



# Eyres Monsell

Primary School

## Volunteer Policy

2025 - 2027

<b>Approved by</b> <b>Date</b>	FSGP Committee February 2025
Review date	January 2027
Signed (Chair of Governors)	

## **Contents:**

- Statement of intent
- Legal framework
- School regulations
- Regulated activity
- Safeguarding children and child protection
- Risk assessments
- Disqualification under the Childcare Act
- Supervision
- Allegations of abuse
- Health and safety
- Absence
- Confidentiality
- Internet use
- Monitoring and review
- Appendices
  - Volunteer Code of Conduct

## **Aims**

At Eyres Monsell Primary School we recognise and value the effort taken by parents/carers and other volunteers who contribute towards our school. We actively encourage your assistance and acknowledge that many school activities and processes would be at risk if it were not for your help. As a result, we want to make sure that your time spent in the school is productive and enjoyable.

Additionally, teachers may supervise visitors during the holidays to assist with classroom preparations. This policy aims to balance the benefits of having visitors with our legal responsibilities to ensure the safety and security of all students, staff, and visitors.

The deployment of any volunteer, whether for one day or for a number of sessions over a longer period, must take into account the needs of pupils and the staff to whom they are assigned. We have a duty to ensure that the welfare of pupils is promoted and they are safeguarded from harm.

This policy sets out the practices and procedures which will be followed when appointing, managing and supervising volunteers, as well as a code of conduct which all volunteers are required to comply with.

## **Legal framework**

This policy has due regard to statutory legislation, including, but not limited to, the following:

- The Children Act 1989
- The Children Act 2004
- The Education Act 2002
- The Childcare (Disqualification) Regulations 2009
- The Childcare Act 2006
- Protection of Freedoms Act 2012
- The Data Protection Act 1998
- DfE 'Keeping children safe in education' 2016
- DfE 'Disqualification under the Childcare Act 2006' 2016

### **Making arrangements for volunteer support**

Staff members who are seeking to obtain additional volunteer support for a school-based activity should firstly seek permission from the Headteacher. This should be using a 'Vounteer Agreement Form' and should clearly state the names of volunteering parties, the purpose of the visit and the date and duration. This form should be completed for every occasion that volunteers will be used and be given to the School Business Manager no less than 1 week prior to the date of request. The School Business Manager will then follow the school procedures for inducting a volunteer.

Permission for trip volunteers does not need to be sought prior to the Risk Assessment as this is covered under the 'Local trips and visits' guidance.

Volunteers who wish to complete 'Work Experience' at the school as part of their academic study will be required to complete a pro forma detailing the dates and times of their visit to the school and the purpose of study. A meeting will then be held with a member from the Senior Leadership Team to confirm the final arrangements which will then be shared with school staff.

### **General Guidelines**

The school wants to ensure that activities are planned properly and safely, and that volunteers are informed of these plans. We strive to ensure that volunteers have access to a member of school staff, should they wish to discuss difficulties or report on issues that may arise.

All staff, visitors and volunteers are required to be identified and located at all times. For this reason, the following process will be adhered to:

- All visitors must report to the school office upon arrival and sign in using the 'Volunteer' tab on the 'Inventory' signing in system and agree to the 'Volunteer Code of Conduct'.
- Visitors will be issued a visitor badge, which must be worn at all times while on school premises.
- **Agency Staff, Business Representatives, and Governors:** Please note that agency staff, business representatives, and governors are subject to a slightly different policy as they are enhanced DBS checked.
- **Approved Contractors:** Please note there is a separate policy for approved contractors.

### **School regulations**

All volunteers will be required to read and sign a Code of Conduct which makes references to our school policies including:

- Child Protection and Safeguarding Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Behavioural Policy
- Whistleblowing Policy
- Disciplinary procedures
- Complaints procedures

The full policies can be found the school's website.

### **Regulated activity**

For the purpose of this policy, a volunteer will be engaging in "regulated activity" if they work unsupervised when teaching or looking after children regularly, or provide pastoral care on a one-off basis.

## **Safeguarding children and child protection**

Volunteers will be provided with safeguarding information as determined by the **governing body**, using a proportional, risk-based approach.

Depending on the level of interaction with a pupil, it may be necessary to obtain a Disclosure and Barring Service (DBS) certificate. The school **is** required to obtain an enhanced DBS certificate if:

- The volunteer intends to carry out activity for the purpose of the school and it gives the opportunity for **unsupervised** contact with pupils.

Notice should be given to the School Business Manager as soon as it is decided that the volunteer will be taking part in regulated activity due to the timescale required in applying for a DBS. Delays in this information being passed on may result in a delay to a volunteer start date.

The school **is not** required to obtain an enhanced DBS certificate if:

- The volunteer intends to carry out activity for the purpose of the school and it gives the opportunity for **supervised** contact with pupils.

For volunteers who are not in regulated activity, but who have the opportunity to come into contact with pupils on a regular basis, it is at the discretion of the school to decide whether or not a DBS check is required.

