school club
- social activities such as running or providing help at a disco
- fund raising activities such as running a cake stall or summer fair
- undertaking activities at lunchtime

4. Becoming a volunteer

Volunteers should complete the **Volunteer Application Form** (Appendix 1) and submit this to the Headteacher. The Headteacher or an appropriate staff member should carry out an interview with the candidate, following the Trust's Safer Recruitment Policy.

5. Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be raised with the designated supervisor or Designated Safeguarding Lead and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school, which may affect their work, should raise the matter with the headteacher or appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

6. Undertaking voluntary duties

Safety is at the heart of the care of all children and it is very important that the school knows exactly who is on the school premises and where they are.

Volunteers must report into the school office when undertaking voluntary duties. Each volunteer must report to the receptionist or office staff member and sign in. They will then be issued a visitor's lanyard/badge, which must be worn at all times whilst on the school site. Volunteers are required to sign out when they leave and return the badge.

7. Supervision

All volunteers must work under the supervision of an appropriate 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 or problem regarding the pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

8. Child Protection and Keeping Children Safe in Education (KCSIE)

The welfare of our pupils is paramount. To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers should be provided with a copy of the Volunteer Policy, asked to read the policies listed in the Volunteer Agreement and asked to sign a Volunteer Agreement (Appendix 2). The volunteer will **not** be permitted to undertake volunteering activity in school until this has been completed.

- All of our volunteers must have been cleared by the DBS if they are left unsupervised with children. Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

There are certain circumstances where schools and colleges may obtain an enhanced DBS certificate (not including barred list information) for volunteers who are not engaging in regulated activity. This is set out in DBS workforce guides, which can be found on GOV.UK. Employers are not legally permitted to request barred list information on a supervised volunteer as they are not considered to be engaged in regulated activity.

The school should undertake a risk assessment (Appendix 3) and use their professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity. In doing so they should consider:

- the nature of the work with children
- what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability
- whether the role is eligible for an enhanced DBS check.

Details of the risk assessment should be recorded. Any concerns a volunteer has about child protection issues should be referred to the designated Child Protection Officer or Headteacher. Please refer to Keeping Children Safe in Education for more information.

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Appendix 1

Volunteer Placement Application -

Candidate Details	
First name	
Surname	
Address	
DOB	
Phone (home)	
Phone (mobile)	
Email	

Volunteer Placement Data

Placement Start Date_____Placement End Date_____

Days for Placement –	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
Time -	**All Day**		**Morning**		**Afternoon**

DBS	
Certificate?	Yes / No
DBS Certificate Number:	
If No, Details:	

What is the purpose of the volunteer placement and why do you want to complete it at Name of School?

Please return this volunteer application form to: Insert the school details

Or Email- Insert the email address

You will be contacted by the school within 5 working days to confirm if your application has been successful.

Candidate Details	
First name	
Surname	
Address	
DoB	
Phone (home)	
Phone (mobile)	
Email	

Work Experience Placement Application

School /College / University Contact	
First name	
Surname	
College / University Address	
Phone	
Email:	
Contact Role:	

Work Experience Placement Data

Placement Start Date_____**Placement End Date**_____

What is the purpose of the work experience and why do you want to complete it at insert school name?

Please return this Work Experience placement form to: Insert school address

Or Email- insert email address

You will be contacted by the school within 5 working days to confirm if your application has been successful.

APPENDIX 2

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at school.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience.

Please read and sign this Volunteer Agreement Sheet and hand it in at the school office.

You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy

- I agree to treat information obtained from being a Volunteer in School as **Strictly Confidential**

- I understand that I am required to apply for a DBS check as I undertake unsupervised work with children.

- I have been made aware of who is my designated supervisor e.g. Class Teacher, Year Teacher, Head of Department

- I have been made aware of whom the Child Protection Officer is for the school.

- I have read and understand the Child Protection Policy, the Code of Conduct policy, Allegations made against an Employee Policy, the Social Networking Policy, IT Policy. Health and Safety Policy, Behaviour Management Policy and Whistleblowing Policy

- I have been made aware of the Fire Evacuation Procedure

- I have read Part 1 of Keeping Children Safe in Education

Signed:_____

Name:_____

Date: _____

Off-Site

School trips are an important part of learning at our school and provide many pupils with opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school trip.

Please read, sign and return this form to the school.

As a Volunteer Helper, you will:

- Be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the Leader of the school trip
- Stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
- Promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school
- Contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of school staff
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest
- Follow guidance from the school staff

You are not permitted to:

- take individual children out of the room and never accompany them to the toilet
- help a child change their clothes whilst alone with them
- hold on to or strike a child
- reprimand a child verbally or physically – if you are unhappy about a child's behaviour alert the teacher
- Use your mobile phone on the school trip, unless you are on a designated break,
- Smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties
- Take photographs or videos of pupils on your mobile phone or any device which enables these features
- Give/buy their group treats e.g. ice creams, biscuits, sweets – before, during or after the school trip

First Aid

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be undertaken by a member of staff unless you are the Parent/ Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid box(es) will be carried by staff. However, if an emergency occurs we expect you to assist a pupil until the staff member/First aider is in attendance.

Emergencies
You are expected to inform a member of staff as soon as possible. If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school. If it is a real emergency then we recommend that you contact 999.

I have read the Volunteer Policy

I agree to the terms and conditions as stated in the policy

I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Name _____

Signed: _____ Date: _____

Appendix 3

Volunteer DBS/Risk Assessment

Name:		Role:	
What is the nature of the work that the volunteer undertakes with children?			
What checks have been undertaken to ensure that the employee is suitable to undertake the role in relation to volunteering? e.g. references			
Is the role eligible for a DBS check without a barred list check? (not an enhanced DBS check)			

Is the volunteer classed as supervised? KCSIE requires that, for a person to be considered supervised, the supervision must be: • by a person who is in regulated activity; • regular and day to day; and • “reasonable in all the circumstances to ensure the protection of children.” If the answer is no to the above question then an enhanced DBS with a barred list check must be undertaken	Yes/No		

Completed by: ……. Date …….

Authorised by: …….. Date …….