

Volunteer Policy

Approved by: Headteacher

Date: January 2025

Review date: January 2027



Knowledge



Spark



Humanity



Grit



Team

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 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 our 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, fair process for recruiting and managing volunteers

How we use volunteers

At Clapgate Primary School we welcome volunteers who bring with them a range of skills and experience that can enhance the learning opportunities for our pupils.

Volunteers may include members of the Governing Body, parents, former pupils, students on work experience, local residents or members of the PTA.

Volunteers may be involved in a range of activities such as hearing children read, working with small groups of children, accompanying school visits or making resources and supporting class administration.

Members of the Governing Body working at the school in their capacity as a governor (for example, conducting monitoring visits or attending meetings) are not covered by this policy. They are covered by our Governor Code of Conduct

Applying to be a Volunteer

Anyone wishing to become a volunteer should contact the school. Appointment of volunteers is dependent on the availability of spaces within the school.

All applicants will be asked to:

- Complete an application form (Appendix 1)
- Complete relevant safeguarding checks
- Provide references
- Attend an interview (unless this is a work placement for a college/secondary school)

Appointment of volunteers

Volunteers are appointed by the Headteacher who reserves the right to terminate a placement at any time.

All appointments are conditional upon the completion of appropriate safeguarding and recruitment checks, including the appropriate DBS check (a risk assessment will be completed by the school to determine what level of DBS check is required). DBS checks for volunteers working in the school

through other organisations will be completed by the relevant organisation and school will ask for written confirmation that this has been completed.

Safeguarding

Clapgate Primary is committed to safeguarding and promoting the wellbeing of all children and expect all staff and volunteers to share this commitment

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

Conduct enhanced DBS checks with a barred list check on volunteers who:

- Work 1-to-1 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.

Require volunteers to agree and adhere to our Volunteer Code of Conduct (Appendix 2) and to read, and adhere to, the school's

- Safeguarding and Child Protection Policy
- Safer Working Practice
- Whistleblowing Policy
- KCSIE Part One
- Behaviour Policy
- Health & Safety Policy

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

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

We legally cannot carry out a DBS check on a child under the age of 16 who is volunteering at our school. We will ensure that children who are volunteering are always under an appropriate level of supervision and conduct a risk assessment to consider any potential safeguarding issues.

Details of all volunteers will be recorded on our Single Central Record.

Induction and training

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

Training requirements will be determined by the headteacher, or the appropriate member of staff.

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

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 procedures (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our Safeguarding and Child Protection Policy and inform the designated safeguarding lead (DSL).

If concerns are related to whistleblowing, volunteers must follow the guidance in our Whistleblowing Policy.

Conduct of volunteers

Volunteers must always conduct themselves in a professional manner. This includes:

- Dressing in a way that is professional and appropriate to the work they are doing
- Refraining from using inappropriate language
- Setting an example for pupils by acting in a way that reflects the school's ethos and values
- Behaving in a way that is appropriate for the role they are undertaking
- Mobile phones should be switched off or put on silent whilst you are in school and kept in a secure place
- Ensuring that comments, including those made on social media, do not bring the school into disrepute

Data protection and record keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it (Appendix 3)

We will:

- Retain records relating to volunteers in line with our Data Retention Policy
- Remove details of volunteers from the single central record (SCR) once they no longer work at our school

Monitoring and review

This policy has been approved by the Headteacher and will be reviewed regularly.

Confidential

Volunteer Application Form

We are actively committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.

School name: **CLAPGATE PRIMARY**

Contact name: Mrs N Singleton

Telephone: 0113 2716700

Email: clapgate@clapgateprimaryschool.org

1. Personal details

Surname:

Telephone Home:

Mobile:

Forenames:

E-mail:

Present address:

Do you have children in school? **Y / N**

Name of child:

Class:

Name of child:

Class:

Name of child:

Class:

Postcode:

Date of Birth:

2. Employment / Volunteering history

Please list below your full employment history starting with the most recent (this should include voluntary/unpaid work) and provide an **explanation for any gaps**

From dd/mm/yy	To dd/mm/yy	Full/ part time/ voluntary	Name, address and contact number of employer	Position held	Reason for leaving employment

3. Education, training or courses

Please give details of any education, training or courses you have successfully completed **that may be relevant to the role for which you are applying.**

Education, training and courses						
From	To	Name of school/college	Examinations passed			
dd/mm/yy	dd/mm/yy		Subject (inc. awarding body)	Level	Grade	Date awarded

4. References

As the role you are volunteering for involves working directly with children we would require a reference from the most recent employer (this may include voluntary/unpaid work). References from friends, colleagues schools or colleges may be accepted if a previous employer cannot be contacted. Please provide an acceptable reason why an employer cannot be contacted if this is the case. **Please let your referee know that we will contact them.**

Referee
Name:
Job title:
Address:
e-mail:
Tel No.

5. Clapgate Primary is committed to safeguarding and promoting the wellbeing of all children and expect all staff and volunteers to share this commitment.

An enhanced DBS check with barred list check will be conducted for all volunteers working in regulated activity.

