



VOLUNTEER POLICY



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1. Introduction and Aims

We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of Hollinswood Primary School & Nursery's 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 statutory safeguarding guidance [Keeping Children Safe in Education \(KCSIE\)](#) from the Department for Education (DfE).

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

For anyone that would like to apply to volunteer at the school, they can:

- Email the school on A2200@taw.org.uk
- Completing an application form (**See Appendix 1**) and other necessary forms

4. Appointment of Volunteers

Please follow the New Volunteers Procedure. **(See Appendix 12)**

An interview process to screen applicants will be the initial stage of the process.

Volunteers are appointed by the Headteacher.

Appointment and induction of new volunteers can take around 6 weeks and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an application form and an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

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.

The Headteacher reserves the right to terminate a placement at any time.

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 **(See Appendix 10)** 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. Volunteers **not working directly** with children can read a condensed version of part 1 (located in annex A) of **Keeping Children Safe in Education or the full version of part 1.**
- Require volunteers to agree and adhere to our **“Volunteers Code of Conduct” (See Appendix 7)** and to read, and adhere to, the school's policies on:
 - Child Protection and Safeguarding Policy
 - Keeping Children Safe in Education (At least Part 1)
 - Safeguarding – A Guide for Visitors and Volunteers Leaflet
 - Health and Safety Policy
 - Fire Safety and Evacuation Policy
 - Behavioural Policy
 - Anti-Bullying Policy
 - Whistleblowing Policy
 - T&WC Speak Up Policy
 - Complaints Procedures Policy
 - Confidentiality Policy
 - Procedure for Managing Low Level Concerns or Allegations Against Staff Policy
 - Declaration of Interest and Gifts and Hospitality Policy

- Online Safety – ICT Acceptable Use Policy
 - Data Protection Policy
 - Information Security Policy and Breach Procedure
 - Information Sharing Policy
 - Safer Use of Technology Policy
 - Use of Mobile Phones/Smart Technology Policy
 - No Smoking/Vaping Policy
 - Teaching and Learning Policy
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils
 - Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
 - The nature of the work they will be doing
 - What we know about them
 - References from employers or other voluntary roles
 - Whether the role is eligible for an enhanced DBS check

We legally cannot carry out a DBS check on a child under the age of 16 who is volunteering at our school. We will ensure that children who are volunteering are always under an appropriate level of supervision and conduct a risk assessment to consider any potential safeguarding issues.

- 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)
- We will accept DBS certificates from other organisations and request a Letter of Assurance from the organisation to confirm that all the necessary Safer Recruitment checks have been carried out.
- We will add the details of all volunteers to our Single Central Record (SCR)?

6. Induction and Training

Volunteers must complete appropriate training prior to beginning work at the school. Training requirements will be determined by the headteacher, or the appropriate member of staff.

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

See Appendix 10 for the minimum training requirements for all volunteers.

7. Supervision

If a volunteer is required to be supervised when undertaking an activity, who would otherwise be in regulated activity if not supervised, the school will ensure that:

- There is supervision by an individual who is in regulated activity.
- The supervision is regular and day-to-day.
- The supervision is reasonable in all the circumstances to ensure the protection of the pupils.

When determining what supervision is reasonable so that the volunteer would not be in regulated activity, the school will take the following factors into consideration:

- The ages of the pupils, including whether there is a large gap in their ages

- The number of pupils that the volunteer is working with
- Whether or not there are other staff members present during the activity
- The nature of the volunteer's work and the opportunity for contact with pupils
- How vulnerable the pupils are
- How many volunteers would be supervised by each member of supervising staff

8. 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. **See our "Confidentiality Policy"** for further information.

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents.

This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our Child Protection and Safeguarding Policy and inform the designated safeguarding lead (DSL).

If concerns are related to Whistleblowing, volunteers must follow the guidance in our **"Whistleblowing Policy"**.

9. Conduct of Volunteers

Volunteers must comply with the Code of Conduct set out in **Appendix 7** of this policy.

10. 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.

11. Data Protection and Record Keeping

Our Privacy notice for volunteers explains what information we collect about volunteers and why we collect it.

We will:

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

Our **"Privacy Notice"** for volunteers and our **"Records Retention Policy"** can be found on the schools website.

12. Monitoring and Review

This policy has been approved by the Governors of Hollinswood Primary School & Nursery and it will be reviewed **annually**.

