



# School Volunteer Policy

## Aldryngton Policy and Guidance

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## 1. Introduction and Aims

Aldryngton Primary School recognises the immense benefits that volunteers bring to the organisation, and the bridges that they build between the school and the local community. In return, the school hopes to give its volunteers an opportunity to exercise their skills in a different environment and to undertake new experiences.

The school tries to offer a range of volunteering opportunities and, in accordance with its equal opportunities and diversity policies, to ensure that the opportunity to volunteer is widely available.

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 the Aldryngton Primary School 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

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

A volunteer is not an employee and will not have a contract of employment with the 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 work for the volunteer. However, the volunteer is free to refuse to fulfil the role and the school is not bound to provide the work. It is also expected that both the school and the volunteer will give as much notice as possible if unable to meet these expectations.

At Aldryngton Primary School volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA
- Local clergy or from RE inspired

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.

### 3. How to apply to volunteer

Volunteers can apply in the following way:

- By emailing the school business manager – [finance@aldryngton.wokingham.sch.uk](mailto:finance@aldryngton.wokingham.sch.uk)
- Approaching senior leaders, class teachers or heads of department
- Completing an application form (see appendix 1)
- Providing satisfactory references
- Attending an interview prior to appointment.

### 4. Appointment of volunteers

Volunteers are appointed by the Head teacher/SBM

All appointments are conditional upon the completion of an enhanced DBS check and other appropriate safeguarding and recruitment checks, and relevant training.

The headteacher reserves the right to terminate a placement at any time.

The school will ask for written confirmation from the volunteering organization that enhanced DBS checks and references have been carried out before a volunteer is allowed to start work at the school.

Once all criteria have been met, an interview will be set up with the Head teacher/SBM before a volunteer position is given, taking into account the volunteers requirements and mutually convenient timings.

### 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:

- Work one-to-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
- Safeguarding training to all volunteers **prior** to them beginning work at the school, through the Berkshire link <https://elearning.berkshirerwestsafeguardingchildrenpartnership.org.uk/login/> then emailing [finance@aldryngton.wokingham.sch.uk](mailto:finance@aldryngton.wokingham.sch.uk) advising that the volunteer has read and understood the training on Keeping Children Safe in Education
- Require volunteers to agree and adhere to our code of conduct and to read, and adhere to, the school's policies on:
  - Safeguarding
  - Use of mobile phones

- ICT and internet acceptable use
  - Online safety
  - Behaviour
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils

## 6. Induction and training

Volunteers must complete appropriate online 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.

All appropriate policies and procedures are read and understood before starting.

## 7. 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 organization.

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.

## 8. Conduct of volunteers

Volunteers are expected to comply with all the school's policies and procedures while they are on its premises or undertaking any of their volunteering duties. Their induction will include an explanation of these policies and procedures.

## 9. Insurance

The school's insurance policy covers volunteers in the event of an accident or emergency.

If a volunteer is working at the school through another organization, we will also check that organization's insurance arrangements.

## 10. Data protection and record keeping

Our privacy notice 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.

## Appendix 1: Volunteer Application Form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

### Data protection notice

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations

You'll find more information on how we use your personal data in our privacy notice which can be found on the Aldryngton webpage

### Personal details

|                          |  |
|--------------------------|--|
| <b>Name:</b>             |  |
| <b>Date of birth:</b>    |  |
| <b>Gender:</b>           |  |
| <b>Telephone number:</b> |  |
| <b>Email address:</b>    |  |
| <b>Home address:</b>     |  |

### Disclosure and Barring Service (DBS) information

Aldryngton 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 Aldryngton's privacy notice.                   |  |
| <b>Do you have a DBS check? (please circle)</b>                | Yes/ No  |
| <b>If yes, what type of check do you have? (please circle)</b> | Enhanced DBS / Enhanced DBS with barred list information |
| <b>Date of check:</b>  |  |
| <b>Certificate number:</b>                                     |  |

| <b>Availability</b>                                     |               |                |                  |                 |               |
|---|---------------|----------------|------------------|-----------------|---------------|
|   | <b>Monday</b> | <b>Tuesday</b> | <b>Wednesday</b> | <b>Thursday</b> | <b>Friday</b> |
| <b>AM</b>   |               |                |                  |                 |               |
| <b>PM</b>   |               |                |                  |                 |               |
| <b>Before school</b>                                    |               |                |                  |                 |               |
| <b>After school</b>                                     |               |                |                  |                 |               |
| <b>Lunchtimes</b>                                       |               |                |                  |                 |               |
| <b>How many hours per week/month can you volunteer?</b> |               |                |                  |                 |               |
| <b>Can you commit to at least 1 term?</b>               |               |                |                  |                 |               |