A risk assessment will be completed to determine whether a volunteer who isn't working in regulated activity requires an enhanced DBS check.

6. Rehabilitation of Offenders Act 1974 (exemptions order 1987)

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

All applicants will be asked to complete a self-disclosure form prior to interview to provide details of any criminal record history. An on-line search will be carried out as part of due diligence checks. This include only information publicly available on-line.

7. Supporting statement

a) Why are you applying for voluntary work at Clapgate Primary school?

b) What do you want to get out of it?

Privacy Notice

The information detailed in this application form will be used in order to process your application and in line with the school's Recruitment and Selection process. The lawful basis for processing this information is with a view to entering into a contract with you.

Your information may be shared with Leeds City Council HR in their role as data processor under the terms of the service level agreement where they have a legitimate business need to access it, and externally where required for the recruitment process, for example, in order to obtain references or where background checks are required. Your information will only be shared where necessary, and in accordance with data protection law.

If successful, this form will be retained on your personnel file and kept for a period of 6 years after the termination of your employment. Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed to.

Information regarding your rights in relation to your personal data are available via the Information Commissioner's Office: www.ico.org.uk.

Declaration

I confirm that the above information is complete and accurate, and I understand that any offer of employment is subject to satisfactory references, a satisfactory DBS certificate and check of the Barred list, the entries on this form proving to be complete and accurate and satisfactory safeguarding checks.

I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Signature _____ **Date** _____

Appendix 2

Code of conduct for volunteers

By signing this form, volunteers agree to the following:

School rules and policies

Volunteers must follow all school rules and policies.

Volunteers are required to read, and adhere to, the school's

- Safeguarding and Child Protection Policy
- Safer Working Practice
- Whistleblowing Policy
- KCSIE Part One
- Behaviour Policy
- Health & Safety Policy

Professional Conduct

Volunteers must follow instructions provided by the class teacher and ask for guidance or clarification if required. Questions can be directed to the class teacher or a member of the senior leadership team

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're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.

Volunteers must conduct themselves in a professional manner at all times. This includes:

- Dressing in a way that is professional and appropriate to the work they are doing
- Refraining from using inappropriate language
- Setting an example for pupils by acting in a way that reflects the school's ethos and values
- Behaving in a way that is appropriate for the role they are undertaking
- Ensuring that comments, including those made on social media, do not bring the school into disrepute

Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you".

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.

Parent volunteers with children at the school must not act in a way that favours 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.

If a volunteer is unable to come to school when they are expected/scheduled to be in, they must inform the school as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

If volunteers wish to stay in school over lunchtimes, they can eat their lunch in meeting room 1 or 2 or in the classroom. Volunteers should not eat lunch in the staffroom.

Safeguarding

Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to volunteers before they begin their placement.

If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is Mrs Singleton and the deputy DSLs are Mrs Rhodes, Miss Taylor, Miss Shires and Mr Queeley

Volunteers should 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.

Volunteers must alert the DSL if a pupil develops an infatuation with them, and 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:

- Exchanging contact information
- Making contact with pupils outside of school, including on social media
- Arranging to meet pupils outside of school

Volunteers should not take or share photos of pupils.

Health and safety

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.

Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.

Volunteers must sign in and sign out at the beginning and end of every visit and must wear a visitor badge at all times.

Confidentiality

Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

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 school staff disciplinary procedures.

Please sign and date below:

Volunteer name:

Volunteer signature:

Date:

Appendix 3

CLAPGATE PRIMARY SCHOOL GOVERNOR/TRUSTEE & OTHER VOLUNTEERS PRIVACY NOTICE

HOW WE USE GOVERNOR/TRUSTEE & OTHER VOLUNTEERS INFORMATION?

This privacy notice explains how we collect, store and use personal data about individuals working with Clapgate Primary School in a voluntary capacity, including Governors/Trustees. We, Clapgate Primary School, are the 'data controller' for the purposes of data protection law.

We collect and use personal data under the principle of the General Data Protection Regulations (GDPR) which states that data is used for "specified, explicit and legitimate purposes". The categories of school volunteer information that we collect, process, hold and share include:

- Contact details
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

WHY WE COLLECT AND USE THIS INFORMATION

The purpose of processing this data is to support the school to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing Governor/Trustee details
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them

THE LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

COLLECTING THIS INFORMATION

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

STORING THIS INFORMATION

Personal data is stored in accordance with our Data Protection Policy

We maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the school.

When your relationship with the school has ended, we will retain and dispose of your personal information in accordance with our Data Retention Policy

WHO WE SHARE THIS INFORMATION WITH

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Government departments or agencies – to meet our legal obligations to share information about governors/trustees
- Our local authority – to meet our legal obligations to share certain information with it, such as details of governors
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor/trustee support
- Professional advisers and consultants
- Employment and recruitment agencies
- Police forces, courts

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please submit a request in writing, either by letter or email to the Data Protection Officer (please see contact details below). Including:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

FURTHER INFORMATION

If you would like to discuss anything in this privacy notice, please contact:

Neil Stott (Data Protection Officer)
WNTAi Services Ltd
24 Grosvenor Avenue
Pontefract
WF8 4QU