



# VOLUNTEERS INC WORK EXPERIENCE POLICY



## Document Status -

<b>Policy Authors</b>	Hollinswood Primary School & Nursery
<b>Policy Created Date</b>	October 2022
<b>Policy Previous Review Date</b>	October 2022
<b>Current Policy Date</b>	October 2023
<b>Policy Review Frequency</b>	Annually
<b>Date of Next Review</b>	October 2024
<b>Committee/Approver of Policy</b>	Finance & Personnel Committee

## Contents

1.	Introduction and Aims	2
2.	How we use Volunteers	2
3.	How to Apply to Volunteer	3
4.	Appointment of Volunteers	6
5.	Safeguarding	6
6.	Induction and Training	7
7.	Confidentiality	7
8.	Conduct of Volunteers	8
9.	Insurance	8
10.	Data Protection and Record Keeping	8
11.	Monitoring and Review	8
	<b>Appendix 1 – Volunteer Application Form</b>	9
	<b>Appendix 2 – Self Disclosure Form</b>	17
	<b>Appendix 3 – Volunteer Risk Assessment</b>	19
	<b>Appendix 4 – Volunteer Induction Programme</b>	23
	<b>Appendix 5 – Volunteers Code of Conduct</b>	26
	<b>Appendix 6 – GDPR Privacy Notice for Volunteers</b>	29
	<b>Appendix 7 – Short Term Volunteer Procedure</b>	33

## 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 Hollinswood Primary School & Nursery 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's statutory safeguarding guidance, [Keeping Children Safe in Education](#).

## 2. How we use Volunteers

At Hollinswood Primary School & Nursery 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

#### **Application Form**

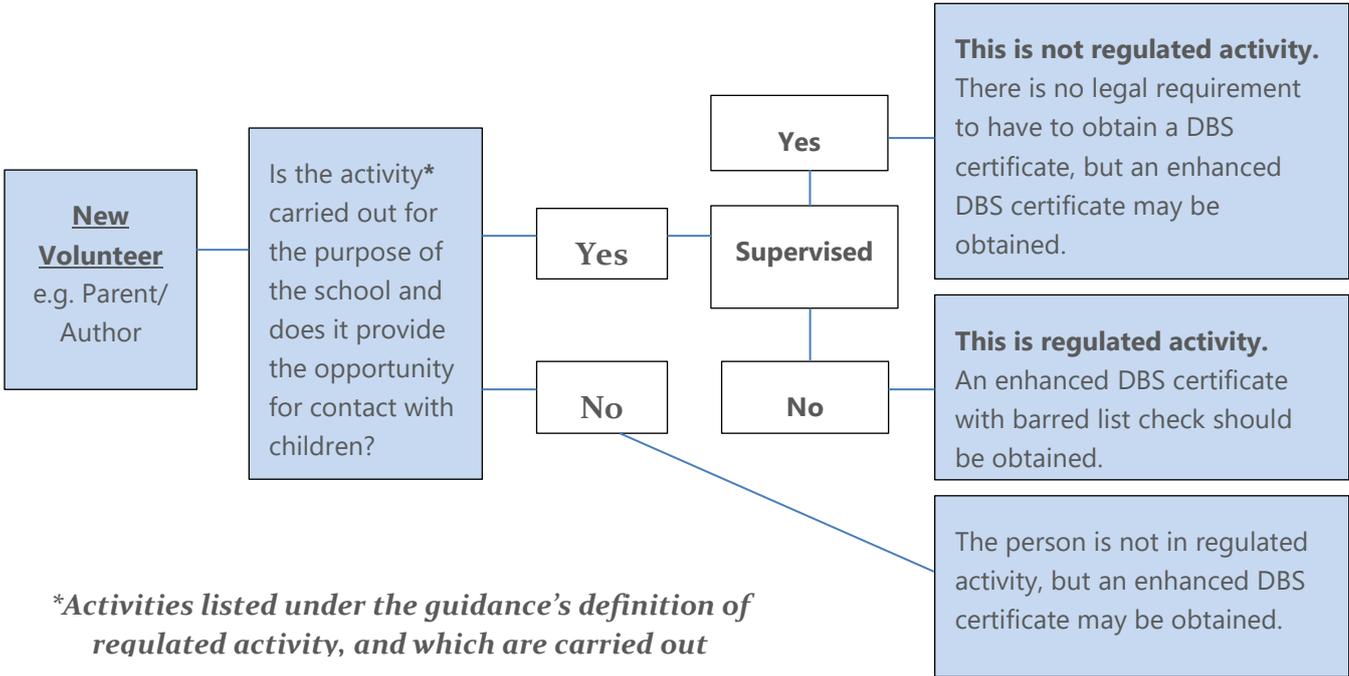
Prospective volunteers can apply by completing the Volunteer Application form detailing two referees. **(see Appendix 1).**

- ✓ The references you have offered will be taken up. We also reserve the right to contact any other previous employer for a reference.
- ✓ We will also take into consideration relevant information received from any source. This may include information held by this authority, for example in Social Care or Education, and information received from other external authorities or bodies.
- ✓ Completed application forms can be emailed to [a2200@taw.org.uk](mailto:a2200@taw.org.uk) or hard copies posted to the Headteacher.

