

Working in Partnership



CITY OF  
WOLVERHAMPTON  
COUNCIL



# Volunteer Policy

## *Local Conditions of Service for School Based Employees*

**ConnectEd Partnership highly recommend the use of this policy. The policy is considered best HR practice, it has been developed in accordance with current employment law and has been negotiated with all recognised professional associations and HR providers across the City of Wolverhampton.**

**Updated January 2019**

**Review June 2023**

Adopted by: Lanesfield Primary School

On: 31<sup>st</sup> January 2019

Delegated to: Head Teacher

Review Date: June 2023

## **Key amendments made to this document in January 2019**

Schools are advised to ensure that relevant checks are made on all volunteers whether they volunteer regularly or as a one-off and the process had been amended to reflect this

Amendments made to the document to ensure wording is appropriate for maintained schools and academies

Amendments have been made to refer to GDPR and the latest version of the KCSIE document

Clarity that volunteers are under no circumstances allowed to transport students in a vehicle

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## 1. Policy Statement

The Governing/Trust Board welcomes volunteers from the local community who are able to make a positive contribution to the Lanesfield Primary School, by giving freely of their time and talents to enhance learning experiences and outcomes for pupils.

Opportunities to volunteer may arise in respect of a one-off activity, for example accompanying Lanesfield Primary School visits, or may take the form of a more regular activity, for example listening to children read or becoming a member of the Governing/Trust Board.

The Lanesfield Primary School's is committed to equality of opportunity and values diversity. As such the accessibility of opportunities to volunteer will be managed, monitored and reviewed with due regard to the Equality Act 2010 and the Equality Duty.

The Lanesfield Primary School's will only engage volunteers whom it is satisfied are willing and able to safeguard pupils, and to fulfil the requirements of the volunteer role that has arisen.

The Lanesfield Primary School's engagement of volunteers will be reviewed on an annual basis, and people wishing to volunteer may be required to re-apply, enter into a new Volunteer Agreement or be subject to repeat vetting checks where the Lanesfield Primary School determines that this is required (page 6 refer).

This Policy meets statutory requirements and is in accordance with the statutory guidance 'Keeping Children Safe in Education.'

This Policy and the Volunteer Agreement herein set out reasonable expectations; they are not intended to be legally binding, and those fulfilling volunteer opportunities will not be a worker for, or employee of, the Lanesfield Primary School in their capacity as a volunteer.

If you require assistance to access this Policy, please contact Mrs Chodha-Multani, who will be able to discuss arrangements for you to access the Policy in an alternative format to meet your needs.

## 2. Safeguarding Children and Young People

The Lanesfield Primary School's is committed to safeguarding and promoting the welfare of children and young people and requires all volunteers to share this commitment.

If you wish to become a volunteer you will be subject to the vetting process and checks specified in section 6 below.

You will also be asked to enter into the Volunteer Agreement in Appendix B, and to adhere to safeguarding requirements at all times.

**In accordance with the Lanesfield Primary School's Child Protection Policy, a copy of which you will receive, if whilst volunteering you have any concerns in relation to the safeguarding of children or young people you should immediately notify the Lanesfield Primary School's Designated Child Protection Officer, Mrs Zoe Rollinson who can be contacted on 01902 558950.**

In the absence of Mrs Rollinson you should inform Mrs Sam Davidson.

### **3. Our Lanesfield Primary School Ethos / Aims**

All staff and volunteers who carry out work or activities for the Lanesfield Primary School are expected to uphold our Lanesfield Primary School Ethos/Aims.

Our School Vision Statement

At Lanesfield Primary School, we want the best for our learning community. We want our pupils to develop a love of learning that promotes enjoyment, challenge, creativity and purpose. High quality teaching within a highly stimulating, safe and caring environment will help each and every child become an independent learner, aspiring to achieve a love of learning.

