

STANBURN PRIMARY SCHOOL



Volunteer Policy

Committee Responsible:	
Review Date:	October 2024
Reviewed By: (Committee Name)	
Next Review Date:	
Name and Signature:	Ms E D'Souza



Stanburn Primary School

Believe Achieve Succeed – Learning without limits

1. Introduction and aims

At Stanburn Primary School 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 Stanburn 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 statutory safeguarding guidance [Keeping Children Safe in Education \(KCSIE\)](#) from the Department for Education (DfE).

2. How we use volunteers

Volunteer helpers (an unpaid adult who provides support) at school can bring a range of skills and experience that can enhance the learning opportunities for our pupils. It also frequently allows pupils to work in small groups which enable those pupils to make more progress and the learning to be a more enjoyable experience for them.

At Stanburn the types of activities that volunteers may engage in include:

- Listening to pupils read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art
- Helping in the library

Volunteers may be:

- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/ members of the PTA
- Local members of the congregation

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

We warmly welcome volunteers at Stanburn, subject to a DBS check, and will try to accommodate anyone wanting to volunteer in the school.

Prospective volunteers must complete the [Volunteer Application Form](#) (Appendix 2) as well as providing a [Volunteer Reference Letter](#). These can either be emailed to the school office, or handed in.

4. Appointment of volunteers

Volunteers are appointed by the Senior Leadership Team.

Appointment and induction of new volunteers can take up to 6 weeks and is dependent on the candidate and available spaces within the school.

All appointments are conditional. If a position is available, a member of the Senior Leadership Team will arrange a meeting with prospective volunteers and the volunteer agreement will be shared and discussed. A volunteer may only start working once this agreement is signed and upon the completion of an enhanced DBS check (Disclosure Barring Service) and other appropriate safeguarding and recruitment checks, as well as relevant training. No offer of a position will be made until this process is complete.

If appropriate, two references may be sought.

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, if needed. 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.

On starting in a volunteer capacity a full induction will be given so that relevant school policies and documentation can be explained and issued.

Volunteer records should be kept centrally within the school and maintained by the office.

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 with a barred list check on all volunteers who may:

- Work 1-on-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

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

We require volunteers to agree and adhere to our code of conduct (see appendix >>>>) and to read, and adhere to, the school's policies on:

- Safeguarding
- Use of mobile phones
- ICT and internet acceptable use
- Online safety
- Behaviour

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

We also 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

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.

6. 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 senior leader.

All volunteers must have:

- safeguarding training
- health and safety training
- a full induction to ensure relevant policies are read and understood

Other training requirements will be based on the nature of the work the volunteer will be doing.

7. Health and Safety

The school has a Health and Safety Policy, which will be made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedure (e.g. fire alarm evacuation) and about any safety aspects associated with particular tasks (e.g. using equipment or accompanying pupils on visits).

Volunteers need to exercise due care and attention and report any obvious hazards or concerns to their designated supervisor or another senior member of staff.

8. Insurance

Volunteers are covered by the school's **Indemnity and Public Liability Insurance** 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.

9. Upholding the School Ethos

All adults and young people, who work within our school, whether as a paid member of staff or as a volunteer, are expected to work and behave in such a way as to promote Stanburn's aims and educational purpose, as identified below:

'Believe Achieve Succeed – Learning without limits'

At Stanburn we are a school community that works together with the common purpose of building confidence in all our children so that they set their sights high, achieve to the best of their ability and try to succeed in all that they do.

We strive for excellence and aim to inspire and challenge all our children to learn skills, develop passions and reach heights they could not imagine!