#### **Criminal Record Checks**

- ✓ This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (England & Wales) Order 2019 and the Criminal Justice and Court Services Act 2000. It is also covered by the Protection of Children Act 1999.
- ✓ A caution or conviction will not necessarily prevent you from applying for a volunteering position. There are, however, certain offences which will prevent you from working with children under the regulations made under the Children's Act, including Schedule 1 offences such as sexual and violent offences.
- ✓ You will be required to complete a self-declaration form in relation to any criminal convictions prior to confirmation of your acceptance as a volunteer with us. **(see Appendix 2)**
- ✓ Should you declare any convictions then a discussion will be held with you to discuss the offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of volunteering.
- ✓ Prior to any confirmation of volunteering you may be required to complete a Disclosure Application Form. A risk assessment will be undertaken by the school to determine whether a DBS check is required and if so what level of check this should be. **(see Appendix 3).**
- ✓ You will be asked to submit original proof of identification, such as a birth certificate, National Insurance number, passport or driving licence. You will also be asked to submit all marriage certificates in cases where you have changed your name, and previous address details.
- ✓ Once completed this disclosure form will be sent to the Disclosure and Barring Service. The DBS will search Police Force, Department of Health, and Department for Education & Skills records for relevant information. The DBS will inform you of the result of their search and issue you with a DBS certificate. They will also send a notification via the online DBS system to us to confirm whether this check is clear or not. You will still be required to bring in your original certificate to the school for verification.
- ✓ We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing an offer of to volunteer at the school.

# Flowchart of Disclosure and Barring Service Criminal Record Checks and Barred List Checks (KCSIE)



**Level of DBS Check Required – See Volunteer Risk Assessment in appendix 3.**

<p><b>Unsupervised Volunteer: High Risk –</b>          The school <b>cannot</b> guarantee the volunteer will be supervised.</p> <p><i>“Supervised”:</i> This means that supervision must be ongoing and must not, for example be concentrated during the first few weeks of an activity and then tail of thereafter becoming the exception not the rule.</p> <p><i>Will the person be supervised by an adult on a day-to-day basis and has the identified “supervisor/s” had an enhanced DBS and barred list check.</i></p> <p><i>“Unsupervised”:</i> This means that supervision cannot always be guaranteed to be ongoing.</p>	<p><b>Application for an enhanced DBS check with a barred list check <u>must</u> be made.</b></p>
<p><b>Supervised Volunteer: High Risk –</b>          The person has no previous connection with the school AND cannot provide references from elsewhere.</p> <p><i>There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school should consider whether the person’s uncorroborated background would raise an unacceptable risk.</i></p>	<p><b>Application for enhanced DBS check is/ is not needed.</b>          School to decide.</p>
<p><b>Supervised Volunteer: Medium Risk –</b>          The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable.</p> <p><i>There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so, as no enhanced DBS has been seen.</i></p>	<p><b>Application for enhanced DBS check is/ is not needed.</b>          School to decide.</p>
<p><b>Supervised Volunteer: Low Risk –</b>          The person is signed up to the DBS Update Service and the checks reveal no negative information <b>OR</b> The person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references <b>OR</b> the school knows the person well (e.g. may be a former employee)</p> <p><i>There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, unless the person uses the DBS Update service, the school may decide to obtain a new enhanced DBS.</i></p>	<p><b>Application for enhanced DBS check is/ is not needed.</b>          School to decide.</p>

#### 4. Appointment of Volunteers

- ☑ Volunteers are appointed by the Headteacher.
- ☑ Appointment and induction of new volunteers can take approx. 6 weeks and is dependent on the candidate and available spaces within the school.
- ☑ All appointments are conditional upon the completion of the relevant level of DBS check and other appropriate safeguarding and recruitment checks, and relevant training.
- ☑ 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. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

#### 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 3**) and to read, and adhere to, the school's policies on:
  - ✓ Safeguarding
  - ✓ Use of mobile phones
  - ✓ ICT and internet acceptable use
  - ✓ Online safety
  - ✓ Behaviour
  - ✓ Any other relevant policies
- ☑ Ensure that **volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils**

- ✓ Conduct a risk assessment (**see appendix 2**) 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
- ✓ Consider the distinction between visitors and volunteers (some people 'volunteering' at our school on a one-off basis are actually more likely to be classed as visitors, especially if they won't be working unsupervised)
- ✓ Add our volunteer details to the single central record.

## 6. Induction and Training

- ✓ Volunteers must complete appropriate induction and training prior to beginning work at the school. (**see Appendix 4**).
- ✓ Training requirements will be determined by the headteacher, or the appropriate member of staff.
- ✓ **All volunteers** must have safeguarding and health and safety 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 should not discuss them with pupils or parents.
- ✓ This does not 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.
- ✓ Our Designated Safeguarding Leads are
  - ✓ **Kath Osborne – Headteacher**
  - ✓ **Emma Morris – Deputy Headteacher**
  - ✓ **Samantha Jones – SLT Teacher**
  - ✓ **Abigail Scott – Inclusion Leader**
  - ✓ **Susan Newbrook – Inclusion Leader**
- ✓ If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.
- ✓ Hollinswood Primary School & Nursery have chosen to appoint two 'Freedom to Speak Up' Guardians. They are:
  - ✓ **Lea-anne Firman and Natalie Hayward.**

✓ Our nominated governor is:

✓ **Penny Hustwick.**

✓ This will help ensure that all staff/volunteers feel that they have someone to speak to without having to approach a senior leader.

## 8. Conduct of Volunteers

Volunteers must comply with the staff code of conduct (**see Appendix 5**).

## 9. Insurance

The school's insurance policy does cover volunteers in the event of an accident or emergency. If a volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

## 10. Data Protection and Record Keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it. (**see Appendix 6**).

We will:

- ✓ Retain records relating to volunteers in line with our records retention schedule
- ✓ Remove details of volunteers from the single central record (SCR) once they no longer work at our school

## 11. Monitoring and Review

This policy has been approved by the members of the Finance & Personnel Committee and will be reviewed regularly.

<b>Date Created</b>	September 2022
<b>Date Approved</b>	19 <sup>th</sup> October 2023
<b>Approved By</b>	Finance & Personnel Committee
<b>Date for Review</b>	October 2024

## Appendix 1 – Volunteer Application Form (To be Completed by Volunteers)

Complete the application form in full.

<b>T&amp;W Schools HR Advisory Service</b>	<b>Volunteer Application Form</b>
--	-----------------------------------

### Completing the Application Form (Volunteering)

Please read these notes carefully and keep for future reference. They are designed to help you in completing the application form.

Completing an application form is the first stage in us considering you as a volunteer in our school.

- It is important that you complete all sections of the application form is the first stage clearly and fully as possible.
- Please ensure that you have given your name and address accurately so that we are able to contact you.
- We are interested in your experience and any skills or training, which shows that you have worked with children/in related areas of work and have the skills that can be utilised in a volunteering role.
- We do not ask for many personal details. This is because we do not take into account such things as gender, race and marital status.
- Please do not forget to sign the form

### Working With Children

Although this a volunteering role there is still a requirement to undertake rigorous checks line with Department for Education Statutory Guidance, Keeping Children Safe in Education.

- The references you have offered will be taken up. We also reserve the right to contact any other previous employer for a reference.
- We will also take into consideration relevant information received from any source. This may include information held by this authority, for example in Social Care or Education, and information received from other external authorities or bodies.
- You will be asked to submit original proof of identification, such as a birth certificate, National Insurance number, passport or driving licence. You will also be asked to submit all marriage certificates in cases where you have changed your name, and previous address details.

## **Criminal Record Checks**

- ☑ This role is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) and the Criminal Justice and Court Services Act 2000. It is also covered by the Protection of Children Act 1999.
- ☑ A caution or conviction will not necessarily prevent you from applying for a volunteering position. There are, however, certain offences which will prevent you from working with children under the regulations made under the Children's Act, including Schedule 1 offences such as sexual and violent offences.
- ☑ You will be required to complete a self-declaration form in relation to any criminal convictions prior to confirmation of your volunteering role.
- ☑ If you are required to undertake a Disclosure and Barring Service check The DBS will search Police Force, Department of Health, and Department for Education & Skills records for relevant information. The DBS will inform you of the result of their search and issue you with a DBS certificate. You will still be required to bring in your original certificate to the school for verification
- ☑ Should you declare any convictions then there would be a discussion with you about the offences or other matters that might be relevant to the role. Failure to disclose information that is directly relevant to this role could lead to the withdrawal of the offer of volunteering.

## **Online Checks**

In line with the Statutory Guidance Keeping Children Safe in Education an online check will be undertaken for all volunteers.

We will undertake this search and only share information obtained with the headteacher should this have implications around your suitability to work with children. You may be asked specific questions about any information obtained via this online search if appropriate.

All information given/obtained will be treated as strictly confidential and will be stored securely.

For disclosure information and services please visit the DBS homepage on their web site [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)

If you do take up volunteering it is necessary for you to inform the Headteacher of any cautions, bind overs or convictions whilst you remain a volunteer in the school.

## **IMPORTANT**

**WE WILL REPORT ALL PERSONS TO THE RELEVANT AUTHORITIES WHO ATTEMPT TO OBTAIN EMPLOYMENT WHILST THEY ARE BARRED FROM WORKING WITH WORKING WITH CHILDREN.**

### **Privacy Notice under the Data Protection Act (General Data Protection Regulations from 26<sup>th</sup> May 2018)**

We are collecting Personal Identifiable Information to enable us to process your job application and to monitor against statutory requirements e.g. Equality Act 2010. This information is being processed under DPA – Schedule 2 (2a) (GDPR 2018 -Article 6 (1) b) and DPA – Schedule 2 (2a) (GDPR 2018 – Article 9 (2) b).

If you are successful in securing a volunteer position with us, we will retain this information for the period of your volunteering and following 6 years following the end of your period of volunteering.

If you are unsuccessful in your application your data will be retained for 6 months from the time of applying, once it reaches this retention end date it will be deleted/destroyed along with any other information gathered throughout this process.

We will not share any Personal Identifiable Information collected with external organisations unless required to do so by law.

**By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.**

If you require any help or have any questions about the recruitment process, or you are unhappy about the way you are treated, or have any suggestions as to how we can do better, please contact the school directly.

Whatever the outcome of you application, thank you for the interest you have shown in working us.



**HOLLINSWOOD PRIMARY SCHOOL & NURSERY**  
**VOLUNTEERING APPLICATION FORM**

Please complete the relevant parts of this form

Applications to be returned to the school: Donna O'Reilly – School Business Manager  
or alternatively email it to: [a2200@taw.org.uk](mailto:a2200@taw.org.uk)

**1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)**

<b>Surname/Family name</b>	<b>Initials</b>	<b>Contact Tel No .</b> <b>Email Address</b>
<b>Correspondence Address</b>		
<b>Postcode</b>		

**2. EDUCATION AND TRAINING**

Please give details of secondary, further and higher education, examinations passed, other relevant training undertaken and memberships of any professional bodies.

<b>Name of School/College/University/ Professional Body/Institution</b>	<b>Period of study or Membership</b>	<b>Subject and type of qualification or course</b>	<b>Grade/ Membership Number</b>

### 3. CURRENT OR MOST RECENT EMPLOYMENT

<b>Post Title</b>	
<b>Employer and Address:</b>	<b>Date appointed:</b>
<b>Tel. No.</b>	<b>Date left (if applicable):</b>
<b>May we contact you on this number?</b>	<b>Reason for leaving:</b>

### 4. PREVIOUS EMPLOYMENT/EXPERIENCE

Starting with the most recent please list previous experience. All time since leaving full time education should be accounted for. Additional sheets may be added.

<b>Name and address of Employer</b>	<b>Post Title/Brief outline of duties (including Salary/Grade)</b>	<b>Dates</b>	<b>Reason for leaving</b>

## 5. GAPS IN EMPLOYMENT

Please detail below any gaps in your employment or education

## 6. SUPPORTING STATEMENT

Please set out below any relevant skills and experience you can bring to the school in a volunteering capacity and why specifically you wish to volunteer for us.

## 6. REFERENCES

Please give details of two referees whom we may ask about your suitability for the post. One of these should be your current or most recent employer. Referees must not be related to you. References will normally only be taken up if you are selected for interview. We reserve the right to approach your current and any previous employer.

Please note that if this is a post working with children or vulnerable adults, references will be taken up prior to interview. If you have any questions regarding this please contact the school directly. If you inform your referees that you have put their details forward it may reduce delays if references are requested.

***\*Please indicate if this is a work or personal referee.***

<b>1. Name</b> <b>Address</b>  <b>Tel. No.</b> <b>Email:</b> <b>Occupation</b> <b>Work/Personal*</b>	<b>2. Name</b> <b>Address</b>  <b>Tel. No.</b> <b>Email:</b> <b>Occupation</b> <b>Work/Personal*</b>
--	--

## 7. OTHER INFORMATION

<b>Are you, to your knowledge, related to any of our employees or member of the schools Governing Body?</b>	
<b>If yes, please give details:</b>	
<b>Name</b>	<b>Relationship</b>

<p><b>Criminal Convictions</b></p> <p>The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Should you be shortlisted for interview you will be asked to declare on a separate form whether you have any convictions or cautions that are not "protected" in line with this legislation. Further information on the filtering of these cautions and convictions can be found in the <a href="#">DBS filtering guide</a>.</p> <p><b>Online Checks</b></p> <p>In line with the Statutory Guidance Keeping Children Safe in Education, an online check will be undertaken for all shortlisted candidates prior to the interview. Someone who is not on the interview panel will undertake this search and only share information obtained with the panel should this have potential implications around your suitability to work with children.</p>
--

The panel may ask you specific questions about any information obtained via this online search if appropriate.

All information given/obtained will be treated as strictly confidential and will be stored securely.

## **8. YOUR SIGNATURE**

I certify that details provided on this form and supporting papers are true. I understand that the provision of false or misleading information given in response to any questions on this form or the failure to disclose information will result in me being unable to continue to volunteer with the school. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1984 and any subsequent legislation.

**Signature of applicant**

**Date**

## Appendix 2 – Self - Disclosure Form (To be Completed by Volunteers)

**T&W Schools HR  
Advisory Service**

**Self-Disclosure Form - Volunteers**

Please return this disclosure to the school before you commence volunteering with us.

Surname:	Previous name(s) (if any):	
Forename(s):	Preferred title:	Date of birth
National Insurance No:		

***We are committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. For a volunteering role, checks will be carried out, references will be sought and successful candidates may be subject to an enhanced DBS check and other relevant checks with statutory bodies.***

You are required to declare any relevant convictions, cautions, court orders, reprimands, warnings or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected and should not be disclosed to potential employers, and employers cannot take these offences into account. Please read the information here before answering the following questions. <https://hub.unlock.org.uk/wp-content/uploads/Legally-need-to-disclose.pdf>

There is more information on filtering and protected offences on the DBS website.

<p>1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?</p> <p>Yes/No</p> <p>If yes, please provide details here</p>
<p>2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?</p> <p>Yes/No</p> <p>If yes, please provide details here</p>

3. Are you included on the DBS children's barred list

Yes/No

If yes, please provide details here

**Please complete the declaration below:**

I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that if my application is successful, a risk assessment of the disclosed information will be held securely by the school.

**Signed:**

**Date:**

Please note that, if you are unsuccessful, this disclosure form will be securely destroyed within 6 months of your application.

## Appendix 3 – Volunteer Risk Assessment (To be Completed by the School)

<b>T&amp;W Schools HR Advisory Service</b>	<p style="color: #c00000;"><b>DBS Risk Assessment &amp; Safer Recruitment Checklist for Volunteers</b></p> <p><b>This pro-forma should be completed in all cases when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity.</b></p>
--	--

<b>Section 1: Applicant Details</b>	
<b>Name:</b>	
<b>Post applied for/Volunteer role:</b>	
<b>Start date</b>	
<b>Day and time</b>	
<b>Section 2: Initial Assessment</b>	
2.1 Is the activity carried out for the purpose of the school and does it provide opportunity for contact with children?	<p>Please Choose</p> <p>If no – an enhanced DBS is NOT required.</p> <p><b>If yes – please complete section 2.2.</b></p>
2.2 Will the person be supervised by an adult on a day to day basis and has the identified “supervisor/s” had an enhanced DBS and barred list check.  <i>“Supervised”: This means that supervision must be ongoing and must not, for example be concentrated during the first few weeks of an activity and then tail of thereafter becoming the exception not the rule.</i>	<p>Please Choose</p> <p>If you cannot confidently say yes to the person being supervised continually by another who is in regulated activity, please indicate why.</p> <p>An enhanced DBS with a Barred List Check <b>must</b> be carried out in this circumstance.</p> <p><b>Please complete point 2.3</b></p> <p>If the answer to this question is yes. <b>Please move onto point 2.4</b></p>
<b>2.3</b> In order to clarify why the DBS is being undertaken, please outline below the activity the person will be doing.	
<b>2.4</b> Please indicate the adult/s responsible for supervising the person	

<b>Section 3: Wider Considerations</b>	
<p>3.1 Has the school's insurer confirmed whether a volunteer would invalidate insurance if for example a child was injured under the supervision of volunteer?</p> <p><i>Most insurers would say that a member of school staff must be responsible for the children at all times to be in charge of those children and so a volunteer cannot take charge of children alone. Health and Safety Act places a duty on the member of staff responsible for supervising.</i></p>	<p>Please confirm if the school insurance would cover the volunteer for the activity that they will be engaging in.</p> <p>Please Choose</p> <p><i>Please note that invalidating insurance is not a justifiable reason to undertake an enhanced DBS. Therefore, schools are advised to follow the terms of their insurance policies in respect to engaging volunteers.</i></p>
<p>3.2 Have two references been obtained for the volunteer. Can the volunteer provide at least one reference from someone other than a family member, including a senior person at the employment or voluntary Service.</p>	<p>Please Choose</p>
<p>3.3 Are there any concerns raised about the person's suitability to work with children in any of the references?</p>	<p>Please Choose</p> <p>If there have been concerns raised in the reference about the individual's suitability to work with children, please consult with the volunteer about the concerns raised, and make an informed judgement in consultation with your HR advisor on whether an enhanced DBS may be necessary.</p> <p><b>Please indicate rationale behind decision making in section 3.4</b></p>
<p>3.4 Concerns about individual's suitability to work with children raised in reference.</p>	<p>Decision making for undertaking/not undertaking an enhanced DBS and rationale (please include details of professionals consulted with)</p>
<p>3.5 Has the volunteer's identity been verified?</p>	<p>Please Choose</p>
<p>3.6 Is the volunteer aware of any reason why they should not volunteer to work with children?</p>	<p>Please Choose</p>

3.7. Does the volunteer have a connection to the school. i.e are they a parent/relative of a pupil.	Please Choose
---	---------------

