

Horniman Primary School



Volunteers and Placements Policy

This policy was agreed by the governing body on: (and supersedes all previous policies relating to this area)	
Signed:	Chair of Governors
Implemented:	Jan 2021
Review date:	Jan 2024
Author:	Andrew Pickering Assistant Headteacher

Contents

1. Introduction and aims.....	2
2. How we use volunteers.....	2
3. How to apply to volunteer.....	3
4. Appointment of volunteers.....	3
5. Safeguarding.....	4
6. Induction and training.....	5
7. Confidentiality.....	5
8. Conduct of volunteers.....	5
9. Expenses.....	5
10. Insurance.....	6
11. Data protection and record keeping.....	6
12. Complaints.....	6
13. Monitoring and review.....	6
Appendix 1: volunteer application form.....	7
Appendix 2: DBS and Information form.....	10
Appendix 3: code of conduct for volunteers.....	11
Appendix 4: Volunteer Code of Conduct for Educational Visits.....	13

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 value the contribution volunteers make to the life of the school.

Placements are of benefit to volunteers, as it provides valuable experience of work in a school and an opportunity to develop knowledge and skills. Volunteering can often contribute to achieving a qualification or provide experience for future employment.

Volunteers are people who commit to working in school for an agreed period of time. If someone is working or helping on a one-off basis they are classed as visitors, and will not be working with children unsupervised or will have their own DBS certificate

Placements are undertaken by those completing a course of study (e.g. PGCE or BTEC etc.)

Those on placements will be considered as volunteers and should follow this policy.

We are committed to using volunteers in a way that supports the school's aims and vision, as well as its development plan.

The aim of the Horniman 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

At Horniman volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Teach the class under the direction of a teacher
- Support specific curriculum areas, such as DT, computing or art
- Escorting children on local walks
- Run or assist at an after school club
- Run social activities such as running a disco
- Undertake fund raising activities such as running a cake stall or Fayre

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

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

Prospective volunteer should email the school stating how and why they would like to volunteer and complete a volunteer application form. This should be address to the School Business Manager or The Assistant Headteacher for curriculum.

4. Appointment of volunteers

Volunteers are appointed by the Assistant Head for curriculum

Intake of new volunteers is dependent on the candidate and available spaces within the school.

For teaching placements the availability of a suitable class and availability of a mentor will be factored in to the number of placements we can take in an academic year. We only place student teachers with experienced members of staff.

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. Where the volunteering is a placement linked to a course of study the cost of the DBS will

be met by the volunteer (or his/her college). 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.

An entry will be made on the school's Safeguarding Central Record and a file maintained with the confidential details of the volunteer which will be retained by school for 7 years after the volunteer resigns from their volunteering responsibilities.

The exceptions to this are:

- Work Experience Students or University Placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at Horniman. The student will be expected to adhere to the school's confidentiality policy and will not be placed in a class with any family connection.
- One-off volunteers i.e. assisting with a school walk, a fund raising event or a school visit will not require a DBS check but the volunteer will remain under the continuous supervision of a member of staff undertaking a regulated activity, usually the class teacher. Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care (as directed in the Educational Visits Policy).

If there is any doubt as to the level of checks required, a decision should be sought from the School Business Manager. In exceptional circumstances the Headteacher can agree a placement or volunteer activity without a reference or full DBS check but a risk assessment must be undertaken and counter signed by the Chair of Governors.

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-on-one 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
- 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

6. Induction and training

All volunteers will have induction training prior to beginning work at the school. This will include safeguarding training, health and safety training along with other training requirements based on the nature of the work the volunteer will be doing.

All volunteers should have access to this policy and the school's Staff Handbook which includes important information about the day to day routines of the school, a site map and advice on protocol and practices in school.

Volunteers should also have access to the following policies which are all available from the school's website www.hornimanprimary.com or from the school office.

- Health and Safety Policy
- Confidentiality Policy
- Data Protection Policy
- Safeguarding & Child Protection Policy
- Safeguarding Guidance
- Equal Opportunity Policies
- Behaviour Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)

Parent/Carer volunteers on educational visits will have a short briefing before the visit and will be required to read an educational visits volunteer information sheet.

If volunteers would like to talk through any issues then they should meet with Andrew Pickering (Assistant Headteacher), who is responsible for volunteers at Horniman Primary School.