- It is critically important for pupils to see all adults in school as role models;
- You are not expected to make judgments about pupils' abilities or behaviour. Any personal views you may have about a pupil's ability should not be disclosed to anybody except a member of the school's teaching staff;
- Your help will bring you into close contact with staff and pupils;
- Much of what you see in school is confidential, so please do not talk about things outside of school;
- Please do everything possible to avoid any physical contact with pupils, even touching;
- You should not get drawn into inappropriate topics of conversations with pupils. If a pupil begins to talk to you about matters which disturb you, please talk to a member of staff, the Headteacher or Deputy Headteachers;
- Although it can be tempting, please do not seek to use your time in school as an opportunity to discuss personal issues such as your child's educational progress (this can be distracting for teachers during school time);
- Due to confidentiality reason, volunteers are not permitted in the staff room – if you would like tea or coffee during break time, please speak to a member of staff;
- All personal belongings **must** be kept with you at all times or locked away securely (a member of staff will help you with this);

- Mobile phones, personal cameras and recording devices **must** be locked away, out of the reach of children during school hours and **must never** be used to take photographs of pupils, whether in school or out on a school trip or other event;
- If you are in doubt about anything, always ask the advice of a member of staff, the Headteacher or Deputy Headteacher;
- Many of the above standards are there not only for the protection of our children, but also for your own, a serious breach of any of the standards set out above might lead to a volunteer being removed and considered an unsuitable candidate for further voluntary / student placement involvement.

10. 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 (DSL).

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

11. Supervision

All volunteers work under the supervision of a teacher or full-time member of staff. Teachers retain ultimate responsibility for pupils at all times, including pupils' behaviour and the activity that they are undertaking. Volunteers working in the library will at times work independently, as and when agreed by a member of the Senior Leadership Team.

Volunteers should have clear guidance from the designated supervisor as to how an activity is carried out and the expected outcome of the activity. In the event of any query or problem regarding the pupil's understanding of the task, their behaviour or welfare, volunteers must seek advice / guidance from their designated supervisor.

12. Conduct of volunteers

Volunteers must comply with the volunteer code of conduct (set out in Appendix 1)

13. Complaints

Any complaints made about a volunteer will be referred to the Headteacher or delegated to a senior member of staff for investigation.

Any complaints made by a volunteer will be dealt with in the same way. The Headteacher or designated member of staff reserves the right to take the following action:

- To speak with the volunteer about a breach of the terms and conditions;
- Offer an alternative placement for the volunteer (e.g. helping with a different activity or in another class);
- Based upon the facts identified in the investigation, it may be necessary for the school to inform the volunteer that they are unable to continue using them.

14. Equality, Diversity and Inclusion

At Stanburn Primary School we aim to ensure that no member of the school community experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; disability they may have; their ethnicity, colour or national origin; their gender; religion or beliefs.

We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences when devising and implementing school policies and procedures.

15. 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
- Remove details of volunteers from the single central record (SCR) once they no longer work at our school

16. Monitoring and Evaluation

This policy and guidance will be regularly reviewed by the Governing Body and updated in line with Stanburn Primary School's Policy Schedule.

Updated October 2024

Appendix 1: 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. 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 co-ordinator.
- 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 at the end of term 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's.
- 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 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:
 - 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
- 3.5. 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:

X

Volunteer name (please print)

X

Volunteer signature

X

Date

Appendix 2: volunteer application form



Stanburn Primary School

Believe Achieve Succeed - Learning without limits

Headteacher: Ms E D'Souza BSc(Hons), PGCE, MEd

Abercorn Road, Stanmore,
Middlesex. HA7 2PJ

Tel: 020 8954 1423

email: office@stanburn.harrow.sch.uk

VOLUNTEER APPLICATION FORM

First Name:	Surname:	Date of Birth
Address:		
Phone Number:	Mobile Number:	
Email address:		
Any medical needs we need to know about:		
Do you have a child or children attending Stanburn Primary School? YES / NO		
If Yes, please complete the following:-	Name: Class:	Name: Class:
Why would you like to volunteer at Stanburn Primary School:		
What skills/abilities or interests do you have which could support the school:		
Please specify languages spoken:		
Please tick the grid below to indicate the days you are available to volunteer		
Day	A.M.	P.M.
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Year Group you would like to volunteer in:		
Do you Hold a DBS (Disclosure and Barring service) with Stanburn Primary School: please circle: Yes / NO		
Next of Kin in the event of an emergency	Name:	Relationship:
	Phone Number:	Mobile Number:

Where required references will be asked for prior to placement offered

www.stanburn.harrow.sch.uk

