



The Federation of St Elphege's and Regina Coeli Catholic Schools



Volunteer Policy

Scope:		St Elphege's Schools	
Date Adopted:		Spring 2020	
This Review:		Spring 2024	Every 3 years or when regulations change
Next Review:		Spring 2027	
Approved	EHT:		Director of Finance and Operations
	Governor:	Not Applicable	



The Federation of St Elphege's and Regina Coeli Catholic Schools



'With God all things are possible'

'Where there is love, there is God'

The Federation of St Elphege's and Regina Coeli Catholic Schools will give every child the best possible education because each individual is uniquely created and precious to God. As a Catholic community, guided by the Holy Spirit, we will follow the example of Jesus Christ in all aspects of daily life.

With the help of God's love, the Federation of St Elphege's and Regina Coeli Catholic Schools will seek to develop the whole child. Each child is uniquely created and precious to God and it is the Federation's mission, guided by the Holy Spirit, to nurture each child's spiritual, moral and academic growth.

Inspired by the teachings of Christ we will...

- Develop our children's faith, spirituality and joy in the love of God
- Educate our children to the highest standards thus realising their own potential
- Instil in our children the knowledge, skills and confidence to succeed and take pride in their achievements recognising we each have special gifts and talents
- Encourage everyone to be more than they thought possible, in a secure and loving environment
- Promote a caring community where we will all behave well. We will be dignified in our actions, demonstrating good manners, tolerance, kindness and generosity to ourselves and others
- Prepare our children today to become tomorrow's responsible and independent individuals equipped to face life's challenges
- Ensure our Federation is a happy, safe and welcoming place where we all enjoy learning, work hard, support one another and do our best
- Create an active partnership of love, joy and high expectations between children, parents, carers, staff, governors, parishes and the wider community

Inclusion statement

The school community will ensure that ALL children irrespective of race, ethnicity, nationality, gender (including those who identify as transgender), sexual orientation, ability, special educational need, disability, faith or religion, age, culture, socio-economic or home background will have equal access to the breadth of this policy.

The achievements, attitudes and well-being of all our children matter and the school will endeavour to promote their individuality. Children with learning disabilities and gifted and talented children will be allowed to express themselves according to their ability. Work will be differentiated to meet their needs and achievements will be celebrated. This Policy will be implemented through on going consultation with all members of the school community and developments in law or statutory guidance.

1. 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 the St Elphege's 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

At St Elphege's 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 PTFA
- Local clergy or members of the congregation

This is not an exhaustive list.

3. How to apply to volunteer

To apply to become a volunteer at St Elphege's, candidates should approach the school office or a member of the Senior Leadership Team where they will be given a Volunteer Application form. St Elphege's reserves the right to reject volunteer applications at its discretion.

4. Appointment of volunteers

Volunteers are appointed by a member of the Senior Leadership Team.

Intake of new volunteers can take often up to 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 headteacher 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.

5. Placement

- Volunteers will be placed in classes of the Senior Leaderships choosing
- Volunteer placements will last for 1 half term and will be reviewed at the end of this period
- The Senior Leadership Team reserve the right to terminate the agreement at the end of this half term period

6. 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:

- Complete an initial risk assessment on the volunteer which will indicate whether and Enhanced DBS check is needed. If so the organization will conduct enhanced DBS checks on volunteers (Appendix 5).
- Volunteers will be asked to complete a Declaration of Disqualification under the Childcare Act if working with children under 8 years old or Extended Schools Provision (Appendix 6 & 8). Disqualification will be based upon the Disqualification Regulation criteria (Appendix 7).
- 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 online 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
- 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
 - 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
- 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
- St Elphege's will observe 'good practice' and therefore not leave volunteers alone, unsupervised with a class
- DBS checks will be noted on the Single Central Record

7. Induction and training

- All volunteers will attend an induction session with a member of staff whereby school information, safety and general day-to-day running of the organisation will be shared.
- Each volunteer will be assigned a line manager, in most cases this would be the class teacher they are working with.

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.

8. 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. The doing so of this will result in the immediate termination of any arrangement with the school.

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 [Safeguarding and Child Protection policy](#), and inform the designated safeguarding lead.

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

9. Conduct of volunteers

Volunteers must comply with the staff code of conduct set out in the appendix to this policy.

10. Insurance

The school's insurance policy does 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.

11. Data protection and record keeping

Our [privacy notices](#) explain 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.

12. Monitoring and review

This policy has been approved by the Senior Leadership Team and will be reviewed regularly. This policy will be reviewed on a three-year cycle.

13. Appendices

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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 our website <http://www.stelphegerschools.org.uk/information/policies>

Personal details

Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

Disclosure and Barring Service (DBS) information

The school 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 the school's privacy notice.

