



Volunteers Policy

'Educational Inclusion' is about equal opportunities for all pupils. It pays particular attention to the provision for, and achievement of, different groups of pupils'

Developed by **Staff**

In consultation with **Staff and Governors**

Responsible Committee **R&F (Resources and Finance)**

Approval Date **20/1/26**

Review Date **31/1/27**

Communication **Staff Shared Drive
School Website**

Visiting and Becoming a Volunteer

We have many requests from a variety of people who wish to visit or volunteer. These may be parents of children, members of the local community or individuals interested in pursuing a career with children. It is important that we keep track of who is working in our school, where placed and for how long they will be with us. For this reason all applications from visitors and volunteers should be directed to the Headteacher who has responsibility for the organisation and/or placement of such individuals. In addition, the school office should be made aware so they can carry out the necessary safeguarding checks and update the School's Single Central Register. (See end of document for a Volunteer Application Form).

Aims and Values

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS check will be required for all regular volunteers and you will be asked to undertake safeguarding training with our Headteacher or the xx.

We aim to be a community of confident and creative learners where all children and adults feel safe, happy and secure. Everyone will be encouraged to develop skills to care and be responsible for themselves, others and the world around them.

In addition, volunteers should note the following:

- We aim to provide a happy and healthy school environment where children and adults respect each other and take responsibility for their own actions.
- We support a policy of inclusion, where there are equal opportunities for all.
- We will provide a broad and balanced curriculum that will help children prepare for the opportunities and responsibilities needed now and later in life.
- We expect everyone to achieve high standards of work and behaviour, both inside and outside school.
- We strongly believe that communication is crucial between all staff, parents and children and we will foster an ethos of openness whilst maintaining appropriate confidentiality.

Induction

All visitors and volunteers will receive a Synopsis Induction covering the following areas: Safeguarding, Behaviour and Values, Communication, Computing and GDPR, Code of Conduct, Fire Drill, Evacuation Procedures and Health and Safety as well as information about where to store belongings, which toilets to use and where to get refreshments.

Confidentiality

Volunteers in our school are bound by a code of confidentiality. Any concerns that visitors and volunteers may have about the children they meet should only be discussed with the Headteacher, or, in his absence, the xx. Visitors and volunteers concerned regarding the behaviour of another adult in the school should raise the matter directly with the Headteacher.

Supervision

All visitors and volunteers are under the supervision of the Headteacher or class teacher. Teachers retain responsibility for the children at all times. Visitors and volunteers should have clear guidance from the Headteacher or class teacher as to how an activity involving children may be carried out and what the expected outcomes of any activity are. Visitors and volunteers are encouraged to speak to the teacher if they have a query about any aspect of a child's understanding or behaviour.

Health & Safety

The school's Health and Safety Policy is available on the school's website. Visitors and volunteers are made aware of the emergency procedures (e.g. what to do in the case of a fire evacuation) and about any safety issues associated with a particular task (e.g. during a practical task). Visitors and volunteers are asked to exercise due care and attention and report any obvious hazards or concerns to the Headteacher or class teacher.

Safeguarding Children

The welfare of our children is paramount. To ensure the safety of our children we adopt the following procedures:

- All visitors and volunteers are given access to a copy of this policy.
- Visitors and volunteers must sign in and wear an identification badge whilst on the premises at all times.
- All volunteers must sign a Visitors and Volunteers Agreement (Appendix 1) and/or Appendix 2 for those volunteers going off-site.
- The school reserves the right to ask for a character reference if necessary.
- Anyone visiting or volunteering in a regulated capacity must have an enhanced DBS check. A DBS is considered out of date if the volunteer is out of contact with the school for over three months and a new DBS may then be required (or re-check if subscribed to the update service).
- In addition, a disqualification form may be required depending on the year groups a volunteer is working alongside.
- Volunteers should attend safeguarding training at the school.
- Volunteers will be made aware of key documents such as Keeping Children Safe in Education, Safer Working Practices. These are available in the Child Protection Folders kept in the School Office and also on our school website under Safeguarding. A copy of KCSIE will be given to all volunteers.

Our Child Protection Officer is xx. Deputy Child Protection Officers are Bex Stender, Georgina Ritchie and Jodi Bowbrick.

Complaints Procedure

Any complaints about a visitor or volunteer will be referred to the Headteacher. Any complaints made by a visitor or volunteer will also be referred to the Headteacher. The Headteacher reserves the right to take the following actions:

- I. To speak with the individual about a breach of our agreement and seek reassurance this will not happen again
- II. Offer an alternative placement in another class
- III. Inform the visitor or volunteer that the school no longer supports their attendance at school.

