



# Volunteer Policy

## *Local Conditions of Service for School Based Employees*

**ConnectEd Partnership highly recommend the use of this policy. The policy is considered best HR practice, it has been developed in accordance with current employment law and has been negotiated with all recognised professional associations and HR providers across the City of Wolverhampton.**

**Updated January 2023**

Adopted by: Dovecotes Primary School

On: October 2023

## **Key amendments made to this document in November 2022**

In Section 6 wording highlighted to stress the importance

The equality monitoring form has been updated to reflect additional fields expected

Addition of an exemplar DBS risk assessment referred to in section 6 and provided in Appendix E

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## 1. Policy Statement

The Governing/Trust Board welcomes volunteers from the local community who are able to make a positive contribution to the School, by giving freely of their time and talents to enhance learning experiences and outcomes for pupils.

Opportunities to volunteer may arise in respect of a one-off activity, for example accompanying School visits, or may take the form of a more regular activity, for example listening to children read. School will welcome volunteers to become a member of their Governing/Trust Board and there is a separate process for this.

The School is committed to equality of opportunity and values diversity. As such the accessibility of opportunities to volunteer will be managed, monitored and reviewed with due regard to the Equality Act 2010 and the Equality Duty.

The School will only engage volunteers whom it is satisfied are willing and able to safeguard pupils, and to fulfil the requirements of the volunteer role that has arisen.

The School's engagement of volunteers will be reviewed on an annual basis, and people wishing to volunteer may be required to re-apply, enter into a new Volunteer Agreement or be subject to repeat vetting checks where the School determines that this is required (page 6 refer).

This Policy meets statutory requirements and is in accordance with the statutory guidance 'Keeping Children Safe in Education.'

This Policy and the Volunteer Agreement herein set out reasonable expectations; they are not intended to be legally binding, and those fulfilling volunteer opportunities will not be a worker for, or employee of, the School in their capacity as a volunteer.

If you require assistance to access this Policy, please contact the school office, who will be able to discuss arrangements for you to access the Policy in an alternative format to meet your needs.

## 2. Safeguarding Children and Young People

The School is committed to safeguarding and promoting the welfare of children and young people and requires all volunteers to share this commitment.

If you wish to become a volunteer you will be subject to the vetting process and checks specified in section 6 below.

You will also be asked to enter into the Volunteer Agreement in Appendix B, and to adhere to safeguarding requirements at all times.

**In accordance with the School's Safeguarding Policy, a copy of which you will receive, if whilst volunteering you have any concerns in relation to the**

**safeguarding of children or young people you should immediately notify the **School's** Designated Safeguarding Lead, Miss T Challenor who can be contacted via email [tchallenor@dovecotesprimary.co.uk](mailto:tchallenor@dovecotesprimary.co.uk) or phone 01902 558284/07918180627**

In the absence of Miss T Challenor you should inform Mrs L Hehir or Mrs L Jones who are the school's Deputy Designated Safeguarding Leads.

### **3. Our School Vision / Aims**

All staff and volunteers who carry out work or activities for the School are expected to uphold our School Vision/Aims.

#### **Our Vision**

To be an excellent school with uncompromising aspirations for every child in our care, empowering all pupils to embrace learning, achieve their personal best and build their emotional and physical well-being so that they grow up to lead successful, rewarding lives.

#### **Our Aims:**

- To provide a caring and safe environment where every child is valued and respected.
- To have the highest expectations so that each child works to the best of their ability, reaches their true potential, develops their own unique talents and believes that there is no limit to what they can achieve.
- To develop tolerant and caring individuals who are kind to themselves and others.
- To build character and integrity so that all pupils can make sound moral choices and judgements.
- To equip all pupils with the skills necessary to lead emotionally and physically healthy lives.
- To develop resilient individuals who are creative problem solvers unafraid to take risks and learn from their mistakes.
- To develop independent, motivated learners who possess a lifelong love of learning inspired by an enriched curriculum that has broadened their horizons.
- To include parent/ carers as active participants in their children's education and progress.

#### 4. Applying to become a volunteer

Any person wishing to become a volunteer should complete the volunteer application form in Appendix A.

Applications can be submitted on a speculative basis or in respect of specific opportunities which have arisen.

The information on the equality monitoring form is for equality monitoring purposes only. The form will be detached from your application and the information stored to enable the School to monitor and review its practices in relation to equality.

Any person wishing to become a volunteer will be required to adhere to the Volunteer Agreement in Appendix B.

This Policy forms a part of the Volunteer Agreement.

#### 5. Supervision

**In this School we will not under any circumstances leave a volunteer unsupervised, unless they have been subject to the additional vetting checks required for a person to undertake regulated activity. (see below)**

- supervision will be carried out by a person who is in regulated activity, and has undergone an enhanced DBS check and barred list check by virtue of this
- the supervision will be regular and day to day; and
- the supervision will be reasonable in all the circumstances to ensure the protection of children

#### 6. Volunteer vetting process

The School has adopted a robust recruitment and vetting procedure in respect of volunteers.

The following checks must be carried out and satisfactory results **before** any person will be permitted to engage in volunteer activity at the School.

The checks to be undertaken / obtained are as follows:

- Receipt of a completed and signed application form
- Receipt of a completed and signed Volunteer Agreement
- Receipt of two satisfactory references
- An informal interview to gauge the applicant's aptitude and suitability
- Verification of legal right to live and work in the UK
- Verification of Identity

The School may also determine that due to the frequency or nature of the supervised volunteer activities that are to be undertaken, an enhanced Disclosure and Barring Service check without a barred list check is required.

**Under no circumstances will a person be allowed to volunteer and undertake regulated activity on any occasion, without all of the above checks having been undertaken and responses received, along with an enhanced Disclosure and Barring Service criminal record check which contains a barred list check.**

### **Supervised volunteers (only one occasion in a term)**

For supervised volunteers who are to volunteer with the School on only one occasion in a term, the School having conducted an appropriate risk assessment, may allow a person to volunteer on the basis of the following checks being undertaken / obtained:

- Receipt of a completed and signed application form
- Receipt of a completed and signed Volunteer Agreement
- An informal interview to gauge the applicant's aptitude and suitability
- Verification of legal right to live and work in the UK
- Verification of Identity

The checks and the results of the checks undertaken must be recorded on the School's Single Central Record.

If you volunteer to undertake regulated activity, or where the School considers that a Disclosure and Barring Service check is required, you will be asked to complete a Disclosure of Criminal Record Declaration Form.

Any information obtained by the School for the purpose of vetting volunteers will be confidential, and relevant information relating to the checks stored and processed for that purpose and relevant safeguarding purposes only.

The information will be stored and processed in accordance with the Data Protection Act 1998 and will be GDPR compliant. The School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed and will complete a DBS Risk Assessment see Appendix E

## **7. Induction**

Volunteers can expect to be provided with the following as part of their induction to the School and the activity/ activities that they will be carrying out:

- a copy of Keeping Children Safe in Education: Safeguarding information for all staff
- a copy of this Policy including all appendices

- copies of the School's Safeguarding and Health and Safety Policies, and Code of Conduct
- relevant training and instruction in line with their role
- the opportunity to ask any questions or to express any concerns that they may have
- the name of the person/s to inform should any concerns subsequently arise

## **8. Health and Safety**

The School has a Health and Safety Policy a copy of which will be provided to you at your induction. When volunteering it is the School's expectation that you will take reasonable care of your own health and safety and that of any person that may be affected by your acts and omissions. (failure to act)

The School will ensure that volunteers are covered for insurance purposes in respect of personal injury, and the School also holds public liability insurance. The School's insurance will not cover unauthorised actions or actions outside the Volunteer Agreement.

## **9. Data Protection and Confidentiality**

When volunteering for the School you may become aware of information relating to matters which are confidential, such as the attainment of pupils, their attitudes, behaviour and special needs, or information relating to other School staff. You must not relay anything confidential that you have seen or heard when volunteering. This includes relaying information to parents/carers, other members of the School community, the press or to the public, for example using social media. The School has well defined procedures for informing parents/carers of any concerns, and will be the first to discuss any concerns with them.

If you have any concerns in relation to the safeguarding of children or young people you should immediately notify the School's Designated Safeguarding Lead in accordance with section 2 of this Policy above.



## **10. Use of mobile phones and other electronic devices whilst volunteering**

In accordance with the school's policy on the use of mobiles phone and other electronic devices you will be restricted in the use of your electronic devices whilst volunteering. You must never seek to photograph or record images of pupils or staff on a mobile phone or any other device.

## **11. Sharing of personal information**

You must never give any of your personal contact details to pupils, and must never obtain or accept contact details from pupils.

## **12. Code of Conduct and Dress Code**

When volunteering you will be representing the School and will be a role model for our pupils. You must adhere to the standards set out in the School's Code of Conduct, a copy of which you will receive, and must dress in a manner which is appropriate for the volunteer activity you are carrying out; which is safe and appropriate dress for working with pupils.

## **13. Right to dignity and respect**

All staff and volunteers are required to treat all adults and children that they come into contact with during the course of their role with dignity and respect, and are entitled to expect this in return.

The School's procedure which can be used in circumstances where a volunteer wishes to make a complaint is set out below.

## **14. Complaints Procedure**

If a volunteer or volunteer applicant wishes to make a complaint in respect of any aspect of their treatment by staff carrying out work for the School, their treatment by pupils or the application of this Policy, they should detail their concerns in writing and address them to the Headteacher.

Where the concerns relate to the Headteacher, they should be addressed to the Chair of the Governing/Trust Board.

In order to seek to resolve any concerns they must be raised in a timely manner.

Complaints will be managed in accordance with the School's Complaints Procedure, a copy of which can be obtained from the School Reception.

## **15. Insurance**

The School has insurance cover in place for volunteers. The insurance will not cover unauthorised actions or actions outside of the Volunteer Agreement.

Volunteers will never be authorised to drive pupils in any vehicle and are not authorised to transport any pupils unless accompanied by a member of staff.

## **16. Expenses**

Volunteers are not expected to incur cost and as such they are not eligible to incur expenses.

### Volunteer Application Form

Dovecotes Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all volunteers to share this commitment.

Any person wishing to volunteer will be subject to the Dovecotes Primary School's vetting process as detailed in section 6 of the Dovecotes Primary School Volunteer Policy.

Before completing this application please ensure that you have read the Volunteer Policy and Agreement, and that you are able to satisfy the expectations and requirements stated.

#### Personal details

<b>Full name and title</b>	
<b>Current address including postcode</b>	
<b>Contact telephone numbers</b>	
<b>Email address</b>	

#### In the event of an emergency who should we contact on your behalf?

<b>Full name and title</b>	
<b>Contact telephone numbers</b>	
<b>Relationship to you</b>	

#### Supporting you

<b>Do you consider yourself to have a disability?</b>	<b>Yes</b>	<b>No</b>	<b>(please circle)</b>
<b>If yes please describe</b>			

**If there are any areas of support or reasonable adjustments that you may require to enable you to volunteer please provide details:**

**Please detail the types of volunteer activity you are able to undertake, and any particular skills, abilities, knowledge or experience that you may be able to contribute to enhance learning experiences and outcomes for pupils:**

### **References**

Before we engage volunteers who will carry out activities more than once a term, or who will be undertaking regulated activity, it is our policy to require the receipt of two satisfactory references. **If you are currently employed one of your referees must be your current employer.** The reference pro-forma in Appendix C of the Volunteer

Policy will be used for the purpose of obtaining references.

<b><u>Referee 1</u></b> <b>Full name and title</b>	
<b>Position</b>	
<b>Relationship to you</b>	
<b>Address including postcode</b>	
<b>Email address</b>	
<b>Telephone Number</b>	
<b><u>Referee 2</u></b> <b>Full Name and title</b>	
<b>Position</b>	
<b>Relationship to you</b>	
<b>Address including postcode</b>	
<b>Email address</b>	
<b>Telephone Number</b>	

**Print Name** .....

**Signed** ..... **Date** .....

### Volunteer Equality Monitoring Form

The information on this equality monitoring form is for equality monitoring purposes only. The form will be detached from your application and the information stored to enable Dovecotes Primary School to monitor and review its practices in relation to equality.

**What is your sex?**

Female  Male  Gender Neutral  Prefer not to say

**Is the gender that you identify with the same as your sex registered at birth?**

Yes  No  Prefer not to say

**What is your marital status?**

Civil Partnership  Divorced  Married  
 Separated  Single  Widowed  
 Prefer not to say

**What is your ethnic origin?**

<input type="checkbox"/> Asian – Indian	<input type="checkbox"/> Asian – Pakistani
<input type="checkbox"/> Asian – Bangladeshi	<input type="checkbox"/> Asian – Chinese
<input type="checkbox"/> Asian – Other Asian	
<input type="checkbox"/> Mixed/Multiple White and Black African	<input type="checkbox"/> Mixed/Multiple White and Black Caribbean
<input type="checkbox"/> Mixed/Multiple White and Asian	<input type="checkbox"/> Mixed Multiple Other mixed background

<input type="checkbox"/> Black African	<input type="checkbox"/> Black – Caribbean
<input type="checkbox"/> Black – Other Black	<input type="checkbox"/> White – British
<input type="checkbox"/> White – Irish	<input type="checkbox"/> White – Gypsy/Traveller
<input type="checkbox"/> White – Any other White	<input type="checkbox"/> Other Ethnic – Arab
<input type="checkbox"/> Other Ethnic – Other	<input type="checkbox"/> Prefer not to say

The equality Act (2010) defines a disabled person as someone with a “physical or mental impairment which has a substantial or long-term adverse effect on his/her ability to carry out normal day to day activities.”

**Do you consider yourself to have such a disability?**

Yes                       No                       Unsure

**Do you have a disability which affects your day to day activities, which has lasted, or you expect to last, at least a year?**

*Please select only one term*

Yes                       No                       Unsure

**Which of the following best describes your sexual orientation?**

*Please select only one term*

<input type="checkbox"/> Straight or Heterosexual	<input type="checkbox"/> Bisexual
<input type="checkbox"/> Gay man	<input type="checkbox"/> Lesbian/Gay Woman
<input type="checkbox"/> Other	<input type="checkbox"/> Unsure
<input type="checkbox"/> Prefer not to say	

**What religion are you?**

*Please select only one term*

<input type="checkbox"/> Christian	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Hindu
<input type="checkbox"/> Jewish	<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh
<input type="checkbox"/> Any other religion	<input type="checkbox"/> No religion	<input type="checkbox"/> Prefer not to say

**Please indicate how old you are:**

*Please select only one term*

16-17

18-24

25-29

30-39

40-49

50-59

60-64

60+

**Volunteer Agreement**

The School's Volunteer Policy forms a part of this Agreement. By signing this Agreement and undertaking volunteer activities for the School, you agree to adhere to all aspects of the Volunteer Policy and to comply with reasonable expectations therein. The Volunteer Policy and this Agreement set out reasonable expectations and are not intended to be legally binding. When fulfilling a volunteer opportunity you will not be a worker for, or employee of, the School.

**As a volunteer the School will provide the following for you:**

- An induction in accordance with section 7 of the Volunteer Policy, including training and instruction with regard to how to safely and effectively carry out the activity/activities you are to undertake
- A named supervisor/s
- Insurance cover (The insurance will not cover unauthorised actions or actions outside of this Agreement)
- The implementation of policies and practices to ensure your health and safety, and your right to dignity and respect
- The implementation of the Complaints Procedure in section 14 of the Volunteer Policy, if circumstances arise in which you wish to make a complaint in respect of any aspect of your treatment by staff carrying out work for the School, your treatment by pupils or the application of the Volunteer Policy.