Do you have a DBS check? (please circle)	Yes/ No
If yes, what type of check do you have? (please circle)	Enhanced DBS / Enhanced DBS with barred list information
Date of check:	
Certificate number:	

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

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 St Elphege's?
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)

Do you have any relevant qualifications?

Preferences

What age group would you prefer to work with?

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).

Name:

Name:

Relationship to you:

Relationship to you:

Address:

Address:

Telephone number:

Telephone number:

Email address:

Email address:

Disability and accessibility

The school 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

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. Safeguarding and Child protection
- 1.1.2. Internet Safety
- 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. Anti-Bullying

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 a member of the Senior Leadership Team.
- 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".
- 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 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 L Hawkes (Head Teacher) and the Deputy DSLs are, Mrs R Duffy (DHT), Mrs V Laffin (Inc), Mrs N Hutchinson (SENDCo), Mr M Jones (ExHT), Ms A Cunniffe (DoFO), Mrs A Glanville (Office Manager), Mrs N Hakes (DHT), Mrs S Michael (Pastoral), Mrs J Burke (Pastoral), Ms C Dall (AHT), Ms P Narenthiran (AHT), Ms C Wright (DTCLA).
- 3.3. 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.
- 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. Alerting 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.

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. 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:

Volunteer Name: _____

Volunteer Signature: _____

Date: _____

Appendix 3: requesting a volunteer (information for staff)

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 a member of the Senior Leadership Team.

You will not need to fill this form out for short-term volunteering agreements such as school trips.

Volunteer request form

Activity details	
Year group/class	
Activity details	
Date(s) and time(s)	
Is this activity... (circle one)	One-off? Daily? Weekly? Other? 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?	

Appendix 4: Volunteer Checklist prior to appointment (internal use)

Before a volunteer placement can commence, the below checklist must be completed.

<u>Task</u>	<u>Date Completed</u>
1. Volunteer has completed the volunteer application form	
2. Volunteer has read the Volunteer Policy	
3. SLT has completed the Risk Assessment to inform whether an Enhanced DBS is necessary	
4. Volunteer has undergone an Enhanced DBS check	
5. Volunteer has read, understood and signed the Disqualification under the Childcare Act	
6. Volunteer has completed online Safeguarding Training	
7. Volunteer has read, understood and signed Part 1 of KCSIE	
8. Volunteer has read relevant policies: • Safeguarding • Mobile Phone • E-Safety • Anti-Bullying	
9. Volunteer has read, understood and signed the volunteer code of conduct	
10. Volunteer has understood that this is only a half-term placement which can be reviewed in the final week of placement	

Appendix 5: Volunteer Risk Assessment (internal use)

Risk Assessment for Volunteers

This risk assessment should be completed when considering whether a person working as a volunteer at the school should be asked to apply for an enhanced DBS certificate.

Name of Person.....

Is the volunteer in 'Regulated' Activity? Yes ☐ No ☐

If 'yes', an enhanced DBS with Barred list check is required.

If 'no', an enhanced DBS without a Barred list check *may* be obtained

Areas to consider

What is the age group of the pupils that the volunteer will work with?	
Are these pupils regarded as particularly vulnerable?	
How frequently will the volunteer be in school?	
What is the connection of the volunteer to the school?	
What motivates the volunteer to want to work in the school?	
Is the volunteer in paid employment or do they work in a voluntary capacity elsewhere with children?	
Can the volunteer provide at least one reference from someone other than a family member, including a senior person at the employment or voluntary service named above?	
What information does the school already know about the person?	
Has the person's identity been verified?	

Is the person signed up to the DBS Update Service?	
Has a check been completed on the DBS Update Service?	
Is the person aware of any reason why they should not volunteer to work with children?	
Is the school aware of any reason that the person should not work with children?	
Is this volunteer with children between the hours of 2am and 6am	This is regulated activity and the person must have an Enhanced DBS check

Decision

- ☐ **High Risk** - the person has no previous connection with the school AND cannot provide references from elsewhere.
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school should consider whether the person's uncorroborated background would raise an unacceptable risk.
- ☐ **Medium Risk** - The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable.
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so, as no enhanced DBS has been seen.
- ☐ **Low Risk** - The person is signed up to the DBS Update Service and the checks reveal no negative information OR The person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references OR the school knows the person well (eg. may be a former employee)
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, unless the person uses the DBS Update service, the school may decide to obtain a new enhanced DBS.

Decision

- ☐ Application for enhanced DBS check is not needed. State reason(s) below:

- ☐ Application for an enhanced DBS check is needed. State reason(s) below:

- ☐ Application for an enhanced DBS check and a Barred List check is needed because the person is in Regulated Activity

Headteacher (Print Name)

Headteacher (Signature)

Date

Chair of Governors (Print Name)

Chair of Governors (Signature)

Date



The Federation of St Elphege's Catholic Schools

Mollison Drive, Wallington, SM6 9HY | Tel: 020 8669 6306 | www.stelphesrcschools.org.uk

Executive Head Teacher: Mr M Jones

Head Teacher: Mr L Hawkes

Deputy Head Teachers: Mrs R Duffy & Mrs N Hawkes

Appendix 6: Declaration of Disqualification under the Childcare Act

Name: _____

DOB: _____

Position: _____

I have reviewed the criteria for disqualification set out in the 2018 regulations made under section 75 of the Childcare Act 2006.

In signing below, I confirm that these criteria do not presently apply to me and I commit to immediately informing the Executive Head Teacher, Director of Finance and Operations or Head Teacher, should my personal circumstances change and if my relationships and associations, both within and outside of the workplace (including online), may have implications for the safeguarding of children in the school.

Signed: _____

Date: _____

IMPORTANT

If you wish to make a declaration now, or in the future, you may do so in person or in writing to Executive Head Teacher, Director of Finance and Operations or Head of School

Please be aware that in some instances, individuals may apply to Ofsted for a waiver on their disqualification. Further information on this process is available on the Ofsted website.

Disqualification criteria

The criteria for disqualification under the 2006 act and the 2018 regulations include:

- inclusion on the Disclosure and Barring Service (DBS) Children's Barred List
- being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2018 regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation)
- certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2018 regulations
- refusal or cancellation of registration relating to childcare (except if the refusal or cancellation of registration is in respect of registration with a child minder agency or the sole reason for refusal or cancellation is failure to pay a prescribed fee under the 2006 act (regulation 4(1) of the 2018 regulations)), or children's homes, or being prohibited from private fostering, as specified in paragraph 17 of Schedule 1 of the 2018 regulations
- being found to have committed an offence overseas, which would constitute an offence regarding disqualification under the 2018 regulations if it had been committed in any part of the United Kingdom

Under the legislation a person is disqualified if they are found to have committed an offence which is included in the 2018 regulations (a 'relevant offence') this includes:

- being convicted of a relevant offence
- on or after 6 April 2007, being given a caution for a relevant offence
- on or after 8 April 2013, being given a youth caution for a relevant offence

A person who is found not guilty of a relevant offence by reason of insanity or found to be under a disability and to have committed the act for which they have been charged in respect of a relevant offence is also disqualified (regulation 2(2) of the 2018 regulations).

Any offence resulting in the death of or bodily injury of a child is considered a relevant offence under the legislation and must be disclosed.

The above list is only a summary of the criteria that lead to disqualification. Further details about the specific orders and offences, which will lead to disqualification, are set out in the 2018 regulations.

Appendix 8: Cover letter explaining Disqualification under the Child Care Act



The Federation of St Elphege's Catholic Schools

Mollison Drive, Wallington, SM6 9HY | Tel: 020 8669 6306 | www.stelphageschools.org.uk

Executive Head Teacher: Mr M Jones

Head Teacher: Mr L Hawkes

Deputy Head Teachers: Mrs R Duffy & Mrs N Hawkes

Disqualification under the Childcare Act

Dear all

Keeping Children Safe in Education refers to disqualification: "For staff who work in childcare provision, or who are directly concerned with the management of such provision, employers need to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare Disqualification Regulations 2018".

This statement applies to all staff members and volunteers working with reception or younger children at any time during the school day and those working with children up to age eight, outside school hours: Breakfast Club & After School Club Staff; all EYFS Staff, including Midday Supervisors; Administrative Staff; and the SLT.

The reverse of this page details a summary of the relevant criteria (specific to school settings) that lead to a person being disqualified under the Childcare Act. Further details are available in the full Childcare Regulations 2018 and Childcare Act 2006. If you are in any doubt whatsoever with regard to your present circumstances, you must discuss these in the strictest confidence with the Executive Head Teacher, Director of Finance and Operations or Head of School.

Schools have a duty to request that relevant staff self-declare that they may be disqualified under the Childcare Act, in addition to information that will be returned on an Enhanced Disclosure and Barring Service Check. In completing the attached form, you commit to a declaration of your present circumstances and to informing the school if your circumstances change or where your relationships and associations, both within and outside of the workplace (including online), may have implications for the safeguarding of children in the school.

All information will be treated in the strictest of confidence.

If you have any questions or concerns regarding the completion of the declaration, please speak with the Executive Head Teacher, Director of Finance and Operations or Head Teacher as soon as possible.

Yours sincerely

Laurence Hawkes
Head Teacher