



St. MICHAEL'S
CE (CONTROLLED) INFANT SCHOOL

Volunteer Policy

March 2022

To Be Reviewed by March 2023

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The school therefore, welcome and encourages volunteers from the local community.

Our volunteers include:

- Members of the Governing Body
- The PTA (FOSM)
- Parents of pupils
- Students on work experience
- University students on placement
- Ex-members of staff
- Local residents
- Friends of the school

The type of activities that volunteers engage in, on behalf of the school, include:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils to assist them in their learning
- Supporting on school visits
- Cooking

Safeguarding

St Michael's Church of England Infant School is committed to safeguarding children and all members of the community and expects its volunteers to share that commitment.

Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g: hearing pupils read, usually approaches the Class Teacher, Headteacher or Office Staff directly.

Volunteers should complete a Volunteer Application Form (see Appendix 1) with their contact details, types of activities that they would like to help with and times that they are available to help.

Process for recruiting a Volunteer who will be a working frequently in the school

- The candidate will be asked to attend an informal discussion with the Headteacher to ensure the applicant is suitable for the role.
- An Enhanced DBS check is undertaken
- The school will request references from the volunteer. These may be character references
- The volunteer will be made aware of the role and responsibilities they will be undertaking during their induction
- Induction: school policies and documentation will be explained and issued where appropriate
- Safeguarding training- volunteers are required to have safeguarding training each year
- Volunteers should complete the Child Protection Declaration before starting at the school
- All volunteers will be required to read our leaflet: 'Keeping Children Safe: A guide for Volunteers and Visitors'

Our School Values

All adults who work in our school, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our school values (love, forgiveness, friendship, truthfulness, perseverance and creativity) and educational purpose.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about pupils they work with/come into contact should be voiced raised with the DSL or DDSL

Volunteers who are concerned about anything in the school, which may affect their work, should raise the matter with the Headteacher. Any information gained at the school regarding a child should remain confidential.

Supervision

All volunteers work under the supervision of a teacher or member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking. In the event of any query/problem regarding the pupil's understanding of a task or behaviour, volunteers must seek further advice/guidance from the class teacher or Headteacher.

Health and Safety

The school has a Health and Safety Policy and this is made available to volunteers working in school. Volunteers should also be made aware of any evacuation procedures. We also encourage volunteers to exercise due care and attention and report any obvious hazards or concerns about the school building or outside the building.

Complaints

Any complaints made about a volunteer will be referred to the Headteacher for investigation. The Headteacher or DSL reserves the right to take the following action:

- To speak with a volunteer about a breach of the Child Protection Declaration and seek reassurance that this will not happen again
- Offer an alternative placement for a volunteer, e.g: helping with another activity or class
- Based upon the facts identified in the investigation it may be necessary to inform the volunteer that the school no longer wishes to engage in their services
- Provide the volunteer with the school's Complaints procedure

Policy Approved By: Resources and Pay Committee

Appendix A : Volunteer Application Form

Pre-employment Checklist for Volunteers – Guidance

The following guidance may help you understand what checks are required for volunteers in schools and why they are necessary. The Volunteer Checklist itself is on the following pages.

Volunteers (regular)

Best practice is to carry out checks in each of the fields indicated on the Volunteer Checklist. This is because volunteers potentially have a great impact and influence on the pupils and within the school as a whole, and often have the opportunity to build relationships with pupils and parents, especially where they volunteer on a frequent basis.

The following is aimed at clarifying the position of engaging volunteers in schools and gives further information about the pre-employment checks required for both regular volunteers who are not known to the school and those who are.

The checks listed are compliant with the current statutory guidance contained within the DfE 'Keeping Children Safe in Education', plus The Protection of Freedoms Act 2012, which amended the definition of Regulated Activity that governs who is eligible to be checked against the Children's Barred List.

In addition to the checks identified in the statutory guidance, EPS recommend that the school also:

- Provide a volunteer role profile / job description that highlights the key tasks the volunteer needs to carry out, and provide a structure to deal with any issues that arise regarding performance
- Provide an induction that highlights the importance of a safeguarding culture as well as other key policies for the school, including the Do's and Don'ts list.
- Talk to volunteers about their performance and/or progress – this ensures that any issues can be addressed, develops the individual's knowledge and skills, and makes them aware of their value and impact within the school

Irregular or one-off Volunteers

Schools should always check the Regulated Activity flowchart to establish whether or not a Children's Barred List check is necessary.

Irregular volunteers who have supervised access to children are not necessarily eligible for DBS checks so no applications for DBS disclosures should be submitted for anyone in this category, unless there are exceptional circumstances.

Volunteers and visitors who have not been DBS checked must never be left unsupervised with children.

For candidates known to the school a streamlined procedure can be used:

- Seek references
 - Check to ensure others in the school community know of no concerns and can confirm a belief that the volunteer can make a positive contribution

- Conduct a formal interview to gauge the person’s aptitude and suitability
 - Check the Regulated Activity flowchart to confirm whether they need a Children's Barred List check. Request this at the same time as the DBS check.
 - Request completion of the Rehabilitation of Offenders Declaration Form
- Undertake an enhanced DBS disclosure if the school’s policy is to undertake such checks
 - If appropriate, where the volunteer will be providing childcare in a relevant Early or Later Years settings, ensure the individual has completed a [Childcare Disqualification](#) Staff Declaration Form and that they are not disqualified from providing childcare in the school setting.
- Verify the individual’s identity which must be recorded on the school’s Single Central record
- Confirm the individual’s Right to Work in the UK (as volunteers in schools are considered ‘workers’ for the purposes of Home Office criteria).

Checklist for Volunteers

This Pre-employment Checklist should be used in conjunction with the associated guidance in the Recruitment section of the Manual of Personnel Practice.

Candidate:

Start Date:

Part	Criteria	Action	Verified By and Date
1	Application Form	The candidate has completed an application form and has signed and dated it. School must retain the application form	
2	Identity	The candidate has provided satisfactory evidence of their identity, including their address and date of birth. <i>Document(s) seen to verify identity and address:</i> School must retain a photocopy of evidence seen	
3	Right to Work in the UK	The candidate has provided satisfactory evidence, in accordance with the Immigration, Asylum and Nationality Act 2006, that they have the right to work in the UK and to undertake the type of work on offer. <i>Document(s) seen to verify right to work in UK:</i> School must retain a photocopy of evidence seen	
4	Children’s Barred List	The Protection of Freedoms Act 2012 amended the definition of Regulated Activity, which defines who is eligible to be checked against the Children’s Barred List (the old List 99). In relation to Volunteers, those that are supervised by a person who is in Regulated Activity themselves may not be eligible to be checked against the Children’s Barred List. Schools must always check the Regulated Activity	

		<p>flow chart to determine whether or not a volunteer should have a Children's Barred List check because it is a criminal offence for an employer to request a check if they are not eligible to do so.</p> <p>Where the candidate is eligible to have a CBL check because they will be working in Regulated Activity, the CBL check has been undertaken and it confirms that the candidate does <u>not</u> appear on the Children's Barred List.</p> <p>School must retain confirmation of clearance</p>	
5	Criminal History	<p>5a) Disclosure and Barring Service (DBS) check</p> <p>Delete as appropriate:</p> <ul style="list-style-type: none"> Enhanced level DBS check has been undertaken and a satisfactory disclosure certificate received and recorded. <p><i>Disclosure Certificate Number:</i></p> <p><i>Date of issue:</i></p> <ul style="list-style-type: none"> Enhanced level DBS check is <u>not</u> required. A risk assessment has been carried out and is included in the personnel file. <p>Guidance on retention of DBS certificates can be found in the Pre-employment Checklist guidance in the Manual of Personnel Practice.</p>	
		<p>5b) Overseas Police Checks</p> <p>The candidate has resided outside of the UK and has provided a certificate of good conduct issued by the relevant police force in their last country of residence (<i>If not relevant, state 'n/a'</i>).</p> <p>School must retain confirmation of clearance</p>	
6	Referrals Database	<p>The candidate does <u>not</u> appear on the EPS Referrals Database.</p> <p>The EPS Referrals Database contains the names of individuals EPS have referred to either the DBS or the TRA. It can be accessed at: http://hantsnet2000.hants.gov.uk/hr/eps/gtc-referrals/. A positive match must be followed up by a call to the EPS Helpdesk for further information.</p>	
7	Employment History	<p>The candidate has provided information on their employment history and, if appropriate, has adequately explained the reasons for any gaps in their employment, and their reasons for leaving.</p> <p>School must retain application form</p>	
13	References	<p>Satisfactory references have been taken directly from the appropriate referees and/or (where no other employer references are available) the authenticity of any open references has been verified. Referees have provided their assessment of the employee's suitability to work with children and to undertake this role.</p> <p>School must retain references</p>	
14	Driving Licence	<p>If applicable, the volunteer has verified that they hold the appropriate and valid driving licence and are adequately insured for business purposes.</p>	

		School must retain a photocopy of the driving licence and insurance policy, if applicable	
15	Childcare Disqualification Staff Declaration (Early and Later years settings)	<p>The individual has completed and signed a Childcare Disqualification Staff Declaration form and</p> <ul style="list-style-type: none"> The individual is not disqualified from providing childcare in this school setting <p>If individual is disqualified school must not continue with appointment – guidance is available in the Manual of Personnel Practice; please contact EPS for advice.</p>	
16	Rehabilitation of Offenders Act declaration	<p>The individual has completed and signed a Rehabilitation of Offenders Act declaration form and (delete as appropriate):</p> <ul style="list-style-type: none"> The individual has advised they do not have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 The individual has advised they are not included on any list of people barred from working with children by the Disclosure and Barring Service or Teaching Regulation Agency. The individual has advised they have convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 <p>This information must be verified by the DBS certificate and TRA print out.</p> <p>Please contact EPS for advice if there are discrepancies between the declaration form and the DBS/TRA checks.</p>	

This form should be completed by the appointing officer or nominated person. It must remain confidential and should be retained in the volunteer’s personnel file.

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Volunteer APPLICATION FORM

Please use black pen when completing this form

Application for the post of

Advertised at school

Applicant's details

Last name

First name

Any other last names

Title

Address

Postcode

Day time contact no.

Evening / Mobile no

Email address

Education and qualifications

Secondary / further education

Establishment
(Name & town)

Dates

Qualification / Grade /

From

To

Date awarded

Current employer

Employers name	
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Address	
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	Postcode	
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Post held		Date appointed	
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Salary		Grade	
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Other allowances	
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Notice period	
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Reasons for applying for this post

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References

Please give details below of two people who can provide information that will confirm your suitability for this post. **Where appropriate one person should be your current or most recent employer;** the other should be someone who has known you in a professional capacity. References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns.

Present employer

Other

Name

Name

Position

Position

Address

Address

Tel No (*inc. STD code*)

Tel No (*inc. STD code*)

Fax No

Fax No

Email address

Email address

Occupation

Occupation

Further information

- Prior to coming into school to volunteer, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service**. This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity unless other restrictions are in place through the Children's Barred List, DBS or Teacher Regulation Agency.
- Although a criminal record involving offences against children is likely to debar you from this role, the existence of other criminal convictions will not necessarily be a bar to volunteering.
- **Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your role.**
- It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.
- A copy of the Criminal History (DBS) and Non-Police Personnel Vetting Checks Policy is available on request.
- Criminal record certificates will only be issued directly to the applicant. The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018 (the Data Protection Legislation). The school and Local Authority abide by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation.

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

Signature of Candidate

DATE

Privacy notice

The School collects information about you as a volunteer. We will use the information for the re selection process and will keep these record on file.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

We will keep your personal information for 1 year following the interview if you are not successful, and for the duration of your volunteering plus 7 years if you are successfully appointed.

You have some legal rights in respect of the personal information we collect from you. Please see the Schools website for further details on their privacy notice and data protection policy.

You can contact the Schools Data Protection Officer if you have a concern about the way they collect or use your data.

Appendix B: Child Protection Declaration

I understand that St Michael's Church of England Infant School is entirely committed to safeguarding and promoting the welfare of children and young people, and expects all those working and volunteering on the school site to share this commitment.

I have been made aware of the key principles of the school's Child Protection policy, including the procedure for reporting concerns, the requirement for pre-employment checks to be undertaken as appropriate, and the boundaries and behaviours that are acceptable and appropriate within the school context, and those which are not. I have been provided with a copy of the school's Code of Conduct and have read Keeping Children Safe in Education Part 1. I have undertaken safeguarding training with the school DSL.

I understand that adults are in a position of trust when working with young people and that appropriate boundaries must be maintained at all times. This means that language, demeanour and content of conversations, whether in person/face-to-face or via electronic must all be professional and relevant.

Signed:

Name:

Date:

Appendix C **St Michael's Infant School Induction Checklist for Volunteers**

Name of Volunteer

	Completed
Safeguarding Training Attended	
Child Protection Declaration Completed	
Confidentiality Policy and Code of Conduct read and agreed	
Keeping Children Safe in Education Part 1 read	
Evacuation Procedures given	

Signature of Volunteer

Signature of Member of Staff who carried out the Induction

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