Working Practice

Volunteers will be shown round the school on their first day by the xx or Class Teacher. Key information to be included:

- Signing in and out procedures
- Location of adult toilets – adults should never use children's toilets
- Fire and evacuation drills
- Location of first aid box and reminder to let the school know if the volunteer has any specific medical requirements or needs. In particular, should a volunteer bring any medication into school with them this may need to be locked away or stored in a cupboard in the classroom and the First Aid team may need to be made aware.

Monitoring and review

This policy has been approved by the governing body and will be reviewed annually or in the light of new guidance from the DfE or LA.

Thakeham Primary School Visitors and Volunteer Agreement

Thank you for visiting or offering your services as a volunteer at Thakeham Primary School. Your help is greatly appreciated and valued and we hope that you will gain much from your experience here.

Please read and sign this Agreement and hand it in to the school office. You will receive a copy of it for your records.

I have received and read the Visitors and Volunteer Policy

I agree to support the school's Aims and Values

I understand that I have a responsibility to follow the school's safeguarding procedures

I agree to treat information I learn from being in the school as confidential

I understand that key safeguarding documents are available on the Schools' website and also in the Child Protection Folders

I have been given a copy of the Keeping Children Safe in Education Part One

I know who the Child Protection Officers are

I have advised the school of any medical conditions I have and understand any medication I need may need to be kept out of reach of children.

Signed.....

Name.....

Date.....

Application form - Volunteer

Data protection notice

Throughout this form we ask for some personal data about you. We will 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 have given us your consent
- We must process it to comply with our legal obligations

Vacancy information

Application for the post of: Volunteer

What date are you available to begin the post?

Disclosure and barring and recruitment checks

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts, including unsupervised volunteers.

The 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.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations.

It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

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 certificate?: Yes No Date of check:

If you have lived or worked outside of the UK in the last 5 years, the school may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years?: Yes No

Any volunteer role offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

We will not ask for any criminal records information until we have received the results of a DBS check.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

Right to work in the uk

The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

Sign and date

Name (please print):

Sign:

Date:

1. Personal details

Personal details

First name	
Surname	
Preferred title	

Previous surnames	
If you prefer to be called by a name other than the one listed above, please specify	

Contact details	
Address	
Postcode	
Home phone	
Mobile phone	
Email address	

2. Application statement

PURPOSE OF APPLICATION FOR VOLUNTEER WORK
--

Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests.

3. References

Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If you have not previously been employed, please provide details of another suitable referee.

The school reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you have listed them as a referee, and to expect a request for a reference should you be shortlisted.

What is your sex?	<input type="checkbox"/> Male <input type="checkbox"/> Female
What gender are you?	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say
Do you identify as the gender you were assigned at birth?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say
How would you describe your ethnic origin?	

<p>White</p> <p><input type="checkbox"/>British</p> <p><input type="checkbox"/>Irish</p> <p><input type="checkbox"/>Gypsy or Irish Traveller</p> <p><input type="checkbox"/>Any other White background</p> <p>Asian or British Asian</p> <p><input type="checkbox"/>Bangladeshi</p> <p><input type="checkbox"/>Indian</p> <p><input type="checkbox"/>Pakistani</p> <p><input type="checkbox"/>Chinese</p>	<p>Black or Black British</p> <p><input type="checkbox"/>African</p> <p><input type="checkbox"/>Caribbean</p> <p><input type="checkbox"/>Any other Black background</p> <p>Mixed</p> <p><input type="checkbox"/>White and Asian</p> <p><input type="checkbox"/>White and Black African</p> <p><input type="checkbox"/>White and Black Caribbean</p> <p><input type="checkbox"/>Any other mixed background</p>	<p>Other Ethnic groups</p> <p><input type="checkbox"/>Arab</p> <p><input type="checkbox"/>Any other ethnic group</p> <p><input type="checkbox"/>Prefer not to say</p>
---	---	--

Which of the following best describes your sexual orientation?

<p><input type="checkbox"/>Bisexual</p> <p><input type="checkbox"/>Heterosexual/straight</p> <p><input type="checkbox"/>Homosexual</p>	<p><input type="checkbox"/>Other</p> <p><input type="checkbox"/>Prefer not to say</p>
--	---

What is your religion or belief?

Agnostic

Atheist

Buddhist

Christian

Hindu

Jain

Jewish

Muslim

No religion

Other

Pagan

Sikh

Prefer not to say

Pregnancy and maternity

Are you pregnant?

Yes

No

Prefer not to say

Have you given birth within the last 12 months?

Yes

No

Prefer not to say

Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

Yes

No

Prefer not to say

If you answered 'yes' to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark 'other'.

Physical impairment

Sensory impairment

Learning disability/difficulty

Long-standing illness

Mental health condition

Developmental condition

Other