The school may decide to conduct a repeat DBS check on any volunteer of whom they hold concerns about.

## **Risk assessments**

The school will undertake a risk assessment, and use professional judgement and experience when deciding whether an enhanced DBS check is required for any volunteer not engaging in regulated activity.

The following factors will be taken into consideration when deciding whether to seek an enhanced DBS certificate:

- The nature of the work with the pupils
- Whether the role is eligible for an enhanced DBS check

## **Disqualification under the Childcare Act**

Any individual who is classified as being disqualified under the Childcare (Disqualification) Regulations 2009 and section 25 of the Childcare Act 2006, is unable to provide any means of childcare provision. Any volunteer who is directly concerned with the management of childcare provision, or who works with children on a regular basis, whether supervised or not, is covered by these regulations and may be disqualified.

An individual will be classed as disqualified if:

- They have been reported on the DBS Children's Barred List.
- They have been noted as committing certain violent and sexual offences against children and adults.
- They live in the same household as another person who is disqualified from childcare provision.
- They have been refused any provision relating to childcare, or have been prohibited from private fostering.
- Have received certain orders in relation to the care of children.

The school will not employ any volunteer who is classified as being disqualified under the above regulations. When gathering information to make decisions, the school will ensure that they act proportionately in order to minimise any intrusion into an individual's private life.

### **Supervision**

If a volunteer is required to be supervised when undertaking an activity, who would otherwise be in regulated activity if not supervised, the school will ensure that:

- There is supervision at all times by an individual who is in regulated activity.
- The supervision is regular and day-to-day.

### **Allegations of abuse**

Allegations of abuse made against volunteers will be dealt with in accordance with the **Dealing with Allegations of Abuse within the Child Protection Policy**.

### **Health and safety**

All volunteers will ensure that they are familiar with emergency procedures, e.g. evacuation, and of any health and safety aspects relating to the activity they will be undertaking, e.g. whilst in a cookery class. If a volunteer notices any potential hazard which may put another individual at risk of harm, they will report this immediately to the supervising adult. In addition to this, the following must be adhered to:

- Visitors are not permitted to bring tools or power tools onto school premises.
- The Site Manager must approve any manual handling or decoration-based work by visitors.
- Visitors must not engage in activities that could pose a risk to themselves or others.
- Visitors are not permitted to work at height under any circumstances.
- Any incidents or concerns involving visitors must be reported immediately to the Headteacher or Site Manager.
- Liability for any works carried out on school premises rests solely with the Site Manager and approved contractors.

### **Absence**

Volunteers are required to inform the school office by 8:00 am if they are unable to attend at the agreed time.

If a volunteer is called away in the event of an emergency while volunteering, they will inform the class teacher or senior leader, and will sign out of the building before leaving the premises.

### **Confidentiality**

Volunteers will be reminded that all information with regards to individual pupils and members of staff is confidential, and that the sharing of data is protected under the Data Protection Act 1998.

Volunteers are not permitted to discuss any confidential information regarding a pupil or member of staff, with any other individual at the school.

Any volunteer who breaches the confidentiality rules will be asked to leave the premises and will not be able to return to undertake any further activity.

There may be instances where a volunteer is required to pass information to a member of staff, such as if they notice a pupil being subjected to verbal or physical harm.

Volunteers will report any concerns to a member of staff and are instructed not to notify the parents/carers.

**Internet use**

All volunteers will be required to behave in an ethical and respectful manner with regards to email and internet use, and will be expected to follow the processes outlined in the following school policy:

**E-safety Policy**

- Volunteers will not have access to the school network nor the school's wifi.
- No volunteers are permitted to make contact with pupils via social media or email, or arrange to meet pupils outside of school.

**Monitoring and Review**

- This policy will be reviewed annually by the Headteacher, Site Manager, and Business Manager to ensure it remains effective and up-to-date.
- Any changes to this policy will be communicated to all staff and visitors as necessary.

## Volunteer Code of Conduct

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at the school.

I will:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other volunteers, members of the staff and pupils, and make them feel valued.
- Be approachable, pleasant and a positive role model for pupils.
- Adhere to all school policies, e.g. the: Child Protection and Safeguarding Policy, Health and Safety Policy, Anti-bullying Policy, Behavioural Policy, etc.
- Maintain confidentiality of personal information at all times, unless there is a need to report an issue to a member of staff.
- Treat all pupils and members of staff equally.
- Dress and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from the supervisor and seek guidance through clarification where uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report any potential hazards in the workplace to the supervisor.
- Avoid waste or extravagance and make proper use of the resources.
- Conduct work in a cooperative manner.
- Turn any mobile phones off while on school premises.
- Not smoke, vape or use e-cigarettes on the school premises or within the school grounds.

I, \_\_\_\_\_, have read the code of conduct and agree to abide by the rules outlined.

- Signed: \_\_\_\_\_ Date: \_\_\_\_\_