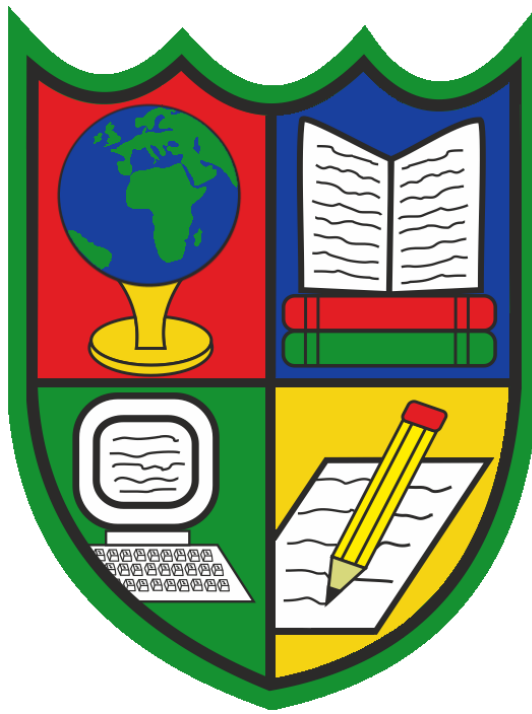


Highfield Primary School



Volunteers Policy

December 2024

Volunteers at our school 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 our school.

Our volunteers include:

- Members of the governing board
- Parents of pupils
- Former pupils
- Students on work experience
- Local residents
- Ex members of staff
- Adults looking for experience prior to teacher/TA training
- Members of the PSA

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.

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

- Hearing children read
- Working with small groups of children
- Working with individual children
- Supporting specific curriculum areas, such as art, DT etc.
- Supporting teachers to run after school clubs
- Accompanying school visits

This isn't an exhaustive list.

Becoming a volunteer

If you are interested in becoming a volunteer at our school please enquire by one of the methods below:

- By emailing the school office using office@highfield.bolton.sch.uk
- Approaching senior leaders, class teachers or the school office manager
- In order to become a volunteer at our school you will need to complete an application form for our school records (see appendix 1)
- We require at least one (preferably 2) personal /professional references

Appointment of Volunteers

Volunteers are appointed by the Head teacher and or Deputy Head teacher/Designated Safeguarding Lead.

Intake of new volunteers can take approximately 6 weeks and 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, and relevant training.

The Head teacher 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.

Once we have received an application the Deputy Head/DSL will meet with the prospective volunteer to discuss the role and the area of the school within which they will support. This is not a formal interview process but an opportunity to gain more information about the prospective volunteer, any relevant experience that they may have as well as providing relevant information about the school and the role.

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:
 - 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. This may include face-to-face training on site or e-learning modules that the individual can complete off site where completion can be confirmed and the DSL receives certificates of completion.
- 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 and Child Protection
 - Use of mobile phones
 - ICT and internet acceptable use
 - Online safety
 - Behaviour
 - Volunteers
 - Whistleblowing
- Ensure that, if on occasion there is a volunteers without an enhanced DBS check, they are always supervised, and are never left alone with pupils
- Conduct a risk assessment 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

In relation to safeguarding at our school:

- We will make the distinction between visitors and volunteers - people 'volunteering' at the school on a one-off basis will be classed as visitors, particularly if they will be working whilst supervised by school staff (especially if they won't be working unsupervised)

- DBS certificates from other organisations will only be accepted where the individual is providing a service to the school. For instance, a football coach with a DBS through the Football Association, visiting educators from external organisations e.g. Edstart, Rees Sport. Only up to date and valid DBS certificates will be accepted.
- Volunteer details will be added to our Single Central Register and held for the relevant period of time whilst they remain a volunteer and to comply with data protection and data retention schedules.

Induction and Training

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

Training requirements will be determined by the headteacher, Deputy headteacher or DSL.

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

Induction training for volunteers will include the following which is summarised on the Highfield Volunteer & Visitor Guide given to each volunteer on or before their first day volunteering :

- Relevant policy overviews
 - Health and Safety
 - Safeguarding
 - What to do in relation to First Aid
 - Code of conduct and expectations
 - Confidentiality
-
- Further support for our school volunteers is available from the school's leadership team, the DSL, class teachers and our Safeguarding Governor.

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 organisation.

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 child protection and safeguarding policy, and inform the designated safeguarding lead.

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

In line with this policy, we respectfully request that volunteers do not use the staffroom at break or dinner times. Again, this is an area where staff should be able to talk about children/issues/concerns in a safe environment and conversations regarding children or parents could be taken out of context.