**Section 4: Decision Making**

<b>Risk</b>	<b>Decision Made</b>	<b>Completed By</b>
<p><b>Unsupervised Volunteer: High Risk</b> – the school cannot guarantee the volunteer will be supervised.</p> <p><i>“Unsupervised”:</i> This means that supervision cannot always be guaranteed to be ongoing. Please refer to 2.2</p>	<p>Application for an enhanced DBS check with a barred list check <b>must</b> be made.</p>	
<p><b>Supervised Volunteer: High Risk</b> – the person has no previous connection with the school AND cannot provide references from elsewhere.</p> <p><i>There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school should consider whether the person’s uncorroborated background would raise an unacceptable risk.</i></p>	<p>Application for enhanced DBS check is/ is not needed. State reason(s) below:</p>	
<p><b>Supervised Volunteer: Medium Risk</b> – The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable.</p> <p><i>There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so, as no enhanced DBS has been seen.</i></p>	<p>Application for enhanced DBS check is/ is not needed. State reason(s) below</p>	

<p><b>Supervised Volunteer: Low Risk</b> – The person is signed up to the DBS Update Service and the checks reveal no negative information OR The person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references OR the school knows the person well (eg. may be a former employee)</p> <p><i>There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, unless the person uses the DBS Update service, the school may decide to obtain a new enhanced DBS.</i></p>	<p>Application for enhanced DBS check is/ is not needed. State reason(s) below:</p>	
---	---	--

	No DBS	Enhanced DBS	Enhanced DBS with Barred List Check
<b>Outcome of DBS Risk Assessment</b>			

**Section 5: Form completed by.**

<b>Name:</b>	
<b>Signature:</b>	
<b>Position in school:</b>	
<b>Date:</b>	
<b>Signature of Headteacher</b>	

***This form must be kept in the HR file of the volunteer.***

## Appendix 4: Volunteer Induction Checklist (School to Complete)

<b>Volunteer Name:</b>	<b>Date of Induction:</b>												
<b>Agreed Start Date:</b>	<b>Agreed End Date (If Applicable):</b>												
<b>Year Group Allocated:</b>	<b>Class Allocated:</b>												
<b>Volunteer Type:</b> <table border="1"> <tr><td><input type="checkbox"/></td><td>Parent/Carer</td></tr> <tr><td><input type="checkbox"/></td><td>Local resident</td></tr> <tr><td><input type="checkbox"/></td><td>Student on work experience</td></tr> <tr><td><input type="checkbox"/></td><td>Members of the Governing Board</td></tr> <tr><td><input type="checkbox"/></td><td>Friends or members of a fundraising committee</td></tr> <tr><td><input type="checkbox"/></td><td>Other.....</td></tr> </table>	<input type="checkbox"/>	Parent/Carer	<input type="checkbox"/>	Local resident	<input type="checkbox"/>	Student on work experience	<input type="checkbox"/>	Members of the Governing Board	<input type="checkbox"/>	Friends or members of a fundraising committee	<input type="checkbox"/>	Other.....	<b>Volunteer School/Organisation Details:</b>
<input type="checkbox"/>	Parent/Carer												
<input type="checkbox"/>	Local resident												
<input type="checkbox"/>	Student on work experience												
<input type="checkbox"/>	Members of the Governing Board												
<input type="checkbox"/>	Friends or members of a fundraising committee												
<input type="checkbox"/>	Other.....												

### Checklist:

CONTENT	NOTES	✓	Action to be Taken
<b>Welcome</b>	<input checked="" type="checkbox"/> Welcome and introductions <input checked="" type="checkbox"/> Check that all volunteer checks have been completed, e.g. DBS Cert <input checked="" type="checkbox"/> Check that all volunteer training has been completed, e.g. Safeguarding Modules on OLLIE <input checked="" type="checkbox"/> Check that the volunteer has received the school's Volunteer Handbook, Policy and signed the Code of Conduct & Confidentiality Agreement		
<b>School Background</b>	<input checked="" type="checkbox"/> Give any relevant information about the school: <ul style="list-style-type: none"> <li>✓ History Of School</li> <li>✓ Number Of Pupils/Staff</li> <li>✓ School Website</li> <li>✓ School Ethos &amp; Vision</li> <li>✓ School Priorities</li> </ul>		
<b>Structure</b>	<input checked="" type="checkbox"/> Talk through the School's organisational structure and how their role fits into the overall picture, using the Staff Handbook if required.		
<b>Key Contacts</b>	<input checked="" type="checkbox"/> Confirm volunteers' key contacts at school		

	<input checked="" type="checkbox"/> Make aware of school's DSLs and First Aiders <input checked="" type="checkbox"/> Share contact details and overview of the team they will be joining		
<b>Map of School</b>	<input checked="" type="checkbox"/> Show map of school pointing out any key areas around the building including the School Office, Staffroom, Toilets, Photocopying and PPA Room		
<b>Policies &amp; Procedures</b>	<input checked="" type="checkbox"/> Explain key policies and procedures listed in the handbook and draw particular attention to those related to health and safety, attendance management, safeguarding children, email, internet and IT <input checked="" type="checkbox"/> Direct to website policy page for further information.		
<b>Issue Documentation /Equipment</b>	<input checked="" type="checkbox"/> Documents and Equipment:- <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Volunteer Identity Badge</li> <li><input checked="" type="checkbox"/> Volunteer Handbook and Relevant Policies</li> <li><input checked="" type="checkbox"/> Timetable, Communication &amp; Staffing</li> </ul>		
<b>Communications</b>	<input checked="" type="checkbox"/> School Briefings <input checked="" type="checkbox"/> Notice Boards <input checked="" type="checkbox"/> Telephone List <input checked="" type="checkbox"/> Email Directory <input checked="" type="checkbox"/> Calendar Events <input checked="" type="checkbox"/> School Website		
<b>Expectations of Volunteers</b> (see Code of Conduct & Confidentiality Agreement)	<input checked="" type="checkbox"/> Review Code of Conduct & Confidentiality Agreement <input checked="" type="checkbox"/> Collective responsibilities of all volunteers <input checked="" type="checkbox"/> Procedures – including mobile phones for pupils and adults <input checked="" type="checkbox"/> Attendance (Punctuality & Absence) <input checked="" type="checkbox"/> Reporting incidents and issues <input checked="" type="checkbox"/> Dress code		
<b>Facilities</b>	<input checked="" type="checkbox"/> Building opening and closing times <input checked="" type="checkbox"/> Timings of school day <input checked="" type="checkbox"/> Fire alarm testing and evacuation point <input checked="" type="checkbox"/> School first aiders <input checked="" type="checkbox"/> Car parking arrangements <input checked="" type="checkbox"/> Catering, i.e. payments for meals <input checked="" type="checkbox"/> Introductions <input checked="" type="checkbox"/> Tour around the school, including staffroom, toilets and playgrounds		

	<input checked="" type="checkbox"/> Introduce volunteer to their team and children		
<b>Inductions</b>	<input checked="" type="checkbox"/> Tour around the school, including staffroom, toilets and playgrounds <input checked="" type="checkbox"/> Introduce volunteer to their team and children		
<b>Questions &amp; Answers</b>	<input checked="" type="checkbox"/> Review any follow up actions and check volunteer's understanding		

Induction Completed By:  Signed:  Date:	Induction Completed With:  Signed:  Date:
---	---

## **Appendix 5 – Code of Conduct for Volunteers (To be Completed by 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, Donna O'Reilly (SBM)

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:

- Dressing in a way that is professional and appropriate to the work they are doing
- Refraining from using inappropriate language
- Setting an example for pupils by acting in a way that reflects the school's ethos and values
- Behaving in a way that is appropriate for the role they are undertaking
- 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

**Kath Osborne – Headteacher**

Deputies are:

**Emma Morris – Deputy Headteacher**

**Samantha Jones – SLT Teacher**

**Abigail Scott – Inclusion Leader**

**Susan Newbrook – Inclusion Leader**

- 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:
- Exchanging contact information
  - Making contact with pupils outside of school, including on social media
  - 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.
- 3.6. Volunteers should never be left alone with a child(ren).
- 3.7. Volunteers must always use the staff toilets.
- 3.8. Volunteers must turn off their mobile phone whilst in the classroom. If needed it may be used in the staffroom only.
- 3.9. Volunteers must ask about the appropriate way to manage a child's behaviour or how to talk to them.

### **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:

Volunteer Name (Print) .....

Volunteer Signature .....

Date of Signature .....

## Appendix 6 - GDPR Privacy Notice for Volunteers

Schools are currently required to inform any volunteer on how their personal data may be collected, stored and used. This means schools are required to revise their privacy notices to include further information pertaining to how individuals' personal data is processed. Schools can use this template to ensure they are compliant under the GDPR, and to communicate how they will process data relating to volunteers

### **Who processes your information?**

There are certain processes the school needs to follow with regard to volunteers. This privacy notice informs volunteers how the school intends to collect, use, process and store their data.

The school is the Data Controller, and is responsible for any personal data that is provided by the volunteer. This means that they determine the purposes for, and the manner in which, any personal data relating to any volunteer is to be processed. The school representative is the School Business Manager.

If you would like to discuss anything in this privacy notice, please contact:  
Rob Montgomery (Data Protection Officer) on [IG@telford.gov.uk](mailto:IG@telford.gov.uk)  
His role is to oversee and monitor the school's data processing practices.

Where necessary, third parties may be responsible for processing volunteers' personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with volunteers' privacy rights.

### **Why do we need your information?**

Hollinswood Primary School & Nursery has the legal right and a legitimate interest to collect and process personal data relating to volunteers at the school. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- ✓ School Staffing (England) regulations 2009 (as amended 2012)
- ✓ Safeguarding Vulnerable Groups Act 2006
- ✓ The Childcare (Disqualification) Regulations 2009
- ✓ Keeping Children Safe in Education 2022
- ✓ Working Together to Safeguard Children 2015

If volunteers fail to provide their personal data, there may be significant consequences, including, but not limited to:

- ✓ Failure to pass a full DBS check will prevent volunteers from undertaking work at Hollinswood Primary School & Nursery.

### **For which purposes are your personal data processed?**

In accordance with the above, personal data pertaining to volunteers is used for the following reasons:

- ✓ DBS checks, to the Single Central Record

- ✓ Contact information

**Which data is collected?**

The personal data the school will collect from volunteers includes the following:

- ✓ Full name & title
- ✓ Address
- ✓ Contact information / email
- ✓ Experience
- ✓ DBS (Three forms of identification)

**Will your personal data be sought from third parties?**

Personal data is only sought from the data subject. No third parties will be contacted to obtain personal data pertaining to volunteers without the data subject's consent.

Volunteers' personal data may be obtained and processed from third parties where the law requires the school to do so, e.g. for the purpose of DBS checks. The categories of data obtained and processed from third parties include:

- ✓ DBS
- ✓ Other places of learning

Where data is obtained from third parties, the personal data originates from the following sources:

- ✓ Previous employers
- ✓ Education
- ✓ Qualifications

**How is your information shared?**

Hollinswood Primary School & Nursery will not share your personal information with any third parties without your consent, unless the law allows us to do so.

**How long is your data retained for?**

Personal data is retained in line with Hollinswood Primary School & Nursery's Records Management Policy. Personal information may be retained for varying periods of time depending on the nature of the information; you will be informed on how long your data will be obtained by the school.

Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed.

Once your data has served its purpose, it will be disposed of in line with the procedure outlined in the school's Records Management Policy.

If you require further information regarding the retention of data, and the periods for which your personal data is held, please download our GDPR Records Management Policy from the school website or contact our DPO for a copy.

### **What are your rights?**

As the data subject, you have specific rights to the processing of your data. You have a legal right to:

- ✓ Request access to the personal data that Hollinswood Primary School & Nursery holds.
- ✓ Request that your personal data is amended.
- ✓ Request that your personal data is erased.
- ✓ Request that the processing of your data is restricted.
- ✓ Request to obtain and reuse your personal data for your own purposes across different services.
- ✓ Object to your consent being obtained.
- ✓ Request that your personal data is collected using automated processing.
- ✓ Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not apply to any personal data that has been processed prior to withdrawing consent.
- ✓ You also have the right to lodge a complaint with the ICO in relation to how Hollinswood Primary School & Nursery processes your personal data. If you wish to make a complaint to the ICO, you can do so on the ICO's website or call their helpline on 0303 123 1113.

### **How can you find out more information?**

If you require further information about how we store and use your personal data, please visit our website, or download our GDPR Policy and GDPR Compliant Records Management Policy.

**GDPR Privacy Notice for Volunteers  
Declaration (Please return to school)**

I,..... declare that I understand:

Hollinswood Primary School & Nursery has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements.

- ✓ There may be significant consequences if I fail to provide the personal data Hollinswood Primary School & Nursery requires.
- ✓ Hollinswood Primary School & Nursery may share my data with the LA.
- ✓ Hollinswood Primary School & Nursery will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- ✓ The nature and personal categories of this data, and where the personal data originates from, where my data is obtained from third parties.
- ✓ My data is retained in line with Hollinswood Primary School & Nursery's GDPR Compliant Records Management Policy.
- ✓ My rights to the processing of my personal data.

Print Name of Volunteer:

Signature of Volunteer:

Date:

## **Appendix 7: Short Term Volunteer Procedure**

### **Short Term Volunteer Procedure**

These guidance notes have been written in conjunction with the school's policies on Volunteering and Educational Visits. If you would like to volunteer to assist with an Educational Visit, please make arrangements to do so in liaison with the class teacher. We do appreciate your help on all Educational Visits - it would be difficult to organise visits outside school without volunteers.

The procedures set out below provide guidance for assisting during Educational Visits:

- Parents/Carers may not always have their own child in their group
- The teacher will give parent helpers a list of children for whom they are responsible
- All children are told they must stay with their group and the group adult at all times
- If the trip involves a coach journey, please help the children in your group put on and fit their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher has sick bucket/bags if needed
- The class teacher is responsible for ALL First Aid and medication
- The class teacher leads the rules, routines and expectations for the day. Please help the teacher by ensuring your group follows all instructions, e.g. when to eat and drink
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school and associated parents in emergency situations
- If you need to leave your group for any reason, e.g. to take a child to the toilet, please ensure you are with another adult and inform the class teacher

Parent volunteers are asked to keep the same degree of confidentiality as in school. If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher or, if you would rather, a member of the Leadership Team on return from the trip.

***Volunteers attending any Educational Visit must not be left alone with children if they do not have an enhanced DBS clearance and should sign to say they have read and understood the school's Volunteer Code of Conduct & Confidentiality***