13. Links to other Policies

This volunteering policy is linked to our:

- Child Protection and Safeguarding Policy
- Keeping Children Safe in Education (At least Part 1)
- Safeguarding – A Guide for Visitors and Volunteers Leaflet
- Safer Recruitment Policy
- Health and Safety Policy
- Fire Safety and Evacuation Policy
- Behavioural Policy
- Anti-Bullying Policy
- Whistleblowing Policy
- T&WC Speak Up Policy
- Complaints Procedures Policy
- Confidentiality Policy
- Procedure for Managing Low Level Concerns or Allegations Against Staff Policy
- Declaration of Interest and Gifts and Hospitality Policy
- Online Safety – ICT Acceptable Use Policy
- Data Protection Policy
- Information Security Policy and Breach Procedure
- Information Sharing Policy
- Safer Use of Technology Policy
- Use of Mobile Phones/Smart Technology Policy
- No Smoking/Vaping Policy
- Teaching and Learning Policy

Appendix 1: Volunteer Application Form

Volunteer Application Form (To be Completed by ALL Volunteers)

Complete the application form in full.

T&W Schools HR Advisory Service

Volunteer Application Form

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
- ☑ 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 26th 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 your 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

1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname/Family Name	Initials	Contact Tel No Email Address
Correspondence Address		
Postcode		

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.

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

3. CURRENT OR MOST RECENT EMPLOYMENT

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

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.

Name and Address of Employer	Post Title/Brief outline of duties (including Salary/ Grade)	Dates	Reason for Leaving

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.

7. 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.*

1. Name Address Tel. No. Email: Occupation Work/Personal*	2. Name Address Tel. No. Email: Occupation Work/Personal*
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8. OTHER INFORMATION

Are you, to your knowledge, related to any of our employees or member of the schools Governing Body?

If yes, please give details:

Name

Relationship

Criminal Convictions

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 [DBS filtering guide](#).

Online Checks

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.

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.

9. DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

Hollinswood Primary School & Nursery is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the schools privacy notice.

Do you have a DBS check? (please circle)	Yes/No
If yes, what type of check do you have? (please circle)	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information
Date of check:	
Certificate number:	
What age/year group would you prefer to work with?	
Would you prefer to work 1-on-1 or with a small group?	

10. VOLUNTEER AVAILABILITY

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Before school					
After school					
Lunchtimes					
How many hours per week/month can you volunteer?					
Can you commit to at least 1 term?					

11. DISABILITY AND ACCESSIBILITY

Hollinswood Primary School & Nursery is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

12. 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

Proof of Identity Checklist

Guidance - Updated 23 September 2020

Proof of identity checklist for individuals

You cannot use one form of identification for both name and address. For example, if you provide your driving licence as proof of your name you must provide another form of identification for your address, such as a utility bill.

Proof of name	Proof of address
Current signed passport	Utility bill (gas, electric, satellite television, landline phone bill) issued within the last three months
Original birth certificate (UK birth certificate issued within 12 months of the date of birth in full form including those issued by UK authorities overseas such as Embassies High Commissions and HM Forces)	Local authority council tax bill for the current council tax year
EEA member state identity card (which can also be used as evidence of address if it carries this)	Current UK driving licence (but only if not used for the name evidence)
Current UK or EEA photocard driving licence	Bank, Building Society or Credit Union statement or passbook dated within the last three months
Full old-style driving licence	Original mortgage statement from a recognised lender issued for the last full year
Photographic registration cards for self-employed individuals in the construction industry - CIS4	Solicitors letter within the last three months confirming recent house purchase or land registry confirmation of address
Benefit book or original notification letter from Benefits Agency	Council or housing association rent card or tenancy agreement for the current year
Firearms or shotgun certificate	Benefit book or original notification letter from Benefits Agency (but not if used as proof of name)
Residence permit issued by the Home Office to EEA nationals on sight of own country passport	HMRC self-assessment letters or tax demand dated within the current financial year
National identity card bearing a photograph of the applicant	Electoral Register entry or NHS Medical card or letter of confirmation from GP's practice of registration with the surgery

Documents we will not accept include, but are not limited to

- Provisional driving licence
- Mobile phone bills
- Credit card statements

Documents Verified

Document Type	Document Details	Verification of (Name/DOB/Address)	Date Verified and Who By (Name and Job Title)

Appendix 3: DBS Risk Assessment & Safer Recruitment Checklist for Volunteers

T&W Schools HR Advisory Service	DBS Risk Assessment & Safer Recruitment Checklist for Volunteers
	<p>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.</p>

Section 1: Applicant Details	
Name:	
Post applied for/Volunteer role:	
Start date	
Day and time	

Section 2: Initial Assessment	
<p>2.1 Is the activity carried out for the purpose of the school and does it provide opportunity for contact with children?</p>	<p>Please Choose</p> <p>If no – an enhanced DBS is NOT required.</p> <p>If yes – please complete section 2.2.</p>
<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.</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>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 must be carried out in this circumstance.</p> <p>Please complete point 2.3</p> <p>If the answer to this question is yes. Please move onto point 2.4</p>
<p>2.3 In order to clarify why the DBS is being undertaken, please outline below the activity the person will be doing.</p>	
<p>2.4 Please indicate the adult/s responsible for supervising the person</p>	<p>Name/s:</p>

Section 3 Wider Considerations

<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>Please indicate rationale behind decision making in section 3.4</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>
<p>3.7. Does the volunteer have a connection to the school. i.e are they a parent/relative of a pupil.</p>	<p>Please Choose</p>

Section 4: Decision Making

Section 4: Decision Making			
	Decision Made	Decision Made	
<p>Unsupervised Volunteer: High Risk – 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 must be made.</p>		
<p>Supervised Volunteer: High Risk – 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>Supervised Volunteer: Medium Risk – 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>Supervised Volunteer: Low Risk – 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>		
<p>Outcome of DBS risk assessment</p>	<p>No DBS</p> <input type="checkbox"/>	<p>Enhanced DBS</p> <input type="checkbox"/>	<p>Enhanced DBS with barred list check</p> <input type="checkbox"/>

Section 5: Form Completed By.

Name:

Signature:

Position in school:

Date:

Signature of Headteacher:

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

Appendix 4: Self-Disclosure for Volunteers

T&W Schools HR Advisory Service

Self-Disclosure Form - Volunteers

Self - Disclosure Form for 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.

1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (Y/N)?

If yes, please provide details here

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? (Y/N)?”

If yes, please provide details here

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.

Online search record

How to use this form

- Fill in the 'search parameters' column. Adapt the example parameters to your needs
- Once you've adapted the form to suit your needs, make a separate copy for each candidate and give these to the staff member who will carry out the searches. They should not be involved in carrying out interviews or making recruitment decisions
- Have the staff member carry out the searches as directed by the search parameters
- Ask them to return the forms back to you before you conduct interviews. Raise any concerns with the candidates

Candidate Name:

Role Shortlisted For:

Searcher Name:

Date and Time of Online Search:

SEARCH PARAMETERS	CONCERNS RAISED
<p>For example:</p> <p>Google search:</p> <p>The following terms, looking at the first page of results:</p> <ul style="list-style-type: none">'Candidate name''Candidate name' + 'current school/employment''Candidate name' + 'previous school/employment''Candidate name' + 'educational institution''Candidate name' + 'job title' <p>Websites:</p> <p>The candidate's name was typed into the search function of the following websites:</p> <ul style="list-style-type: none">LinkedInTwitter (checked the top 10 results)Facebook (checked the top 10 results)Their current school's website	<p>Only record information that suggests the candidate:</p> <ul style="list-style-type: none">Is unqualified for the rolePoses a potential safeguarding riskRisks damaging the reputation of your school/trust <p>Don't include any irrelevant personal information.</p>

The Childcare Act 2006 and Childcare (Disqualification) Regulations 2009 requires childcare disqualification checks to be carried out by all schools that provide education or childcare for children up to the age of 8.

1. Who do these apply to?

The requirements apply to your staff if:-

- They work with or provide early years childcare/education to children up to the age of 5, including reception age, (to 1st September, following a child's 5th birthday),
- They deliver later years childcare/education to children who have not yet attained the age of 8, outside of school hours (breakfast/after school club), this does not include activities undertaken in extended school hours for co-curricular learning activities, eg:school choir, sports teams etc..
- They are directly concerned with the management of the above education/childcare. This will include the Headteacher and possibly members of the Leadership Team, manager, supervisor, leader or volunteer responsible for the day-to-day management of the provision. It will be for the school to determine based on the responsibilities in each role.
- Non-employees
 - For any self-employed individual deployed to work in relevant provision, the school must ensure that you are compliant with the requirements of the legislation.
 - For trainees who are not salaried, the training supplier is responsible for carrying out the relevant checks but if you are a salaried trainee then it is the school's responsibility to undertake these.
 - Volunteers and casual workers (eg on work experience) working on a regular basis in relevant childcare are covered by the regulations, as are volunteers directly involved in management of same.
 - For Agency Staff, the school must ensure that any external agency providing staff in relevant settings carry out these checks prior to placing them in school.

2. Which staff may also be covered?

Schools have to consider the level and type of access other staff such as administrators, cleaners, caretakers and other teaching/childcare staff have to children under 8, in order to make a decision on the inclusion of staff in the check.

They need to evaluate and record any risks and control measures put in place. A record of the assessment should be retained on the employee's personnel file and a copy supplied to the individual concerned. Clearly, lunchtime supervisors will be covered by the requirements.

3. What are the disqualification criteria?

In addition to inclusion on the Children's Barred List, the other disqualification criteria for employees and volunteers in schools contained in this legislation are:-

- Being found to have committed, certain violent and sexual criminal offences against children and adults,
- Certain orders relating to the care of children (including where an order is made in respect of a child under the individual's care),

- Having registration refused or cancelled in relation to childcare or children's homes, or being prohibited from private fostering.
- Being found to have committed an offence overseas, which would constitute an offence resulting in Disqualification under the 2018 regulations, if committed in the UK.

4. When do I need to check my staff?

Schools need to ask those relevant staff to provide the relevant information, as part of their pre-employment checks or when they move into a role which comes within the scope of the legislation.

Schools need to regularly remind relevant staff to declare the relevant information, should their circumstances change after their initial declaration. There is no requirement for an annual check. However, it is important that staff are reminded, at least on an annual basis, that, should their personal circumstances in relation to the Disqualification criteria change at any time, the Headteacher must be informed immediately.

5. How do I check my staff?

The disqualification criteria pertaining to criminal offences and being on the children's barred list will come through on an enhanced DBS with children's barred list check, however some of the others will not. Therefore, a declaration form for this purpose is provided at the end of this document and should be completed for all new staff that meet the requirement for this type of check.

6. What do we do if there is a positive declaration?

Where a member of staff states "Yes" to any of the questions on the declaration they should provide full information on Part B of the form. This should then be submitted to the Headteacher (or Chair of Governors for the Headteacher) in confidence.

The Headteacher should then make contact with HR who will look at this information against the disqualification requirements referring to full details of the disqualification criteria, which can be found here: [Disqualification under the Childcare Act 2006](#) and with reference to the appendices that list the relevant offences [APPENDICES Disqualification under the childcare act 2006 pdf](#).

Should the HR advice be that potentially they meet this criteria a Vetting Panel will be arranged. This will involve HR, the Local Authority Designated Officer and the Headteacher.

Whilst this process is ongoing the member of staff should not commence their employment. For existing staff consideration should be made to looking at redeployment to a role not covered by these regulations or placing them on special leave/suspension with full pay pending the outcome of this Vetting Panel. HR advice should be provided in these circumstances.

The Headteacher should record the action on part D of the declaration form.

7. What should we do if it is determined that the disqualification criteria are met?

Should the Vetting Panel determine that this information meets the disqualification criteria then this should be referred to Ofsted by the Headteacher immediately.

Schools must inform the individual of this and explain the implications of this disqualification and whether they can apply to Ofsted for a waiver of this disqualification (for example, Ofsted cannot grant a waiver for someone on the children's barred list). Information on the waiver process and the application can be found here and should be shared with the individual [Ofsted fact sheet: Applying to waive disqualification: early years and childcare providers](#). Ofsted will need the individual to complete the waiver application accurately and fully and will need information about the individual.

Should the member of staff wish to apply for a waiver then consideration then they should not work within a role covered by these regulations, consideration should be given to redeployment (if appropriate) or special leave/suspension with full pay whilst this decision is awaited.

Should Ofsted not grant the waiver/or the individual confirm they will not be applying for a waiver then the offer of employment should be withdrawn. For existing staff advice should be sought from HR on the option of permanent redeployment to another role or the need to progress the termination of employment of the member of staff.

The Headteacher should record the updated action on part D of the declaration form.

Disqualification under the Child Care Act 2006

This legislation requires schools which provide care for pupils under the age of 8, to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations as published in the DfE Statutory Guidance 2018

This form needs to be completed by all new staff and volunteers, who meet the criteria set out below, prior to commencing employment and by existing staff after they have made a relevant declaration to the Headteacher.

- They work with or provide early years childcare/education to children up to the age of 5, including reception age, (to 1st September, following a child's 5th birthday),
- They deliver later years childcare/education to children who have not yet attained the age of 8, outside of school hours (breakfast/after school club), this does not include activities undertaken in extended school hours for co-curricular learning activities, eg:school choir, sports teams etc..
- They are directly concerned with the management of the above education/childcare. This will include the Headteacher and possibly members of the Leadership Team, manager, supervisor, leader or volunteer responsible for the day-to-day management of the provision. It will be for the school to determine based on the responsibilities in each role.
- Volunteers and casual workers (eg on work experience) working on a regular basis in relevant childcare are covered by the regulations, as are volunteers directly involved in management of same.

You should complete Part A & C of this form. Should you state “Yes” to any questions in Part A then please also complete Part B with detailed information regarding the positive declaration.

Name:	Post:
Headteacher:	School:
PART A	
Please circle yes or no against each bullet point below:	
1. Have you been cautioned or convicted of any offences against a child ?	Yes/No
2. Have you been cautioned or convicted of any violent or sexual offences against an adult?	Yes/No
3. Have you been barred from working with children by the Disclosure and Barring Service (DBS)?	Yes/No
4. Have your children been taken into care?	Yes/No/NA
5. Have or are your children the subject of an Order relating to their care?	Yes/No/NA
6. Has a court order been made in respect of a child under your care?	Yes/No/NA
7. Have you been refused registration or had registration cancelled in relation to childcare or a children’s home or have you been disqualified from private fostering?	Yes/No

PART B

If you have answered YES to any of the questions in Part A, please provide further information below:

The information you provide will be used to determine whether you meet the criteria to be disqualified from working in childcare and therefore please ensure you provide as much accurate information as possible.

Once completed you should submit this form in confidence to the Headteacher only (or Chair of Governors if this is the headteacher)

Part C Declaration

In signing this form, I confirm that the information provided is true to the best of my knowledge and that:

- 1. I understand my responsibilities to safeguard children.**
- 2. I understand that I must notify my Headteacher immediately of anything that affects my suitability including any cautions, warnings, convictions, orders or other determinations made in respect of myself that could render me disqualified from working in childcare.**

Name (Block Letters):

Signed::

Date: _____

PART D – Headteacher Action (to be completed by the Headteacher)

Please record follow-on action taken, where relevant.

Appendix 7: Code of Conduct for Volunteers

Code of conduct for volunteers

By signing this form, volunteers agree to the following:

1. School Rules and Policies

1.1. Volunteers will follow all school rules and policies, including those on:

- Child Protection and Safeguarding Policy
- Keeping Children Safe in Education (At least Part 1)
- Safeguarding – A Guide for Visitors and Volunteers Leaflet
- Health and Safety Policy
- Fire Safety and Evacuation Policy
- Behavioural Policy
- Anti-Bullying Policy
- Whistleblowing Policy
- T&WC Speak Up Policy
- Complaints Procedures Policy
- Confidentiality Policy
- Procedure for Managing Low Level Concerns or Allegations Against Staff Policy
- Declaration of Interest and Gifts and Hospitality Policy
- Online Safety – ICT Acceptable Use Policy
- Data Protection Policy
- Information Security Policy and Breach Procedure
- Information Sharing Policy
- Safer Use of Technology Policy
- Use of Mobile Phones/Smart Technology Policy
- No Smoking/Vaping Policy
- Teaching and Learning Policy

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 Business Manager or Inclusion Leaders.

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. See our "Behaviour Policy"

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”. Please see the schools “**Declaration of Interest and Gifts and Hospitality Policy**” for further guidance.
- 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 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 policies. 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 Lead DSL for the school is

- Kath Osborne (Headteacher)

Deputy DSL’s are

- Emma Morris (Deputy Headteacher)
- Samantha Joes (SENCO and Inclusion Lead)
- Abigail Scott (Inclusion)
- Susan Newbrook (Inclusion)

Our **Safeguarding Governor** is **Penny Hustwick**.

- 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.

