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| Policy | Volunteer policy |
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| Approval level | Headteacher |

Volunteer policy

Wheatfields Primary School

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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 Wheatfields 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 Department for Education (DfE)'s statutory safeguarding guidance, [Keeping Children Safe in Education \(KCSIE\)](#).

2. How we use volunteers

At Wheatfields Primary School 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 PTA
- Local clergy or members of the congregation

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

- By emailing office@wheatfields.cambs.sch.uk
- Approaching senior leaders, class teachers or heads of department
- Completing an application form (see appendix 1)

4. Appointment of volunteers

All applications for volunteers should be approved by the headteacher.

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 upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training. There is an administration cost which is payable by the volunteer upon receipt of an invoice.

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. A letter of assurance may also be requested by the school, to ensure all the relevant checks have been made by the organisation.

If a volunteer already holds a DBS, the school will only consider accepting these if the individual is registered on the update service. Checks will be made before a volunteer is allowed to start work at the school.

All volunteers will have their details held on the School's Single Central Register (SCR).

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 volunteers who:
 - 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
- 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 (including KCSiE)
 - Use of mobile phones, ICT and acceptable use
 - Online safety
 - Behaviour
 - Health & Safety
 - Confidentiality
- 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

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 and will always include induction with the headteacher or other designated Senior member of staff, including the policies detailed above.

All volunteers must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

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.

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 or Deputy (DSL / DDSL).

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 code of conduct set out in appendix 2 of this policy.

9. Expenses

Wheatfields Primary School do not cover any expenses that volunteers incur whilst volunteering for the school.

10. Insurance

The school's insurance policy does cover volunteers in the event of an accident or emergency whilst on school premises.

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
- Remove details of volunteers from the single central record (SCR) in a timely manner when we are aware that they no longer volunteer at our school (at least annually).

12. Monitoring and review

This policy has been approved by the governing board and will be reviewed regularly.

We will review this policy every 5 years.

13. Links to other policies

This volunteering policy is linked to our:

- Child protection policy and procedures
- Staff conduct policy

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 1 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 data protection policy. Please ask at the School Office.

Registration Form for Voluntary Helpers with Disqualification Declaration and Risk Assessment for an Enhanced DBS Check

You will appreciate that the School must be particularly careful to enquire into the background of individuals who have access to pupils at the School. The School keeps a record of all persons who carry out voluntary work at the School. You are asked, therefore, to complete the details below and return them to the School. In accordance with Keeping Children Safe in Education, we ask volunteers to give names and addresses of two 'professional' referees. Please provide these below.

If, as a voluntary helper, you have regular unsupervised contact with the pupils then it will be necessary for a Disclosure and Barring Check, including a Barred List Check, to be made on you.

| | |
|--|---|
| Title: | |
| Last name: | |
| Previous name/s: | |
| First name/s: | |
| Address: | |
| National insurance number | |
| Date of birth: | |
| Telephone number: | |
| Have you ever lived overseas? | Yes: <input type="checkbox"/> (please give details separately) No: <input type="checkbox"/> |
| Relevant experience (e.g. education, training, employment or voluntary work) | |
| | |

Referees

| | |
|--|--|
| Please give names and addresses of two potential referees who can comment on your suitability to work with children. | |
| First Referee | |
| Full name: | |
| Job title: | |
| Telephone number: | |
| Full E-mail address: | |
| Relationship to applicant: | |
| Second Referee | |
| Full name: | |
| Job title: | |
| Telephone number: | |
| Full E-mail address: | |
| Relationship to applicant: | |

Reference Declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

The referee's relationship with the candidate.

Details of the applicant's current post and salary.

Performance history and conduct.

All disciplinary action which may include those where the penalty is "time expired" and relate to the safety and welfare of children.

Details of any substantiated allegations or concerns relating to the safety and welfare of children.

Details of any child protection concerns, and if so, the outcome of any enquiry.

Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

By signing the below I consent to my named referees being contacted in accordance with the above.

| | |
|--------------------|--|
| Signature: | |
| Print name: | |
| Date: | |

DBS Check

It is the School's policy to require all volunteers to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice.

In addition, the role that you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 - Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

DBS Checks are checks carried out to identify whether or not individual's volunteering in school and/or in an unsupervised activity, with children are suitable to do so. Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection. At Wheatfields Primary, we require volunteers to pay for the DBS (Disclosure and Barring Service) that is essential to carrying out their volunteer role within the school. The process of how the payment is invoiced will be made clear to the applicant at the start of the volunteer process.

I consent to a Disclosure and Barring and Barred List Check being made on me if I will have regular unsupervised contact with pupils and to this form being held by the School as a record that appropriate checks have been carried out.

| | |
|--------------------|--|
| Signature: | |
| Print name: | |
| Date: | |

Disqualification

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some volunteers (including individuals on work experience) in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child's fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

I confirm that I fall within the scope of the legislation and I am not disqualified from working with children in Early or Later Years settings (this covers children above reception age but who have not attained the age of 8). I understand and accept that I must inform the Headteacher immediately if I become disqualified.

| | |
|--------------------|--|
| Signature: | |
| Print name: | |
| Date: | |

| | |
|---|-------------------------------|
| For School Use - DBS Risk Assessment (Section 1 or 2 must be completed) | |
| Section 1: Regular unsupervised contact with pupils | |
| Nature of work with children: | |
| Information known about the volunteer: (See above application form) | |
| Has the volunteer undertaken any voluntary activities where references can advise on suitability to work with children? | |
| Is the role eligible for an Enhanced DBS check with a barred list check? | Yes: <input type="checkbox"/> |
| DBS application made: | Yes: <input type="checkbox"/> |
| Date: | |
| Signed: | |
| DBS clearance received: | Yes: <input type="checkbox"/> |
| Date: | |
| Signed: | |
| Section 2: No Regular Unsupervised Contact with Pupils | |
| Nature of work with children: | |
| Information known about the volunteer: (See above application form) | |
| Has the volunteer undertaken any voluntary activities where references can advise on suitability to work with children? | |
| Is the role eligible for an Enhanced DBS check without a barred list check? | Yes: <input type="checkbox"/> |
| No regular unsupervised contact with pupils: | Yes: <input type="checkbox"/> |
| Date: | |
| Signed: | |

DISABILITY AND ACCESSIBILITY

Wheatfields Primary 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. 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. The DSL is Mrs Verney-Davies and the deputy's are Mrs Edwards, Mrs Parkinson Rose, Mrs Redding (DSL for kids club only).
- 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

Date:

Appendix 3: Volunteer Reference Record Sheet

Volunteer Reference Record Sheet

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

| | |
|---|--|
| Name and address of proposed volunteer: | |
| In what capacity do you know the proposed volunteer? | |
| How long have you known the proposed volunteer (years/months)? | |
| Referee's assessment of the proposed volunteer's qualities: | |
| Ability to work with children: | |
| Ability to work with other adults: | |
| Honesty and ability to be confidential: | |
| Timekeeping and reliability: | |
| Is the referee aware of any reason why the proposed volunteer should not work at the school? If yes, please give the reason(s). | |
| The Governing Body is committed to safeguarding and promoting the welfare of children. Is the referee aware of any issues regarding child protection/welfare in connection with the proposed volunteer? | |
| Referee's name: | |
| Referee's address: | |
| Referee's signature: | |

| | |
|---------------------------------------|--|
| To be completed by the School: | |
| Reference accepted by (name): | |
| Job title: | |
| Signed: | |
| Date: | |

