

A St. Michael's Junior School Policy



Volunteer Policy

Reviewed by Full Governing Body:	Spring 2014
Ratified by Full Governing Body:	Summer 2014
To be reviewed:	Summer 2017

1. Engaging Volunteers

The school values the contribution that volunteers make to its community and recognises the positive impact they can have on pupils' learning, experiences and wellbeing.

Volunteers are seen by children as safe and trustworthy adults and the same high standards of safer recruitment principles and processes are applied to volunteers as are applied to paid staff.

New volunteers undertaking Regulated Activity must be DBS checked - details of what constitutes Regulated Activity and guidance on what is not a Regulated Activity because it is done on a voluntary basis **and** is supervised are in the Pre-employment Checks Procedure. It is important to refer to this guidance as there is specific DfE Statutory Guidance on supervision.

Schools can choose to DBS check volunteers who are not undertaking Regulated Activity (in such cases a Barring List check will not be done). We recommend that all volunteers complete an SD2 form regardless of whether they will be undertaking Regulated Activity – see section 6.4 below.

2. Interviewing Volunteers

Volunteers will be asked to have a discussion with the headteacher or other manager prior to commencing their role. This will not be a formal interview but will provide:

The school with:

- an opportunity to explain the workings of the school and how volunteers fit into that;
- time to ask volunteers for the factual information needed to make a successful placement including any safeguard checks;
- the opportunity to explore their suitability to work with children, including their motivation to work with children and their ability to form and maintain appropriate relationships and personal boundaries;
- an opportunity to determine whether any special health, safety and welfare criteria need to be met.

The volunteer with:

- the opportunity to find out more about the nature of the work;
- information to decide how best they can make a contribution, using their skills and experience;
- how much time they want to commit.

3. Application Forms

Volunteers will be asked to complete a basic application form. This provides the information necessary to undertake safeguard checks and to give a picture of the skills and experience the volunteers bring to maximise their contribution and the volunteers own fulfilment in the assigned activities.

See **Appendix M(i)** for an volunteer application form.

4. Role Profiles

Volunteers will be given clear and simple description of the roles and boundaries of the voluntary activity.

See **Appendix M(ii)** for a model role profile

It is acknowledged that by its very nature, volunteering does not place the same obligations on an individual in terms of attendance etc. as a paid employee. However, it is very much hoped that volunteers will fulfil their commitment as agreed between themselves and the school - this includes consistent attendance and undertaking the agreed tasks. Volunteers will be provided with an information sheet and may be asked to sign a voluntary agreement as clarification of the commitment they are making to the school and visa versa.

See **Appendix M(iii)** for example Volunteer Information Sheet and **Appendix M(iv)** for example voluntary agreement.

5. Safeguarding checks

Certain safeguard checks must be undertaken on volunteers. These vary according to the frequency of the work.

More details on safeguarding checks and what constitutes Regulated Activity can be found at Appendix 6 of the Pre-Employment Checks Procedure.

- Self-Disclosure form(SD2) and Disclosure and Barring (DBS) checks
All volunteers will be required to complete a self-disclosure of criminal records and those undertaking Regulated Activity will also be required to have a DBS and Barring List check and complete a DBS consent form.

Where no DBS check is undertaken (for volunteers not undertaking Regulated Activity) it will clearly not be possible to check the information given against a DBS check outcome. In these cases the SD2 should be scrutinised using the guidelines for making a decision to engage (in the Pre-employment Check Procedure). Once this has been done a note should be made that an SD2 was checked and the SD2 form destroyed.

Clearly there is no way to ascertain whether an individual has declared all relevant information but the requirement to complete the form may act as a deterrent

NB It is illegal for anyone who is barred from working with children to apply for, or work (including volunteering) in a school to undertake Regulated Activity.

- References
At least one reference will be required for all new volunteers undertaking Regulated Activity.

6. Induction, information and training

All new volunteers will undertake a suitable induction programme. This may involve discussions with staff and some reading – for which assistance can be provided as necessary. It is essential that volunteers are familiar with key policies including the Code of Conduct, behaviour management, safeguarding and health and safety policies. On-going guidance and training will be provided for volunteers that are relevant to the voluntary activity in which they are engaged, including the safe use of any work equipment, safe working environment etc.

7. Agency and other workers

It is expected that the same standards of safer recruitment will be applied by external bodies providing workers or volunteers to the school.

External bodies will be required to provide written confirmation that relevant safer recruitment and other relevant pre-employment checks have been undertaken and this will be recorded on the Single Central Record.

More details on safeguarding checks can be found at Appendix 6 of the Pre-Employment Checks Procedure.

All workers and volunteers will be required to provide evidence of their identity when first arriving on the premises and to sign in on each visit.

All workers and volunteers will be provided with an induction into key policies and procedures and expects everyone to comply with these.

Volunteer Application Form

School: _____

Personal Details

Last name and Title:	First name (s):
Previous names:	Date of birth:
Home telephone no:	Mobile:
Email Address:	
Address:	
Relevant skills, training, qualifications or job history if applicable:	
Other information in support of this application:	
<i>Please give the name and contact details of a referee who has known you for at least 2 years. This should be someone who knows you in a professional capacity, not a friend or relative.</i>	
Referee's Name:	
Referee's Address:	
Position:	
Telephone number:	
Email Address:	
<p>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.</p> <p>The school requires all volunteers to complete a self-declaration of criminal record. A signed DBS consent form and a satisfactory enhanced Disclosure and Barring Service Disclosure will be required if they will be undertaking Regulated Activity. Volunteers not undertaking Regulated Activity may be required have a satisfactory DBS disclosure.</p>	
<p>It is illegal for anyone who is barred from working with children to apply for, or work/volunteer to undertake Regulated Activity.</p> <p>Data Protection Act 1998</p> <p>I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.</p>	
Signature:	Date:

Appendix M(ii)

Volunteer Role Profile

School:	
Name:	
Timing/Frequency of work:	
Area of work:	<i>Enter group, class, activity etc.</i>
Reports to:	<i>Enter key contact for instruction, raising concerns or queries</i>
Working with:	<i>Enter other staff/adults volunteer will be working with</i>
Equalities	Understand and comply with school policies and procedures. Demonstrate a commitment to treating all people fairly.
Health & Wellbeing	Understand and comply with school policies and procedures relating to Health, Safety and Wellbeing of all members of the school community.
Safeguarding	Understand and comply with safeguarding and children protection policies and procedures.
Confidentiality	Understand and comply with policies and procedures relating to confidentiality.

Appendix M(iii)

Information for Volunteers

Welcome to St. Michael's Junior School. We would like you to know that we greatly value the time volunteers give. Volunteers are a great asset to the team and can play an important role by offering commitment, energy and enthusiasm to a wide range of activities, both inside and outside the classroom.

As volunteers will be in a position of trust we expect them to maintain strict confidentiality at all times in accordance with the confidentiality policy.

We are committed to providing a safe environment and expect all staff and volunteers to share in this commitment. All schools have a statutory duty to safeguard and promote the welfare of the children in its care. Safeguarding is about protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances that enable children to have optimum life chances and enter adulthood successfully.

It is illegal for anyone who is barred from working with children to apply for, or work/volunteer to undertake Regulated Activity.

We will carry out other safeguard checks on volunteers. You will be asked to supply us with a reference(s), proof of identification and to complete a self-disclosure form (SD2). A full Disclosure and Barring Service (DBS) check and a signed DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for the voluntary role will be required for volunteers undertaking Regulated Activity and may be required for those not undertaking Regulated activity.

The consent form also seeks consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service

We would invite volunteers who are to work regularly to be interviewed. This is an opportunity to explain the workings of the school and how we could best benefit from your skills and also provide an opportunity for you to ask any questions.

All new volunteers will undertake an induction programme, and on-going training will be provided wherever relevant to the activity in which the volunteer is engaged, including the safe use of any work equipment, etc.

As part of the induction you will be asked to familiarise yourself with key policies and procedures particularly those on:

- Safeguarding and child protection
- Equality and Diversity Policy
- Health and Safety.
- Behaviour Management
- Code of Conduct (including confidentiality)

You will be assigned a key link person who you can go to if you have any concerns or queries about any matter. Volunteers, like all staff, are expected to report to their link person any issues, whether they experience them or witness them, which they feel concerned about.

Whilst we appreciate the voluntary nature of your commitment, for the smooth operation of the school and to minimise disruption for pupils, we do ask all volunteers to fulfil their commitment as agreed between themselves and the school. . This includes consistent attendance where that is a requirement of the voluntary activity and undertaking the agreed tasks. Volunteers are provided with a Role Profile setting out the key duties of the role and will be asked to sign Volunteer Agreement confirming their acceptance of the commitment

Enclosures (delete as applicable)

- *Application Form*
- *SD2*
- *DBS consent form*
- *Volunteer Agreement*
- *List of staff*
- *The school day*
- *General statements/information on safeguarding and other policies. Policies and Procedures should be covered in detail at induction)*

Appendix M(iv) Volunteer Agreement

Volunteer Agreement					
<p>This document sets out the agreement between the named person and the school for voluntary work. This agreement is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.</p>					
School:					
Name of Volunteer:					
Agreed start date, frequency/duration, general area(s) of work: <i>(attach role profile)</i>					
Induction and training to be supervised by:					
School Link Person:					
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%; padding: 5px;">Headteacher Signature:</td> <td style="padding: 5px;">Date:</td> </tr> <tr> <td style="padding: 5px;">Volunteer Signature:</td> <td style="padding: 5px;">Date:</td> </tr> </table>		Headteacher Signature:	Date:	Volunteer Signature:	Date:
Headteacher Signature:	Date:				
Volunteer Signature:	Date:				

Enclosures (delete/supplement as applicable)

- *List of staff*
- *The school day*
- *General statements/information on safeguarding and other policies. (Policies and Procedures should be covered in detail at induction)*

Appendix M(v) Volunteer Reference

Dear

<Candidate name>

The above has given permission for us to write to you for a reference regarding their suitability to work as a volunteer in our school. The type of work they will be doing is.....

We would be grateful if you could answer a few questions below with regard to the above applicant.

How long have you known the applicant and in what capacity?	
Please could you comment on the applicant's suitability to undertake the volunteer work described above in our school.	
Please could you comment on the applicant's suitability to work with children?	
If you feel there is any other information relevant to the applicant and this work, then please continue on a separate sheet.	

We very much appreciate you taking the time to complete this reference request and enclose a pre-paid envelope for your reply.

Yours sincerely

Headteacher

First Issue: May 2014
This issue: May 2014