Outstanding behaviour is expected and a growing respect for others encouraged so that lifelong friendships, based upon trust and understanding, can be developed. Every child has value, every child at Lanesfield will be valued. Pupils will seek to understand and forge strong partnerships with our community so that they can go on to lead happy and rewarding lives.

#### 4. Applying to become a volunteer

Any person wishing to become a volunteer should complete the volunteer application form in Appendix A.

Applications can be submitted on a speculative basis or in respect of specific opportunities which have arisen.

The information on the equality monitoring form is for equality monitoring purposes only. The form will be detached from your application and the information stored to enable the Lanesfield Primary School to monitor and review its practices in relation to equality.

Any person wishing to become a volunteer will be required to adhere to the Volunteer Agreement in Appendix B.

This Policy forms a part of the Volunteer Agreement.

#### 5. Supervision

**In this Lanesfield Primary School we will not under any circumstances leave a volunteer unsupervised, unless they have been subject to the additional vetting checks required for a person to undertake regulated activity. (see below)**

- supervision will be carried out by a person who is in regulated activity, and has undergone an enhanced DBS check and barred list check by virtue of this
- the supervision will be regular and day to day; and
- the supervision will be reasonable in all the circumstances to ensure the protection of children

#### 6. Volunteer vetting process

The Lanesfield Primary School has adopted a robust recruitment and vetting procedure in respect of volunteers.

The following checks must be carried out and satisfactory results **before** any person will be permitted to engage in volunteer activity at the Lanesfield Primary School.

The checks to be undertaken / obtained are as follows:

- Receipt of a completed and signed application form
- Receipt of a completed and signed Volunteer Agreement
- Receipt of two satisfactory references
- An informal interview to gauge the applicant's aptitude and suitability
- Verification of legal right to live and work in the UK

- Verification of Identity

The Lanesfield Primary School may also determine that due to the frequency or nature of the supervised volunteer activities that are to be undertaken, an enhanced Disclosure and Barring Service check without a barred list check is required.

Under no circumstances will a person be allowed to volunteer and undertake regulated activity on any occasion, without all of the above checks having been undertaken and responses received, along with an enhanced Disclosure and Barring Service criminal record check which contains a barred list check.

### **Supervised volunteers (only one occasion in a term)**

For supervised volunteers who are to volunteer with the Lanesfield Primary School on only one occasion in a term, the Lanesfield Primary School having conducted an appropriate risk assessment, may allow a person to volunteer on the basis of the following checks being undertaken / obtained:

- Receipt of a completed and signed application form
- Receipt of a completed and signed Volunteer Agreement
- An informal interview to gauge the applicant's aptitude and suitability
- Verification of legal right to live and work in the UK
- Verification of Identity

The checks and the results of the checks undertaken must be recorded on the Lanesfield Primary School's Single Central Record.

If you volunteer to undertake regulated activity, or where the Lanesfield Primary School considers that a Disclosure and Barring Service check is required, you will be asked to complete a Disclosure of Criminal Record Declaration Form.

Any information obtained by the Lanesfield Primary School for the purpose of vetting volunteers will be confidential, and relevant information relating to the checks stored and processed for that purpose and relevant safeguarding purposes only.

The information will be stored and processed in accordance with the Data Protection Act 1998 and will be GDPR compliant. The Lanesfield Primary School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

## **7. Induction**

Volunteers can expect to be provided with the following as part of their induction to the Lanesfield Primary School and the activity/ activities that they will be carrying out:

- a copy of Keeping Children Safe in Education: Safeguarding information for all staff
- a copy of this Policy including all appendices
- copies of the Lanesfield Primary School's Child Protection and Health and Safety Policies, and Code of Conduct
- relevant training and instruction in line with their role
- the opportunity to ask any questions or to express any concerns that they may have
- the name of the person/s to inform should any concerns subsequently arise

## **8. Health and Safety**

The Lanesfield Primary School has a Health and Safety Policy a copy of which will be provided to you at your induction. When volunteering it is the Lanesfield Primary School's expectation that you will take reasonable care of your own health and safety and that of any person that may be affected by your acts and omissions. (failure to act)

The Lanesfield Primary School will ensure that volunteers are covered for insurance purposes in respect of personal injury, and the Lanesfield Primary School also holds public liability insurance. The Lanesfield Primary School's insurance will not cover unauthorised actions or actions outside the Volunteer Agreement.

## **9. Data Protection and Confidentiality**

When volunteering for the Lanesfield Primary School you may become aware of information relating to matters which are confidential, such as the attainment of pupils, their attitudes, behaviour and special needs, or information relating to other Lanesfield Primary School staff. You must not relay anything confidential that you have seen or heard when volunteering. This includes relaying information to parents/carers, other members of the Lanesfield Primary School community, the press or to the public, for example using social media. The Lanesfield Primary School has well defined procedures for informing parents/carers of any concerns, and will be the first to discuss any concerns with them.

If you have any concerns in relation to the safeguarding of children or young people you should immediately notify the Lanesfield Primary School's Designated Child Protection Officer in accordance with section 2 of this Policy above.

## **10. Use of mobile phones and other electronic devices whilst volunteering**

In accordance with the schools policy on the use of mobiles phone and other electronic devices you will be restricted in the use of your electronic devices whilst volunteering. You must never seek to photograph or record images of pupils or staff on a mobile phone or any other device.

## **11. Sharing of personal information**

You must never give any of your personal contact details to pupils, and must never obtain or accept contact details from pupils.

## **12. Code of Conduct and Dress Code**

When volunteering you will be representing the Lanesfield Primary School and will be a role model for our pupils. You must adhere to the standards set out in the Lanesfield Primary School's Code of Conduct, a copy of which you will receive, and must dress in a manner which is appropriate for the volunteer activity you are carrying out; which is safe and appropriate dress for working with pupils.

## **13. Right to dignity and respect**

All staff and volunteers are required to treat all adults and children that they come into contact with during the course of their role with dignity and respect, and are entitled to expect this in return.

The School's procedure which can be used in circumstances where a volunteer wishes to make a complaint is set out below.

## **14. Complaints Procedure**

If a volunteer or volunteer applicant wishes to make a complaint in respect of any aspect of their treatment by staff carrying out work for the Lanesfield Primary School, their treatment by pupils or the application of this Policy, they should detail their concerns in writing and address them to the Headteacher/Mrs Zoe Rollinson.

Where the concerns relate to the Headteacher, they should be addressed to the Chair of the Governing/Trust Board.

In order to seek to resolve any concerns they must be raised in a timely manner.

Complaints will be managed in accordance with the Lanesfield Primary School's Complaints Procedure, a copy of which can be obtained from the Lanesfield Primary School Reception.

## **15. Insurance**

The Lanesfield Primary School has insurance cover in place for volunteers. The insurance will not cover unauthorised actions or actions outside of the Volunteer Agreement.

Volunteers will never be authorised to drive pupils in any vehicle and are not authorised to transport any pupils unless accompanied by a member of staff.

## **16. Expenses**

Volunteers are not expected to incur cost and as such they are not eligible to incur expenses.

### Volunteer Application Form

Lanesfield Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all volunteers to share this commitment.

Any person wishing to volunteer will be subject to the Lanesfield Primary School's vetting process as detailed in section 6 of the Lanesfield Primary School's Volunteer Policy.

Before completing this application please ensure that you have read the Volunteer Policy and Agreement, and that you are able to satisfy the expectations and requirements stated.