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 Policy"** and 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. See the schools **"Confidentiality Policy"**.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

X

Volunteer name (please print)

X

Volunteer signature

X

Date

Appendix 8 - GDPR Privacy Notice & Declaration 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
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 9: Induction Programme for Volunteers

Volunteer Induction Programme

Volunteer Name

TOUR OF PREMISES (Enter date completed)	
WELCOME - Outline of School, Size and History - Map of School/Classes	
Descriptions of Classes / Departments Functions'	
Location of Stores, Toilets, Fire Points, Normal and Emergency Exits	
Parking Facilities	
Eating Facilities	
ID Badge Issued	
Car Park Fob Issued	
Meeting/Meet the Headteacher	
Introduction to Immediate Line Manager/Supervisor/Mentor	
The Job Responsibilities/Specific Job systems and Procedures	
GENERAL INFORMATION (Enter date completed)	
School Values & Vision (See website)	
Dress Code	
Telephone Systems and Policy for use of Mobiles and Personal Calls.	
Photocopying Arrangements	
HEALTH & SAFETY with LINE MANAGER (Enter date completed)	
Identification of any specific Hazards in Classes/Dept./Areas	
Fire Induction/Emergency Evacuation Procedures including, Extinguishers, Assembly Point, Marshals, and PEEPS	
Risk Assessments Inc. any for Children working with.	
Procedures for Accident, Violent incidents and Near Miss Procedures.	
Location of First Aid Boxes/First Aiders	
Issue of Personal Protective Equipment (If applicable)	

COMMUNICATION *(Enter date completed)***Emergency Contacts Sheet****School Newsletters****ParentPay****Website/Twitter****Any Medical Notes for the Volunteer****Volunteer Next of Kin Contact**

Appendix 10: Minimum Training Plan for Volunteers

Training	Date Completed
<p>Introduction to Child Protection https://my.thekeysupport.com/signup-for-elearning/9c8718a1-787c-4b64-979d-0419a2cb5f8f?src=stc link</p> <ul style="list-style-type: none"> → Complete online course prior to induction meeting. → Certificate to be filed. 	
<p>Keeping Children Safe in Education (Part 1) – https://my.thekeysupport.com/signup-for-elearning/a54304a5-071a-4e3f-b307-6f29a13b3719?src=stc link</p> <ul style="list-style-type: none"> → Complete online course prior to induction meeting. → Certificate to be filed. 	
<p>Safeguarding Induction meeting with Lead DSL –</p> <ul style="list-style-type: none"> → Review learning from the safeguarding course. 	
<p>DSL to provide information on who the DSLs are in school –</p> <ul style="list-style-type: none"> → See website/Safeguarding Leaflet. 	
<p>DSL to provide volunteers with a copy of the following policies:</p> <ul style="list-style-type: none"> → Keeping Children Safe in Education → Safeguarding and Child Protection Policy 	
<p>Volunteer to sign that they have read</p> <ul style="list-style-type: none"> → Safeguarding and Child Protection Policy. → KCSIE Part 1 	
<p>DSL to share Yellow Concerns Form -</p> <ul style="list-style-type: none"> → How to write a good safeguarding report and how to share with a DSL. 	
<p>DSL to share with volunteers how to access other key safeguarding policies –</p> <ul style="list-style-type: none"> → See website. 	
<p>DSL to share Whistleblowing Procedures.</p>	
<p>DSL to share Employee Code of Conduct and Low-Level Concerns Policy and Managing Allegations against Staff Policy.</p>	
<p>DSL to share Online Safety overview and key policies (Online Safety, Safer Use of Technology Policy, Acceptable Use Policy)</p> <ul style="list-style-type: none"> → Volunteer to sign acceptable use policy. 	
<p>Polices Issued –</p> <ul style="list-style-type: none"> → Child Protection and Safeguarding Policy → Keeping Children Safe in Education (At least Part 1) → Safeguarding – A Guide for Visitors and Volunteers Leaflet → Health and Safety Policy → Fire Safety and Evacuation Policy → Behavioural Policy 	

- | | |
|---|--|
| <ul style="list-style-type: none">→ Anti-Bullying Policy→ Whistleblowing Policy→ T&WC Speak Up Policy→ Complaints Procedures Policy→ Confidentiality Policy→ Procedure for Managing Low Level Concerns or Allegations Against Staff Policy→ Declaration of Interest and Gifts and Hospitality Policy→ Online Safety – ICT Acceptable Use Policy→ Data Protection Policy→ Information Security Policy and Breach Procedure→ Information Sharing Policy→ Safer Use of Technology Policy→ Use of Mobile Phones/Smart Technology Policy→ No Smoking/Vaping Policy→ Teaching and Learning Policy | |
|---|--|