**In undertaking volunteer activities for the School, you understand and agree that you will act in accordance with the expectations of the Volunteer Policy and Agreement at all times. In particular, you will:**

- Read and abide by the guidance contained within the KCSiE document
- Fulfil your duty to safeguard and promote the welfare of children and young people at all times;
- Immediately report any safeguarding concerns including health and safety concerns that may arise;
- Treat information obtained from being a volunteer as strictly confidential, and not relay anything confidential that you have seen or heard when volunteering;
- Fulfil any volunteering opportunities that you agree to undertake, and where due to unforeseen circumstances this will no longer be possible, give as much notice of this to the School as you are able to;
- Follow reasonable instructions and ask for assistance if you are ever unsure regarding any aspect of the volunteer activities you are undertaking, or any concerns that you may have.

**I understand and agree to the expectations in this Agreement**

**Print name:**.....

**Signed:**.....

**Date:**.....



**Volunteer Reference Request Pro-Forma**

Dear [insert name],

**Volunteer reference request**

[insert name] has applied to undertake volunteer activities at Dovecotes Primary School and has named you as a referee.

The Governing/Trust Board welcomes volunteers from the local community who are able to make a positive contribution to the School, by giving freely of their time and talents to enhance learning experiences and outcomes for pupils.

The School is committed to safeguarding and promoting the welfare of children and young people and requires all volunteers to share this commitment.

The School will only engage volunteers whom it is satisfied are willing and able to safeguard pupils, and to fulfil the expectations and requirements of the volunteer role that has arisen.

Opportunities to volunteer may arise in respect of a one-off activity, for example accompanying School visits, or may take the form of a more regular activity, for example listening to children read or becoming a member of the Governing/Trust Board.

We would be grateful if you could please take the time to provide the information below, to enable the School to consider whether [name] will be a suitable volunteer.

**1. Please describe your position, your relationship to the applicant and how they are known to you.**

**2. How long have you known the applicant?**

**3. Do you know of any reason/s why the applicant would not be suitable to work with children or young people? (please circle)**

**Yes**

**No**

**4. If you have answered yes please state the reason/s below**

**5. Please comment on the applicant's suitability to undertake volunteer work, and include any information that may be relevant to assist us in assessing the applicant.**

**I hereby certify that all of the information given by me on this form is correct to the best of my knowledge**

**Print name:**..... **Contact Telephone number/s:**

**Signed:**.....

**Date:**.....

Thank you for taking the time to complete this reference. Please provide a contact telephone number/s to enable us to contact you if we have any questions in relation to the information you have provided.

The School is committed to equality of opportunity and values diversity. As such the accessibility of opportunities to volunteer will be managed, monitored and reviewed with due regard to the Equality Act 2010 and the Equality Duty.

Volunteer Checklist (for Dovecotes Primary School **use**)

It is crucial that volunteers are made aware of and understand the School's expectations in respect of their conduct whilst volunteering.

Where you are responsible for the supervision of a volunteer, any failure by you to ensure their supervision may be considered a conduct matter to be managed in accordance with the School's Disciplinary Procedure.

You must ensure that the appropriate vetting process set out in section 6 of the Volunteer Policy is adhered to.

The following checklist **must** be completed and signed by the person/s responsible for any volunteer **on each occasion**, and will assist you in safeguarding pupils, your colleagues, any other people who may come into contact with the volunteer, and the volunteer themselves. Where each requirement is complete please tick; where not applicable state N/A. When complete please hand the checklist to [position] to be filed.

**Name of volunteer**.....

**Has the person volunteered on more than one occasion?    Yes    No (circle)**

**Volunteer activity/activities**.....  
 .....  
 .....

**Name of person/s responsible for the volunteer and position/s on this occasion**  
 .....  
 .....

**Vetting requirements**

**All volunteers regardless of frequency or activity**

Receipt of a completed and signed application form	
Receipt of a completed and signed Volunteer Agreement	
An informal interview to gauge the applicant's aptitude and suitability took place with [name].....on [date].....	
Verification of legal right to live and work in the UK	
Verification of Identity	

**All volunteers who will be / are volunteering on two or more occasions in a term**

Receipt of two satisfactory references	
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**Supervised volunteers where due to the frequency or nature of the work an enhanced Disclosure and Barring Service (DBS) check without a barred list check is required.** Please note that you must not request a barred list check for a volunteer who will not be undertaking regulated activity.

