



Heathfield Schools' Partnership

Volunteer Policy

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. We welcome and encourage volunteers from the local community. A volunteer is an unpaid adult who provides support to our school.

Volunteers may include:

- Parents of pupils
- Students on university placements or work experience
- Ex members of staff
- Local residents

The types of activities that volunteers are engaged in might include:

- Hearing pupils read
- Working with small groups of pupils
- Gardening activities
- Supporting teachers to run after school clubs
- Individually arranged projects

This policy does not cover persons accompanying on out of school visits

Becoming a volunteer

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should approach the class teacher or school office. Volunteers should complete a Volunteer Application Form (appendix 1) and a Volunteer Agreement Sheet (appendix 2).

All of our volunteers must have been cleared by the Disclosure and Barring service (DBS). A DBS disclosure will be issued to the individual to present to the designated member of school staff. If the volunteering forms part of a work placement or course, we expect the volunteer to meet the cost of the DBS disclosure.

All volunteers are invited to join us at Heathfield initially for a two week induction period. This is the chance for us to get to know the volunteer and check their suitability for the role. Subject to a successful two week period, we are happy for the volunteer to remain with us until the end of their course or the end of the school year.

Child protection and safeguarding

Safeguarding is our priority; we follow Keeping Children Safe in Education (KCSIE Sept 2022) as well as our own safeguarding policy, to ensure commitment to safeguarding children. We expect our volunteers to share this commitment. Volunteers will be required to read Part 1 of the KCSIE document (as a minimal requirement), the schools' Safe Working Practice Agreement and Safeguarding Policy, prior to starting work. The recruitment process for volunteers mirrors the recruitment of paid staff to ensure the most suitable adults work in our school. A list of volunteers will be kept up-to-date by the safeguarding team. All volunteers are expected to attend termly safeguarding training along with school staff and all volunteers are required to read and sign the Safe Working Practices Agreement annually.

Health and safety

The school has a health and safety policy which is available on request. Class teachers are responsible for ensuring that volunteers are clear about emergency procedures (e.g. fire evacuation) and about safety aspects associated with particular tasks (e.g. using cookery equipment).

Supervision

All volunteers work under the supervision of the class teacher to which they are assigned. Although teachers retain responsibility for pupils at all times, there may be occasions when the volunteer is working out of direct sight of the class teacher (e.g. listening to a child read outside the classroom). As such, we consider our volunteers to be undertaking regulated activities and require full safeguarding checks prior to them starting work. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/guidance from the teacher in the event of a query or problem regarding a pupil's behaviour or understanding of a task.

Confidentiality

Any concerns that volunteers have about the pupils they come into contact with should be shared with the designated safeguarding lead and not with the parents/carers of the child.

Volunteers who are concerned about anything in the school, should raise the matter with the Designated Safeguarding Lead, Head Teacher or appropriate senior member of staff. Any information gained at the school about a child, adult or about the day to day running of the school should remain confidential.

Complaints Procedure

Any complaints made about a volunteer or by a volunteer will be referred to the Head Teacher or Designated Safeguarding Lead for investigation at the earliest possible opportunity.

The school has the right to take the following action:

- Speak with the volunteer about the breach in the volunteer agreement
- Offer an alternative placement for a volunteer
- Inform the volunteer that that they are no longer required to help in school.

Updated: September 2022

To review: September 2023



APPENDIX 1

VOLUNTEER APPLICATION FORM – FOR NEW VOLUNTEER

Name of Volunteer:

Date of Birth: (Only to be used for Disclosure and Barring checks)

Address:

.....

Home phone:,..... Mobile:

Email address:

Please list any educational and vocational qualifications

.....
.....
.....
.....

Please give a brief outline of any relevant work experience

.....
.....
.....
.....

What activities / areas of the school's work would you like to help with?

.....
.....
.....
.....

Is there any particular age you would like to work with?

.....

Do you have any disabilities or other needs the school should take into account, or adjustments the school needs to make, to allow you to work as a volunteer in school? (Please give details)

.....

.....

.....

Please provide the details of two people who can provide professional references for you:

Name:

Address:

.....

.....

Phone number:

Email address:

Capacity known:

Name:

Address:

.....

.....

Phone number:

Email address:

Capacity known:

Declarations of criminal convictions:

Individuals supporting children are exempt from the Rehabilitation of Offenders Act 1974. If you are accepted you will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check. You are required to declare any unspent convictions, cautions, warnings and bindovers you may have, regardless of how long ago they occurred, as well as any pending criminal proceedings or current police investigations. Having a criminal record will not necessarily prevent you from taking up appointment: this will depend on the nature of the offence(s) and their relevance to the work you are being considered for. However, should you not declare any of the above and this is subsequently revealed, e.g. through the DBS check then this may place your application to support in school in jeopardy.

Do you have any unspent convictions, cautions, warnings or bindovers that are not “protected” as defined by the Rehabilitation of Offenders act 1974 (Exceptions) Order 1975 (as amended in 2013) and/or are you the subject of a current police investigation or have criminal proceedings pending against you?

Yes / No (please circle)

Are you on the Children’s Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (eg National College for Teaching & Leadership (NCTL))?

Yes / No (please circle)

If you have answered ‘Yes’ to either of the above and are called to interview, please provide further details on a separate sheet in a sealed envelope marked ‘CONFIDENTIAL’.

Declaration of disqualification:

Have you ever been cautioned, reprimanded, given a warning for or convicted of an offence against a child?

Yes / No (please circle)

Have you ever been cautioned, reprimanded, given a warning for or convicted of any violent or sexual offence against an adult?

Yes / No (please circle)

Have you ever been cautioned, reprimanded, given a warning for or convicted of any offence under the Sexual Offences Act?

Yes / No (please circle)

To the best of your knowledge, is anyone in your household disqualified from working with children under the Childcare (Disqualification) Regulations 2009?

Yes / No (please circle)

If you answered yes to the above question, have you applied for a waiver via Ofsted?

Yes / No (please circle)

If you have been granted a waiver, you will be required to provide evidence of this to the employing school.

I declare that the information given in this form and any other accompanying documents is true and correct, and I understand that any omissions or false statements on this form may justify the school not proceeding with my request to volunteer and support in the school.

Signature:

Date:



APPENDIX 2

VOLUNTEER AGREEMENT

Thank you for offering your services as a volunteer at Heathfield schools' Partnership. Your offer is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it into the school office. You will receive a copy of it for your records.

* () I have received a copy of the schools Volunteer Policy

* () I have received a copy of the school Safeguarding Policy and Safer Working Practice Agreement

* () I agree to treat information I learn from being a volunteer in school as confidential

* () I have read KCSIE 2022 – part one.

(*please tick)

General Data Protection Regulations 2018

Please contact either school office to view or request a copy of their privacy notice in line with the new General Data Protection Regulations 2018.

Signed:

Name:

Email:

Phone number:

Date:

Thank you for taking the time to complete this volunteer application form and volunteer agreement.

Please hand the completed forms in to the school office.