All student volunteers will have an assigned mentor who will meet with them regularly to discuss their placement.

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 organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents.

If concerns relate to safeguarding, volunteers must follow the guidance in our 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 must comply with the volunteer code of conduct

9. Expenses

We do not cover expenses for volunteers but will pay for travel if accompanying an educational visit.

10. Insurance

The school's insurance policy 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 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.

12. Complaints

Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher or School Business Manager for investigation.

The Headteacher (or School Business Manager in his / her absence) reserves the right to take the following action:

- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated
- Offer an alternative placement or activity for a volunteer
- Inform the volunteer that the placement has been withdrawn.

13. Monitoring and review

This policy has been approved by the governing board and will be reviewed every 3 years.

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

Personal details

Name:	
Date of birth:	
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 can you volunteer?					
Can you commit to at least 1 term?					

Experience and qualifications
<p>Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.</p>
<p>Why would you like to volunteer at Horniman school?</p>

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 children would you prefer to work with?

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: DBS and Information form

Please read the **Volunteering Policy** fully before completing this Pack.

At Horniman Primary School, keeping our children safe is our number one priority. This means that if you are volunteering to regularly work with our children, we will carry out an Enhanced DBS check, ask you to complete a Disqualification from Childcare Declaration and also seek two references to assure us of your suitability to work in our school, even on a voluntary basis.

We will also ask you to complete a short form with your contact and emergency contact details. All of this information will be kept on file until 7 years after you no longer volunteer at the school.

If you feel that you cannot volunteer on the basis of these requirements, we thank you for your interest.

If you would like to volunteer, please complete the form below and contact the School Business Manager sbm@horniman.lewisham.sch.uk 0208 699 3190 to make an appointment to complete the volunteer recruitment process.

You will be required to bring the following:

Documents to complete an Enhanced DBS Check

- Driving licence
- Current Passport
- Council Tax Statement; Utility Bill or Bank Statement less than 3 months old

If you cannot supply this combination of documents, please contact the SBM

Contact details of two referees

- Name
- Email address
- Phone number
- Nature of relationship to you (ie Line Manager etc.)

Please complete the form below and bring it with you.

Name:	Address:
Contact No:	Child(ren) in School Name/Class
Relevant Medical information:	
Emergency Contact Name:	Emergency Contact No:
Emergency Contact Name:	Emergency Contact No:

Appendix 3: code of conduct for volunteers

Code of conduct for volunteers

By signing this form, volunteers agree to the following:

1. School rules and policies

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

- Child protection
- Acceptable internet use
- Online safety
- Mobile phones
- Data protection
- Health and safety
- Equality
- Whistle-blowing
- Behaviour

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, Andrew Pickering
- 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:
 - Dressing in a way that is professional and appropriate to the work they are doing
 - Refraining from using inappropriate language
 - Setting an example for pupils by acting in a way that reflects the school's ethos and values
 - Behaving in a way that is appropriate for the role they are undertaking
 - 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". [If your school has a gifts and hospitality policy, link to or make reference to it here.]
- 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 Sofie Hashmi and the deputies are Julie Loffsdadt and Andrew Pickering.
- 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:
 - Exchanging contact information
 - Making contact with pupils outside of school, including on social media
 - Arranging to meet pupils outside of school
 - 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:

X

Volunteer name (please print)

X

Volunteer signature

X

Date

Appendix 4: Volunteer Code of Conduct for Educational Visits

On educational visits I will:

- follow the instructions of the party leader
- make arrangements for older or younger siblings as it is not possible to take them
- ensure I have contact numbers of the party leader
- accompany children to and from school
- familiarise myself with the order of the day and my responsibilities
- read the emergency procedures
- walk on the outside of the pavement so that children are kept away from the kerb and assist in the crossing of roads
- inform a member of school staff if any children misbehave or there have been any problems with other schools or members of the public
- contact a member of staff if I 'lose' a child. They will most likely have attached themselves to another group
- familiarise myself with any medical conditions of children in my group
- not smoke
- not use my mobile phone, unless in an emergency
- not photograph children , unless permission has been sought from the party leader
- not buy and souvenirs or refreshments for children
- not take children into the toilets – they must be accompanied by a member of staff.

I have read and understand the above information:

Signed : _____ Date: _____

Print name : _____