#### Personal details

<b>Full name and title</b>	
<b>Current address including postcode</b>	
<b>Contact telephone numbers</b>	
<b>Email address</b>	

**In the event of an emergency who should we contact on your behalf?**

<b>Full name and title</b>	
<b>Contact telephone numbers</b>	
<b>Relationship to you</b>	

#### Supporting you

<b>Do you consider yourself to have a disability?</b>	<b>Yes</b>	<b>No</b>	<b>(please circle)</b>
<b>If yes please describe</b>			

**If there are any areas of support or reasonable adjustments that you may require to enable you to volunteer please provide details:**

## References

Before we engage volunteers who will carry out activities more than once a term, or who will be undertaking regulated activity, it is our policy to require the receipt of two satisfactory references. **If you are currently employed one of your referees must be your current employer.** The reference pro-forma in Appendix C of the Volunteer

Policy will be used for the purpose of obtaining references.

<b>Referee 1</b>	
<b>Full name and title</b>	
<b>Position</b>	
<b>Relationship to you</b>	
<b>Address including postcode</b>	
<b>Email address</b>	
<b>Please detail the types of volunteer activity you are able to undertake, and any particular skills, abilities, knowledge or experience that you may be able to contribute to enhance learning experiences and outcomes for pupils:</b>	
<b>Referee 2</b>	
<b>Full Name and title</b>	
<b>Position</b>	
<b>Relationship to you</b>	
<b>Address including postcode</b>	
<b>Email address</b>	



**Volunteer Agreement**

The Lanesfield Primary School's Volunteer Policy forms a part of this Agreement. By signing this Agreement and undertaking volunteer activities for the Lanesfield Primary School, you agree to adhere to all aspects of the Volunteer Policy and to comply with reasonable expectations therein. The Volunteer Policy and this Agreement set out reasonable expectations and are not intended to be legally binding. When fulfilling a volunteer opportunity you will not be a worker for, or employee of, the Lanesfield Primary School.

**As a volunteer the Lanesfield Primary School will provide the following for you:**

- An induction in accordance with section 7 of the Volunteer Policy, including training and instruction with regard to how to safely and effectively carry out the activity/activities you are to undertake
- A named supervisor/s
- Insurance cover (The insurance will not cover unauthorised actions or actions outside of this Agreement)
- The implementation of policies and practices to ensure your health and safety, and your right to dignity and respect
- The implementation of the Complaints Procedure in section 14 of the Volunteer Policy, if circumstances arise in which you wish to make a complaint in respect of any aspect of your treatment by staff carrying out work for the Lanesfield Primary School, your treatment by pupils or the application of the Volunteer Policy.

**In undertaking volunteer activities for the Lanesfield Primary School, you understand and agree that you will act in accordance with the expectations of the Volunteer Policy and Agreement at all times. In particular you will:**

- Fulfil your duty to safeguard and promote the welfare of children and young people at all times;
- Immediately report any safeguarding concerns including health and safety concerns that may arise;
- Treat information obtained from being a volunteer as strictly confidential, and not relay anything confidential that you have seen or heard when volunteering;
- Fulfil any volunteering opportunities that you agree to undertake, and where due to unforeseen circumstances this will no longer be possible, give as much notice of this to the Lanesfield Primary School as you are able to;
- Follow reasonable instruction and ask for assistance if you are ever unsure regarding any aspect of the volunteer activities you are undertaking, or any concerns that you may have.

**I understand and agree to the reasonable expectations in this Agreement**

**Print name:**.....

**Signed:**.....

Date:.....

**Volunteer Reference Request Pro-Forma**

Dear [insert name],

**Volunteer reference request**

[insert name] has applied to undertake volunteer activities at Lanesfield Primary School, and has named you as a referee.

The Governing/Trust Board welcomes volunteers from the local community who are able to make a positive contribution to the Lanesfield Primary School, by giving freely of their time and talents to enhance learning experiences and outcomes for pupils.

The Lanesfield Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all volunteers to share this commitment.

The Lanesfield Primary School's will only engage volunteers whom it is satisfied are willing and able to safeguard pupils, and to fulfil the expectations and requirements of the volunteer role that has arisen.

Opportunities to volunteer may arise in respect of a one-off activity, for example accompanying Lanesfield Primary School visits, or may take the form of a more regular activity, for example listening to children read or becoming a member of the Governing/Trust Board.