## Experience and qualifications

**Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.**

**Why would you like to volunteer at Aldryngton?**

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



|   |
|---|
|   |
| <b>Do you have any relevant qualifications?</b> |
|   |

| <b>Preferences</b>   |  |
|--|--|
| What age group would you prefer to work with?              |  |
| Would you prefer to work one-on-one or with a small group? |  |

## References

Your placement as a volunteer may be subject to satisfactory references. Please give the details of two referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc).

|                             |                             |
|-----------------------------|-----------------------------|
| <b>Name:</b>                | <b>Name:</b>                |
| <b>Relationship to you:</b> | <b>Relationship to you:</b> |
| <b>Address:</b>             | <b>Address:</b>             |
| <b>Telephone number:</b>    | <b>Telephone number:</b>    |
| <b>Email address:</b>       | <b>Email address:</b>       |

## Disability and accessibility

Aldryngton 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 adjustments or arrangements to assist you, please state the arrangements you require:

## Appendix 2:

### Code of conduct for volunteers

By signing this form, volunteers agree to the following:

#### 1. School rules and policies

1.1. Volunteers will follow all school rules and policies, including those on:

- 1.1.1. Child protection
- 1.1.2. ICT and internet acceptable use
- 1.1.3. Online safety
- 1.1.4. Mobile phones
- 1.1.5. Data protection
- 1.1.6. Health and safety
- 1.1.7. Equality
- 1.1.8. Whistle-blowing
- 1.1.9. Behaviour

1.2. Copies of the school policies are available online or from the school office

#### 2. Professional conduct

2.1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer coordinator, Mrs Julia Franks

2.2. 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.

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

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

2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged during the holidays or as a way of saying "thank you". Please see the schools staffing policy stating terms of receiving gifts.

2.5. 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.

2.6. 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.

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

### 3. Safeguarding

- 3.1. Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training via online will be provided to all volunteers before they begin their placement.
- 3.2. 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 Mr Mark Wieder and the deputies are: Hannah Slade, Vanessa Nowell, Julie Culham, Emma Dunn and Caroline Fenning.
- 3.3. Volunteers should refrain from physical contact with pupils.
- 3.4. Volunteers 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:
  - 3.4.1. Exchanging contact information
  - 3.4.2. Making contact with pupils outside of school, including on social media
  - 3.4.3. Arranging to meet pupils outside of school
  - 3.4.4. The volunteer must alert the DSL if a pupil develops an infatuation with them
- 3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor using the schools provision
- 3.6. Volunteers must not have their phones with them while working within the school.

### 4. Health and safety

- 4.1. 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.
- 4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- 4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

### 5. Confidentiality

- 5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else outside the school. 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 the school's staff disciplinary procedures.

Please sign and date below:

X

Volunteer name (please print)

X

Volunteer signature

X

Date

### Appendix 3:

If you'd like assistance from a volunteer in your classroom, or for a specific activity or trip, fill out the form below and submit to Julia Franks.

### Volunteer request form

| Activity details   |  |
|--|--|
| Year group/class   |  |
| Activity details   |  |
| Date(s) and time(s)  |  |
| Is this activity... (circle one)   | One-off?<br>Daily?<br>Weekly?<br>Other?<br>If other, please explain: |
| Will there be any costs for the volunteer (such as entry fees to museums, materials, or travel)? |  |
| Volunteer details  |  |
| How many volunteers do you need?   |  |
| Do you need your volunteers to have any specific skills or experience?                           |  |

Submitted by:

**Signature:**

---

**For school use only:**

Authorised by:

Date: