



Policy for Recruitment and supervision of Volunteers within school

This policy was reviewed and approved by governors in July 2021.

signed _____ (chair)

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1. Volunteers and regulated activity

Regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. It is also on page 55 of KCSIE Sep 2021.

Regulated activity

A person will be considered to be engaging in regulated activity if, as a result of their work, they:

- Will be responsible, on a regular basis (in a school or college) for teaching, training instructing, caring for or supervising children; or
- Will carry out paid, or unsupervised unpaid work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engage in intimate or personal care, or overnight activity, even if this happens only once.

Regulated activity includes:

a) teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children;

b) work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.

Work under (a) or (b) is regulated activity only if done regularly. (Regularly being defined as once per week for a period of 4 or more weeks).

Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes:

C) relevant personal care, or health care provided by or provided under the supervision of a health care professional:

- Personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing (Personal care is not regulated when for example parent volunteers help with costumes for school plays or helping a child lace up football boots)
- Health care means care for children provided by, or under the direction or supervision of, regulated health care professional

DBS Checks

- If a new volunteer will be in regulated activity (as defined above) the school/college/setting must obtain an enhanced DBS certificate which should include barred list information
- If a volunteer will not be in regulated activity but will have the opportunity to come into contact with children on a regular basis e.g. supervised volunteers an enhanced DBS certificate not including barred list information, may be obtained. Employers are not legally permitted to request barred list information on a volunteer who, because they are supervised, is not in regulated activity.
- Where checks are carried out on volunteers, school will record this on the single central record.

Supervised Volunteer

If the volunteer is to be supervised while undertaking an activity which would be regulated activity if it was unsupervised, the statutory guidance provided by the Secretary of State, must be followed. Key principles are

- There must be supervision by a person who is in regulated activity
- The supervision must be regular and day to day; and
- The supervision must be 'reasonable in all the circumstances to ensure the protection of children'
- All school/setting staff need to be advised of the status of each volunteer e.g. whether they are in regulated activity, have had appropriate checks and therefore can be left unsupervised with children. This should depend on the role or activity the volunteer is being asked to fulfil.

2. Recruitment of volunteers

- Occasional volunteers who are not in regulated activity would usually be parents or carers who come in to help on a one off outing or occasion and would not be recruited as such to the position of volunteer. They would not be required to go through a recruitment process including the taking up of DBS checks. This would be at the Head teacher's discretion and where there are known concerns about a parent or other occasional volunteer it would be at the Heads discretion not to engage this person as an occasional volunteer.
- Regular volunteers would be in a position of trust within the school and even where they are not left unsupervised with children, should always go through a recruitment process. The school should also take into consideration any knowledge they have of the person in their relationship with the school as a parent, grand-parent, previous employee, governor, committee member etc. when deciding if this person will be trustworthy and make a valuable contribution to the school/setting in the capacity of volunteer.

The recruitment process should include

- DBS checks when appropriate (as in 1 above)
- Informal meeting with Head teacher/Leader or nominated senior member of staff to include discussion about safeguarding and advise of the School's safeguarding policy
- Completion of an agreement form which includes personal details, types of activities they would like to help in, times they are available as well as expectations and procedures.
- Where volunteers have been recruited by another organisation and work in an educational establishment, e.g. sports coaches from a local club or early years activity provider, the establishment should obtain assurance from that organisation that the person has been properly vetted.

3. Recruitment and Disclosure and Barring Service (DBS) checks

DBS Checks are checks carried out to identify whether or not individuals working in an unsupervised activity with children are suitable to do so. This is because it is known that a small minority of people use this route to gain the confidence of children before causing them harm. See 1 above

Having a criminal record does not automatically prevent an individual from being a volunteer. The Headteacher and Governing Body would consider the details of the criminal record and balance

this against the activities the individual is to undertake. Advice may be required from HR services in order to make this decision.

If a volunteer commits a criminal offence during their time as a volunteer they must disclose this to the Head Teacher in the same way that any employed member of staff should. The Headteacher will assess whether it is acceptable to continue with the volunteering role, whether the activities should be changed, or whether it is the best interests for all concerned to no longer act as a volunteer. HR advice may be required.

4. Information for volunteers

As part of an induction process volunteers should be given verbal and written information about the school/setting. This will include;

- Volunteer agreement (Code of Conduct) with terms and conditions to sign which would include confidentiality (Appendix 1)
- Health and safety issues e.g. what to do if there is a fire, site/premises security
- Safeguarding information- What to do if.....
- E Safety Policy and Acceptable User Policy (where appropriate)
- Explain the DBS requirements, that regular volunteering is subject to satisfactory clearance and the expectation that once cleared the volunteer will advise the Head teacher if their position changes e.g. if they commit an offence

5. Supervision of Volunteers

- Volunteers will be supervised by a member of staff. They should be working in an area where there is always a paid member of staff present. Even where DBS checks have been undertaken, volunteers will not be left unsupervised for long periods.
- Occasional volunteers should never be left unsupervised, should not take children to the toilet or be left in charge of a small group of children on an outing away from teacher/teaching assistant/ school staff member supervision.
- Volunteers should be advised about physical contact with children in the same way as employed staff.
- Volunteers must be advised that if a child discloses any information relating to potential abuse that they must bring this to the attention of the teacher/designated safeguarding lead (DSL) immediately.
- All volunteers should be given a basic safeguarding briefing by the DSL or deputy DSL. It may also be appropriate for volunteers to attend any staff training sessions on safeguarding.

6. Managing the behaviours of Children

- Volunteers should be made aware of the behaviour management policy of the school
- Volunteers must be advised that it is not their role to discipline children.
- If a potential discipline situation occurs, even where this involves their own child, they must bring this to the attention of the teacher/staff member to resolve or if it has been dealt with at the time, as soon as possible after the incident.
- They must be advised that they must maintain their composure at all time and if things become difficult, they must immediately inform another member of staff.
- Volunteers should be advised of the anti-bullying policy and bring any situations of conflict, bullying or prejudice to the attention of the teacher/staff member.

7. Confidentiality

- Volunteers must be advised that all information about the children and the school/setting in which they are volunteering is confidential and must not be discussed outside of the school/setting, or with children, parents or other visitors to the school/setting
- Volunteers are asked to sign to say they have understood and agree to abide by the code of conduct of the school.
- They should not have access to school/setting's records, children's personal details etc.
- Any information should be shared on a 'need to know' basis e.g. child's medical condition such as diabetes, ADHD where this may effect their behaviour or well being.
- Volunteers would not usually attend staff meetings but there may be exceptions on a 'need to know' basis
- The volunteer must not take any notes/files about children outside of the school/setting
- At no time should volunteers be permitted to take photographs, films or recordings of children unless on school/setting equipment and requested to do so by a regulated member of staff. This equipment must not be taken home by the volunteer.
- Volunteers should abide by the schools E-Safety/mobile phone policy. Personal mobile phones and other personal hand held electronic devices should not be brought into the class room/setting

8. Health and safety issues

- Volunteers must be aware of health and safety policies and procedures that are relevant and be advised how to act in an emergency situation the same as for any other staff member
- They should be made aware of which staff are first aid trained and of the process when first aid is required rather than undertake any procedure themselves
- Volunteers must sign in and out of the school. They must also wear a visitors badge
- If a school/setting is considering involving a volunteer in an activity where there could be a level of risk to themselves or to a child, a risk assessment must be undertaken as for any other member of staff and health and safety advice sought

9. Supervision/mentoring

- A volunteer should know who their 'contact' person is in the educational establishment or setting. This person would usually be the class teacher or setting leader/manager (or appropriate and identified member of staff)
- The contact person should be available during their volunteer sessions to provide direct support/supervision. There should also be an opportunity for a regular volunteer to be able to discuss any concerns, their contribution, any training needs etc.
- If there are any concerns about the behaviour of the volunteer, there should be a discussion between the volunteer and their supervisor. This may need to involve advice from a manager depending on the concern. This discussion must be recorded together with any actions regarding expected change in behaviour. This will then be reviewed. If the unacceptable behaviour continues the offer of the volunteer placement will be withdrawn.
- A volunteer should know who to go to if they have a complaint or grievance, for example where there may be a conflict situation with another member of staff or volunteer. They should also know who to talk with if they have a concern about the behaviour of a member of staff or another volunteer (whistle blowing) This could be the contact person in the first

instance, head of year, Head teacher or setting leader as appropriate , given the nature of the concern

- If a complaint or allegation is made against the volunteer they need to be made aware of how this will be dealt with and offered appropriate support. Any allegation in relation to safeguarding must be referred to a Local Authority Designated Officer (LADO) and treated as for any other member of staff
- If specialist skills are being offered by a volunteer, where necessary appropriate qualifications need to be checked and these activities may need to be supervised by a person who also has these specialist skills and .
- Any necessary training should be made available to the volunteer through negotiation with their contact person e.g. safeguarding
- For longer term volunteers a review process would be appropriate. However any safeguarding concerns in relation to the behaviour of the volunteer must be dealt with immediately and not wait for a review period.

10. Transport

- Volunteers must not transport children in their own vehicles unless they have express permission to do so and are appropriately covered with insurance, current driving licence, MOT etc.
- A volunteer would not be expected to take children on school/setting transport or public transport unless accompanied by a member of staff and where a risk management assessment had been made and this met with health and safety regulations

11. Contact with children outside of school

- Volunteers must be reminded that they are in a position of trust and that what they see, hear or are involved in whilst at school must be considered as confidential to the establishment.
- When parents, family members or members of the local community work as volunteers in school they must be aware that any friendships/relationships that they may already have with families within school must be kept separate. All children must be expected to treat volunteers in the same manner that they would a member of staff.
- The volunteer must not share their personal details such as address, email, phone or mobile numbers, or engage with pupils or their families on social network sites. The only exceptions to this would be where the volunteer is a relative or family friend of a child or their parents. This connection must be made known to the Headteacher or setting leader.
- If they become aware of a situation of concern about a child from information received in the community this should be discussed with their contact person or the Head teacher/setting leader.

12. Outings and off site visits

- These may include occasional volunteers as well as regular volunteers
- Occasional volunteers, or others who have not had DBS checks, must not be left unsupervised or alone with children at any time
- There should be a briefing meeting at the start of the outing to ensure that volunteers are clear about the plan for the day, who the team leader is, the children who are their responsibility, any special needs of these children, who to ask for advice, who has the first aid kit, basic road safety advice etc.
- Points 1-11 also apply to outings

Appendix 1

Volunteer Agreement (Code of Conduct) Form for Working in school

Thank you for volunteering to work within our school setting. In order to ensure the safeguarding of our children we ask that you read and sign the following agreement.

Prior to starting your voluntary work within school you will be given a brief induction which will include the following;

- Fire Drill procedures
- Health and safety awareness and reporting advice
- Safeguarding procedures- what to do if a child discloses something to you and how to report concerns about conduct of other adults within school
- What to do if you have a concern around behaviour/bullying
- Guidance on esafety (where appropriate)
- DBS requirements

Volunteer code of conduct

During the time that you spend in school (including off site visits) the following expectations must be adhered to;

- Unless an enhanced DBS check has been carried out you will be supervised by a member of staff at all times and will work in an area where there is always a paid member of staff present. (Even where enhanced DBS checks have been undertaken, volunteers will not be left unsupervised for long periods)
- You must not take children to the toilet or be left in charge of an individual child or group of children without being in sight of a member of school staff.
- You must not have any physical contact with children unless for reasons of safety, for example holding their hand to cross the road if out on a trip.
- If a child discloses any information relating to potential abuse you must bring this to the attention of the teacher/designated safeguarding lead (DSL) immediately.
- It is not your role to discipline children. Please make staff aware of any concerns that you have regarding behaviour.
- If a potential discipline situation occurs, even if this involves your own child, you must bring this to the attention of the teacher/staff member to resolve.
- If witnessing any behaviour issues you must maintain your composure at all times and immediately inform another member of staff.
- You must bring any situations of conflict, bullying or prejudice to the attention of the teacher/staff member.
- All information about the children and the school in which they are volunteering is **confidential** and must not be discussed outside of the school, or with children, parents or other visitors to the school/setting.
- You must not take any notes/files about children outside of the school.
- **At no time are volunteers permitted to take photographs, films or recordings of children** unless on school equipment and requested to do so by a regulated member of staff. This equipment must not be taken home by the volunteer.

- Personal mobile phones and other personal hand held electronic devices should not be brought into the classroom/setting.
- You must report any health and safety concerns to a senior member of staff immediately.
- You must sign in and out of the school and must wear a visitors badge.
- You will be given a named 'contact' person in school (usually the class teacher). They are your first point of contact for any questions or concerns. If your questions or concerns are in regard to your contact person then you must report to the headteacher. If your concerns are in regards to the headteacher then you should contact the safeguarding governor **Lynne Hollingsworth** lynne@hollingsworth.plus.com or **07708 564189**.
- If a complaint or allegation is made against a volunteer you will be made aware of how this will be dealt with and offered appropriate support. Any allegation in relation to safeguarding will be referred to a Local Authority Designated Officer (LADO) and treated as for any other member of staff.
- If specialist skills are being offered by you as a volunteer, where necessary appropriate qualifications will need to be checked and these activities may need to be supervised by a person who also has these specialist skills.
- You must not transport children in your own vehicles unless they have express permission to do so and are appropriately covered with insurance, current driving licence, MOT etc.
- You are in a position of trust and what you see, hear or are involved in whilst at school must be considered as confidential to the establishment.
- You must not share your personal details such as address, email, phone or mobile numbers or engage with pupils/children and young people, or their families, in school or on social network sites. (The exceptions to this is where the volunteer is a relative or family friend of a child or their parents. This connection must be made known to the Head teacher)
- If you become aware of a situation of concern about a child from information received in the community this should be discussed with their contact person or the Headteacher.

My Information;

Name:

DOB:

Address:

Qualifications (if applicable):

Relevant skills/areas I would like to help in _____

Days/times I am available to volunteer _____

ID checked _____ By whom (signature) _____

I have read and agree to the above conditions.

Signed _____ Date _____