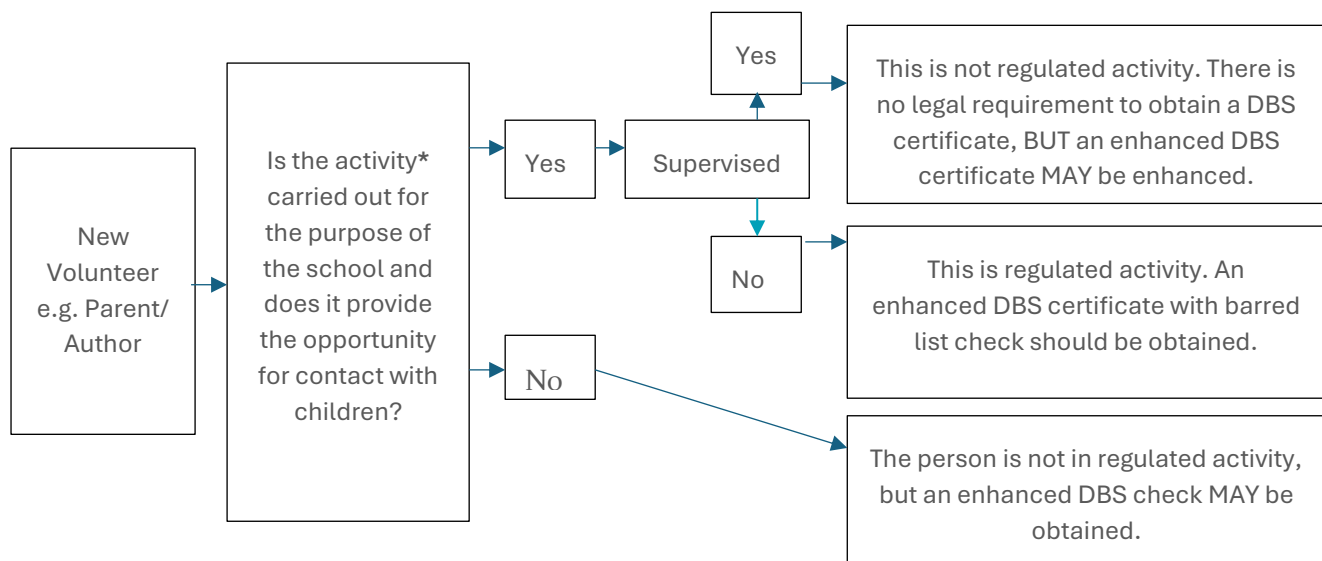
Appendix 11: Table of Required Checks for New Volunteers

Check	Required – Yes/No	Document
Initial Interview to Screen	Yes	
Application Form (T&WC Form Used)	Yes	Appendix 1
References	Yes <ul style="list-style-type: none"> • Reference Request Letter • Professional reference (Current/Past Employer) • Character/Personal reference • Previous Volunteering Experience reference • T&WC Reference 	See Reference Request Letter (2) and Reference Templates (2a, 2b, 2c, 2d) for each type of referee held in Volunteers Forms to be Completed Folder.
Gaps in Employment/Non Employment	Yes/No – Depends on history. Can be an informal chat.	Application Form – Section 5.
ID Check	Yes	See ID Checklist Guidance (3)
Volunteer Risk Assessment (T&WC Risk Assessment Used)	Yes	Appendix 3
DBS Check <i>(If in regulated activity then a check on the child's barred list must be carried out).</i>	Yes/No – Dependant on activity and result of risk assessment	
Current DBS for another Organisation	Request Letter of Assurance from the Organisation or Ask for original copy of their current DBS from their current employer which must be issued to the applicants current address??	
Self-Disclosure Form (T&WC Form Used)	Yes	Appendix 4
Online Check	Yes	Appendix 5
Overseas Criminal Records Check/Certificate of Good Conduct	Yes – If not worked in an educational establishment in England that brought them regularly into contact with children in the previous 3 months before applying for the volunteer post with us.	
Childcare Disqualification Form (T&WC Form Used)	Yes	Appendix 6
Internal Forms such as <ul style="list-style-type: none"> • Volunteers Code of Conduct, • Volunteers GDPR Declaration • Induction Plan, • Training Plan and Policy Declarations 	Yes	Appendix 7 Appendix 8 Appendix 9 Appendix 10

Appendix 12: New Volunteer Procedure

Procedure for Volunteers

1. School receives enquiry/request to volunteer.
2. Interview between applicant and relevant member(s) of staff in school to screen applicant is arranged.
3. Volunteer application form is sent to applicant.
4. Applicant completes and returns application form and other necessary forms to A2200@taw.org.uk or SBM.
5. School to request the references from the referees listed on the application form. **(Needed to inform the decision of the risk assessment in point 8 below).**
See template references for Professional/Character or Personal/Previous Volunteering Experience References.
6. School to check any gaps in employment from the completed application form.
7. School to obtain the necessary ID from the applicant **(Needed for the risk assessment in point 8 below and also the DBS application in points 10 and 11 below)**
8. School to conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
 - The nature of the work they will be doing
 - What we know about them
 - References from employers or other voluntary roles
 - Whether the role is eligible for an enhanced DBS check (See Flowchart below)



***Activities listed under the guidance definition of regulated activity, and which are carried out frequently.**

Regulated Activity in Schools –

Regulated activity is work that a barred person must not do. This includes work in a specified place such as a school which has opportunity for contact with children. This activity must be done frequently, i.e. once a week or more or on 4 days in a 30 day period or overnight between 2 am and 6 am (even once)). Each school/specified place is counted separately for the frequency condition.

Note: This does not include work by supervised volunteers.

For a full definition of regulated activity see the definition in Keeping Children Safe in Education.

Types of Check:

- Standard** – Provides information about convictions, cautions, reprimands and warnings held on the Police National Computer, regardless of whether they are spent under the Rehabilitation of Offenders 1974. The law allows for certain old and minor offences to be filtered out;
- Enhanced** – Same as standard check, plus any approved information held by the police which they feel is relevant and should be disclosed;
- Enhanced with Barred List Check** – Where people are working or seeking to work in regulated activity with children and or/adults, this allows an additional check to be made as to whether the person appears on the children’s/adults barred list.

You are only legally entitled to undertake a barred list check if regulated activity will be undertaken (see definition in Keeping Children Safe in Education)

Most employees in schools and some volunteers will require an Enhanced DBS check with a children’s barred list check.

If a volunteer is going to be supervised at all times can a school still ask for an enhanced disclosure?

Yes. Although as they are supervised this would not meet the definition of regulated activity and therefore they can only have an enhanced DBS check, without barred list check.

9. Risk Assessment to be signed off by the Headteacher.
10. If applicant works for an organisation and already has a relevant DBS certificate, SBM to request a Letter of Assurance from the organisation.
11. If a new DBS check is required, school to send DBS application details to the applicant.
12. Once DBS certificate is complete, applicant to provide the original copy to the SBM to verify the contents.
13. Applicant to complete a Self-Declaration Form. (T&WC Form).
14. School to perform an online check for the applicant.
15. For any applicants who have lived or worked overseas, they must have the same check as other staff.
16. There is no requirement for a school to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, during a period which ended not more than three months before the persons appointment, the applicant has worked:
 - In a school in England in a post:
 - Which brought them regularly into contact with children or young persons; or
 - To which the person was appointed on or after the 12 May 2006 and which did not bring the person regular into contact with children or young persons; or
 - In an institution within the further education sector in England in a post which involved the provision of education which brought the person into contact with children or young persons.
17. However, should the above not apply then an overseas criminal records check/certificate of good conduct will be required. Guidance can be found here: www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants
18. **IMPORTANT - If the volunteer will be engaged in Regulated Activity they cannot start until:**
 - A check has been made on the children’s barred list which can be done by the school. Check the children’s barred list (education.gov.uk) as long as you have a DfE Sign In.
 - They have had a previous enhanced DBS (including children’s barred list check) undertaken by their present employer and this is from their current address.

- ☑ They have produced an original copy of the disclosure certificate, and it is clear.
- ☑ All other pre-employment checks have been undertaken (**See T&WC Safer Recruitment Guidance Note 1**)
- ☑ There are no unexplained 'gaps' in employment.
- ☑ Original identification documents have been checked.
- ☑ Suitable measures such as supervision can be introduced during the period whilst the disclosure is awaited.
- ☑ A pre-DBS risk assessment form has been completed and signed by the Headteacher.
- ☑ Anyone in an education setting working in Regulated Activity **MUST** have had an appropriate DBS check prior to starting work.

19. Applicant to complete a Childcare Disqualification Form (T&WC Form).

20. Applicant to complete induction plan (**Appendix 9**) and Training (**Appendix 10**).