Receipt of DBS check without a barred list check	
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**Volunteer who will be undertaking regulated activity**

Receipt of DBS check with a barred list check	
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**Induction – All volunteers must be provided with all of the following:**

A copy of Keeping Children Safe in Education Part 1: Safeguarding information for all staff	
A copy of the Volunteer Policy including all appendices	
A copy of the [School's/Academy's] Safeguarding Policy	
A copy of the [School's/Academy's] Health and Safety Policy	
A copy of the [School's/Academy's] Code of Conduct	
Training and instruction with regard to how to safely and effectively carry out the activity/activities that they are to undertake	
The opportunity to ask any questions or to express any concerns that they may have	
The name of the person/s to inform should any concerns subsequently arise	

**I confirm that I understand my responsibilities in relation to the above volunteer and that the information provided in this checklist is accurate**

**Name**..... **Position**.....

**Signature**..... **Date**.....

**Name**..... **Position**.....

**Signature**..... **Date**.....

**Risk Assessment Criteria for someone with previous convictions to work with vulnerable adults and/or children.**

*This form is to be used for all DBS Risk Assessments including at recruitment stage.*

**Part A – to be completed at initial meeting with employee or potential employee.**

**Date of Meeting:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **DOB:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
/\_\_\_\_ Intended / Actual Start Date: \_\_\_\_\_

**Job Title:**  
\_\_\_\_\_  
\_\_\_\_\_

**Place of work:**  
\_\_\_\_\_  
\_\_\_\_\_

**Name of Line Manager / Head Teacher:**  
\_\_\_\_\_

**Name of HR Officer:**  
\_\_\_\_\_  
\_\_\_\_\_

Q1. Did you declare this/these convictions at interview or on your application form? **Yes / No**

If no, ask reason  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part B – to be completed by the Manager / Head Teacher undertaking the risk assessment:**

1. What is the nature of the post?
2. \*Is the offence(s) directly relevant to the work undertaken? If more than 1 different offence, list and assess individually.  
**Yes No Possibly \*(please circle as appropriate)**
3. Which site(s) is the employee likely to work at?  
(Please list all possible sites)
4. Are vulnerable adults/children likely to be at the site whilst he/she is working there?  
**\*Yes No**
5. Is he/she supervised at these sites? **\*Yes No**  
\*If yes, please give details of the level of supervision.
6. What relationships has the employee established at these sites? (Only applicable to a current employee).
7. What opportunities may exist for the employee to re-offend?
8. Is there a pattern of offending behaviours?
9. What are the alternative work options?

***In order to assist employers understand difficult conviction information, a helpline is available to give advice for queries about conviction matters: Jobcheck Helpline 0870 6084567***

Nature of Offence:	Date occurred	Age when occurred:	Tariff:	Frequency:	Time between offences:	Circumstances of offence Employees Response

**Part C: - to be completed by the Manager / Head Teacher taking into account information on Parts A and B.**

**Assessment of Risk:**                      **High**                      **Medium**  
**Low**

(circle as appropriate)

Basis of Assessment.	Recommended Safeguards.

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**Part D: Only to be completed if a further meeting takes place**- This is the opportunity to discuss the content of the Risk Assessment.

***Any further issues identified:***




**Part E: Manager's / Head Teacher's Recommendations:**

***Recommendations***

[Large empty rectangular box for signature and date]

**Manager / Head Teacher Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Head of Service / Chair of Governors Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved by Director (if applicable):**    Yes        No   

**Director Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PART F: HR Actions**

Date Form Returned: \_\_\_\_\_

**New Starter**

Outcome of Risk Assessment: Continue with Offer of Employment:

Withdraw Offer of Employment:

**Current Employer**

Outcome of Risk Assessment: Further Investigation Required

Restrictions Required: