



Volunteers in Schools Policy

Statement of intent

At Southern Education Trust, we recognise and value the effort of volunteers who support and contribute towards our schools.

This policy sets out the practices and procedures which will be followed when appointing, managing and supervising volunteers, as well as a code of conduct which all volunteers are required to comply with.

Legislative requirements

Southern Education Trust recognises the requirement in Keeping Children Safe in Education (KCSiE) 2024 for volunteers to be recruited in a safe way and risk assess the checks that should be carried out on them.

Under no circumstances should a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

KCSiE requires a risk assessment be undertaken to determine what checks may be required of a volunteer. Southern Education Trust requires schools to carry out a DBS check on any regular volunteer. This eliminates the need for a risk assessment as all volunteers have the DBS check carried out. If the volunteer is undertaking regulated activity, which is unlikely as all volunteers should be supervised by school staff, then a barred list check would also be required.

Definitions

The following definitions apply for the purposes of this policy. For the purposes of this policy:

“Volunteers” are individuals who engage in an activity which involves spending time, unpaid (except for travel and other approved expenses), doing something which aims to benefit some third party, i.e. the school, and not a close relative.

“Occasional volunteers” are individuals who only accompany staff and pupils on one-off trips that do not involve overnight stays, or who volunteer at specific one-off events, such as sports days.

“Regular volunteers” are individuals who volunteer at the school:

- Three or more times in a 30-day period
- Once a month or more
- On an overnight stay.

A volunteer will be engaging in **“regulated activity”** if they:

- Will be responsible, on a regular basis in school, for teaching, training, instructing, caring for or supervising children.

- Will be working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children.
- Engage in intimate or personal care or healthcare or any overnight activity, even if this only happens once.

Southern Education Trust expects that volunteers will be supervised in school and that they are not used to undertake regulated activity.

Recruitment

Occasional volunteers

Volunteers for a one off event, such as Sports Day, will be at the Headteacher's discretion. The Headteacher will ensure the volunteer is fully supervised by staff.

Regular volunteers

Anyone who wishes to volunteer regularly in school will complete a volunteer application form and return to the school office who will liaise with HR and the volunteer co-ordinator in school.

Regular volunteers will always go through the following recruitment process:

- After submitting an application form the individual will be asked to have an informal discussion with a member of the SLT to ensure they are suitable for the role (the SLT member will normally be the volunteer co-ordinator for their school).
- The appropriate safer recruitment checks will be undertaken (DBS). A barred list check would be required as well if the volunteer was undertaking regulated activity. **It is not expected that the Headteacher would authorise a volunteer to undertake regulated activity.**
- The individual will be made aware of the roles and responsibilities they will be undertaking.
- References will be sought.

Safeguarding Checks

Southern Education Trust requires schools to ensure a volunteer completes an application form, has a DBS and two references. This is rather than carrying out the risk assessment outlined in KCSIE. It demonstrates the Trust's commitment to safeguarding pupils as well as recognising that any risk assessment is likely to be based on information offered by the individual. **A volunteer cannot start under risk assessment** – references, DBS and application must all be complete before the volunteer can start.

All volunteers should be supervised during their time in school. This should be daily and regular and ensure the safety of all pupils. As they are supervised they will not be classed as carrying out regulated activity and no barred list check will be carried out because of this. A record of the DBS check will be maintained on the school Single Central Record (SCR). The Trust requires this is stored on the SCR, even though it is not a statutory requirement of KCSIE.

Induction

Volunteers will be required to read and agree to the Volunteer Code of Conduct and Staff Code of Conduct before starting their role at the school.

All volunteers will be required to make themselves familiar with school procedures as part of their induction, including the following:

Child Protection and Safeguarding policy

Safeguarding Training from the National College (CPD system)

School specific induction with a DSL or DDSL.

Health & Safety policy

Fire Safety policy and procedure

Behaviour policy

Anti-Bullying policy

Whistleblowing policy

Online Safety policy

Data Protection policy

Use of ICT policy, if not included in Code of Conduct.

Volunteers will also be required to read Part 1 of Keeping Children Safe in Education as part of their induction.

All volunteers will be provided with a point of contact within the school who they can go to if they have any questions or issues they need to discuss.

Volunteer code of conduct

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at the school. Volunteers will:

- Observe the high standards of behaviour and ethical conduct required by the school.
- Respect other volunteers, members of staff and pupils, and make them feel valued.
- Be approachable, pleasant and positive role models for pupils.
- Adhere to all school policies, including the Child Protection and Safeguarding policy, Health and Safety policy, Data Protection policy, Anti-bullying policy, and Behaviour policy.
- Maintain confidentiality of personal information at all times, unless there is a need to report an issue to a member of staff.
- Treat all pupils and members of staff equally.
- Report any incident of challenging behaviour to the class teacher or a senior member of staff immediately.
- Dress appropriately and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from the supervisor and seek guidance through clarification where uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report any potential hazards in the workplace to the supervisor.
- Make proper use of the resources.
- Conduct work in a co-operative manner.
- Turn off mobile phones while on school premises.

Volunteers will not:

- Discipline pupils; if there are any problems, the class teacher or a senior member of staff will be informed immediately, and they will manage the situation.
- Shout at, hit, threaten or handle a pupil.
- Take photographs in school without the prior permission of the headteacher.
- Develop 'personal' or sexual relationships with pupils.
- Work with pupils when not in the proper physical or emotional state to do so, e.g. under medication which causes drowsiness, or under extreme stress which may impair judgement.
- Behave in an illegal, improper or unsafe manner, e.g. smoking or drinking alcohol.
- Share personal contact details with pupils or make personal arrangements to meet pupils outside school.
- Express any extremist or discriminatory views, or any views that would offend others.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the school into disrepute when representing the school.
- Give or receive (other than 'token') gifts, unless arranged through the headteacher, e.g. giving an outgrown sports kit, football boots or uniform to a pupil.

I, _____, have read the code of conduct and agree to abide by the rules outlined in this policy.

Signed: _____

Date: _____

Volunteer application form

Please give details of why you wish to volunteer and the activities you want to undertake

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Name		Date of birth	
Postcode		Telephone	
Address			

Is your application in connection to an educational course? (please circle)	Yes/No
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If you answered 'yes' to the above, please fill out the table below			
Name of educational setting		Postcode	
Address			
Course details			
Qualification		Length of course	
Link tutor		Telephone	

Please fill out the sections below, providing accurate details of when and how long you are available for

I wish to work on the following school days (please tick):

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday

I wish to work (please tick):

- ☐ A full day (**8:30**am – **3:30**pm)
- ☐ Mornings
- ☐ Afternoons

Please list any other requirements in terms of availability (e.g. specific times):

References – please provide details of two referees who can provide comment on your suitability for the role. If you have been employed in the last 3 years then one of the referees should be your most recent employer. If you have done any work, paid or voluntary, with children you should provide a referee from the organisation you were with when undertaking the work with children.

Referee 1 – If you have been employed in the last 3 years then one of the referees should be your most recent employer.

Name (title, forename, surname):

Capacity known to you:

Organisation:

Email:

Telephone Number:

Address:

Referee 2 – If you have done any work, paid or voluntary, with children you should provide a referee from the organisation you were with when undertaking the work with children.

Name (title, forename, surname):

Capacity known to you:

Organisation:

Email:

Telephone Number:

Address:

If accepted, I understand that I will need to attend an induction meeting and will need to be aware of, and follow, all school policies

Signature of volunteer

Date