Conduct of Volunteers

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

Health and Safety

The school has a Health and Safety Policy which is available on request. Class teachers should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. 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 or Site Manager, Mr Consterdine.

In the event of a fire, it is vital that the children leave school by the closest exit point. Fire assembly points are on the school playground.

In the event of an accident or medical situation, we ask that volunteers do not administer first aid of any kind. We have numerous members of staff who are qualified first aiders who will be on hand to deal with situations. If a volunteer is responding to an emergency, they should stay with the injured child and send another child for a member of staff as quickly as possible.

Expenses

Unfortunately, the school is unable to cover any expenses that you may incur as a volunteer in our setting or in relation to any activities that you undertake as a volunteer for the school.

Insurance

The school's insurance policy doesn't 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.

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.

Monitoring and review

This policy has been approved by the governing board and will be reviewed every 2 years or as regulations necessitate a review and update.

Appendix 1

Applicant
Ref

Bolton Council

DBS-NT 2020

Application for Employment

Bolton Council values diversity and is striving to be an equal opportunity employer

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment

Please complete in black ink or type

Post applied for:	School:
Job Reference:	
Surname: Dr/Mr/Mrs/Miss/Ms	Forename(s):
Address:	Date of Birth:
	E-mail:
Post Code:	Work telephone:
NI Number:	

Education, job related qualifications & specialised training

School/College	Qualifications/training - Proof of job related qualifications will be required	From	To

How did you find out about this job, e.g. which publication?

Present/most recent appointment

Job title:	
Date started/ left if applicable:	
Weekly wage/salary:	
Notice required:	

Employer's name/address/e-mail:

--

Purpose of job:

--

Employment background Please detail chronologically all previous work experience, unpaid and paid, voluntary, non-teaching as well as teaching, since leaving secondary/further education and explanations for any gaps (if applicable)

From month/year	To month/year	Place of work/employer (if applicable)	Scale/grade	Title/responsibility	Reason for leaving

Have you ever been dismissed by any of the above employers?

If Yes, further details may be required from you. **Yes** ☐ **No** ☐ (please tick)

References

Please give the name and address of two persons from whom references may be obtained, **one of these should be your current employer/Head Teacher**. Applicants for voluntary aided schools may wish to include a referee

from their relevant Church background. If not currently working with children or vulnerable adults, then one reference should be from a previous employer in a role related to this client group, if applicable. **References from friends or relatives will not be accepted.**

(1) Name:

Employer ☐ Non-Employer ☐ (please tick)

Address: (including Post Code)

Telephone No:

E-mail

(2) Name:

Employer ☐ Non-Employer ☐ (please tick)

Address: (including Post Code)

Telephone No:

E-mail

References will be sought prior to interview.

Rehabilitation of Offenders Act 1974

Owing to the nature and location of the work, the post is exempt from the previous provisions of the above Act, therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. **The Authority will check information provided under this heading.**

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

If you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020), then the details of these must be disclosed **if you are invited for interview.**

Guidance about whether a conviction or caution should be disclosed can be found at [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/rehabilitation-of-offenders-act-1974-and-the-exceptions-order-1975)

If you are invited for interview, please return The Rehabilitation of Offenders Act 1974 – Disclosure Form to the school **at least one day prior to interview** in a sealed envelope marked "Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form". If you do not have disclosable convictions, please complete the relevant sections of the Disclosure Form.

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks ("DBS Checks") in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box you consent to a DBS Check(s) being made: ☐

It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.

Are you disqualified from working with children or subject to any sanctions imposed by a regulatory body i.e. TRA, NCTL, GTC?

Yes ☐ No ☐

In order to comply with Equal Opportunities legislation

Yes ☐ No ☐

please indicate if you have a disability?

If YES, do you require any adjustments to the selection process?

Yes ☐ No ☐

If YES, please give details in your application

Do you wish to **job share?** (if available)

Yes ☐ No ☐

Current legislation means that you will need to provide documentary evidence (for example National Insurance Number) showing your entitlement to work in the UK. You should be aware that you will be asked to provide this prior to appointment.

Are you related to any member of the Council, Senior Officer or Governing Body?

If Yes, please give details

Yes ☐ No ☐

Data Protection Act

In accordance with the Act, you should be aware that personal details submitted with this application form, will be used only for selection and interview procedures, and for employment records if the application is successful. Your information will be stored securely and only accessible to relevant persons in the course of their duties.

Declaration

I declare that, to the best of my knowledge and belief, all statements contained in this form are correct and I understand that, should I conceal any material fact, I will, if engaged, be liable to the termination of my contract of service with such notice as may be appropriate.

Signature:

Date:

Your application, when completed, should be returned to the address stated in the advertisement.

Relevant skills, knowledge and experience

Please use this page to show how you meet items on the Person Specification.

(Continue on an additional sheet if necessary)

Appendix 2



HIGHFIELD PRIMARY SCHOOL CODE OF CONDUCT FOR ALL VOLUNTEERS



Introduction

This Code of Conduct reflects relevant legislation, expectations and principles for employees, and reflects the requirement that only the highest standards of probity and integrity are expected. The code sets out the minimum standards that should apply, and is not exhaustive. Inevitably, some issues affect some staff groups more than others and a 'common sense approach' should be employed to the application of the Code of Conduct to different staff groups. However, all employees are covered by this code, and as such non-compliance or claimed ignorance of the code will result normally in disciplinary action being considered.

1. General Requirements

As a Volunteer of the school, you must:

- Be punctual in time keeping;
- Be honest and trustworthy;
- Follow Health and Safety procedures;
- Take care of yourself, your colleagues and others whilst at the school;
- Display commitment to the aims and vision of the school, conducting yourself in a manner consistent with these statements at all times;
- Obey reasonable management instructions (from members of the SLT, SENCo, governors), ensuring that at no time do you knowingly undermine the leadership, management, or smooth running of the school;
- Accept and adhere to school policies and procedures, carrying them out as fully as possible;
- Take care of school property, making careful and best use of all resources provided;
- Undertake your duties and responsibilities effectively, efficiently and diligently;
- Show respect for all people within the school at all times – for children, their families, for colleagues, for members of the SLT, for the wider community, for employees from other agencies – within the course of your duties, by being polite and courteous to and about others;
- Respect the rights of individuals to hold religious or political beliefs, or sexual orientation, different to your own.
- use only the staff toilet facilities;
- Maintain appropriate levels of confidentiality at all times;
- Follow appropriate lines of communication for concerns or complaints;
- Disclose as required on appointment, or at any time, any civil, criminal charges or convictions;
- Not misrepresent professional qualifications;
- Represent the school positively at all times;
- Dress in a manner that is appropriate to your role in the school;

2. With Children

- Remember that the emotional, physical, intellectual and moral welfare of the children is the prime purpose and first concern of our school;
- Behave with compassion and impartiality;
- Be sensitive in expressing criticism of children and avoid hurtful comments of a personal nature;
- Do nothing to abuse, exploit or undermine the staff/pupil relationship, which is based on trust;
- Respect the confidentiality of information relating to children unless its disclosure is either required by law or is in the vest interests of a particular child;
- Ensure that reports are based on factual and objective information.

3. With Parents/Carers

- To only discuss a child with a parent/carer with the express permission of the Head Teacher.

4. With Colleagues

- Exercise the duty of care to all colleagues – for their physical and emotional health and well-being;
- Acknowledge the various roles and responsibilities that colleagues have within school;
- Respect colleagues, particularly when making any assessments or observations of their work, making objective judgements, comments, observations or assessments at all times;
- Not denigrate a colleague in the presence of others;
- Exercise maximum frankness and good faith in all matters relating to appointments to posts;
- Give accurate references that are fair, truthful and objective, if requested

5. With the Wider Community

- Promote a good working relationship with parents/carer, governors and other representatives of the local community, in order to create a clear understanding by them of the vision, mission statement and aims of the school;
- Be aware of the involvement of the community in the life of the school and understand its unique social, economic and cultural position;
- Recognise the needs of the community to use the school facilities, subject to the requirements of the school.

6. Social Networking Sites

Use of social networking sites should be undertaken with due care and attention. In particular, use of such sites should not involve communication regarding your volunteering at this school or any activities which may bring the school into disrepute and / or may question your suitability to work with children.

I have read and understood the school's Code of Conduct and am aware of the possible consequences of breaching it.

Name: _____

Signed: _____

Date: _____



Highfield Primary School

Volunteer Policy

OFF-SITE VISITS VOLUNTEER AGREEMENT

School trips are an integral part of learning at our school and afford many children 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 and return this appendix, and sign and return the helper's slip.

This is part of our school's risk assessment planning.

Role of the Volunteer Helper

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their well-being and safety is maintained for the total duration of the school trip
- to promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- to ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- to contact your child's class teacher/member of staff immediately if there are issues with first aid, safety and/or behavior

Working alongside school staff

School staff expect volunteer helpers to:

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

What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's attention we always use their name and under no circumstances are we to come into physical contact with a child.

First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a trained member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by staff.

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.

I have read the Volunteer Policy

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

I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

Signed : _____

Date : _____