We would be grateful if you could please take the time to provide the information below, to enable the Lanesfield Primary School to consider whether [name] will be a suitable volunteer.

**1. Please describe your position, your relationship to the applicant and how they are known to you.**

**2. How long have you known the applicant?**

**3. Do you know of any reason/s why the applicant would not be suitable to work with children or young people? (please circle)**

**Yes**

**No**

**4. If you have answered yes please state the reason/s below**

**5. Please comment on the applicant's suitability to undertake volunteer work, and include any information that may be relevant to assist us in assessing the applicant.**

**I hereby certify that all of the information given by me on this form is correct to the best of my knowledge**

**Print name:**..... **Contact Telephone number/s:**

**Signed:**.....

**Date:**.....

Thank you for taking the time to complete this reference. Please provide a contact telephone number/s to enable us to contact you if we have any questions in relation to the information you have provided.

The Lanesfield Primary School's is committed to equality of opportunity and values diversity. As such the accessibility of opportunities to volunteer will be managed, monitored and reviewed with due regard to the Equality Act 2010 and the Equality Duty.

## APPENDIX D

### Volunteer Checklist (for Lanesfield Primary School use)

It is crucial that volunteers are made aware of and understand the Lanesfield Primary School's expectations in respect of their conduct whilst volunteering.

Where you are responsible for the supervision of a volunteer, any failure by you to ensure their supervision may be considered a conduct matter to be managed in accordance with the Lanesfield Primary School's Disciplinary Procedure.

You must ensure that the appropriate vetting process set out in section 6 of the Volunteer Policy is adhered to.

The following checklist **must** be completed and signed by the person/s responsible for any volunteer **on each occasion**, and will assist you in safeguarding pupils, your colleagues, any other people who may come into contact with the volunteer, and the volunteer themselves. Where each requirement is complete please tick; where not applicable state N/A. When complete please hand the checklist to Deputy Head Teacher to be filed.

**Name of volunteer**.....

**Has the person volunteered on more than one occasion?    Yes    No (circle)**

**Volunteer activity/activities**.....

.....  
 .....

**Name of person/s responsible for the volunteer and position/s on this occasion**

.....  
 .....

#### Vetting requirements

#### **All volunteers regardless of frequency or activity**

Receipt of a completed and signed application form	
Receipt of a completed and signed Volunteer Agreement	
An informal interview to gauge the applicant's aptitude and suitability took place with [name].....on [date].....	

Verification of legal right to live and work in the UK	
Verification of Identity	

**All volunteers who will be / are volunteering on two or more occasions in a term**

Receipt of two satisfactory references	
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**Supervised volunteers where due to the frequency or nature of the work an enhanced Disclosure and Barring Service (DBS) check without a barred list check is required.** Please note that you must not request a barred list check for a volunteer who will not be undertaking regulated activity.

Receipt of DBS check without a barred list check	
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**Volunteer who will be undertaking regulated activity**

Receipt of DBS check with a barred list check	
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**Induction – All volunteers must be provided with all of the following:**

A copy of Keeping Children Safe in Education Part 1: Safeguarding information for all staff	
A copy of the Volunteer Policy including all appendices	
A copy of the Lanesfield Primary School's Child Protection Policy	
A copy of the Lanesfield Primary School's Health and Safety Policy	
A copy of the Lanesfield Primary School's Code of Conduct	
Training and instruction with regard to how to safely and effectively carry out the activity/activities that they are to undertake	
The opportunity to ask any questions or to express any concerns that they may have	
The name of the person/s to inform should any concerns subsequently arise	

**I confirm that I understand my responsibilities in relation to the above volunteer and that the information provided in this checklist is accurate**

**Name**.....

**Position**.....

**Signature**.....

**Date**.....

**Name**.....

**Position**.....

**Signature**.....

**Date**.....