



Hayward's Primary School



Volunteers in School Policy

Hayward's Primary School



Written by:	School	Signed:
Approved by Governors:	13 th March 2024	
Next review due by:	Spring 2025	



Aim of the Policy

The aim of the Hayward's Primary School volunteer policy is to:

Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion

- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Our approach to volunteers in school

The value of well-deployed volunteers in a school is now widely recognised. Volunteers are a welcome resource for helping to raise children's achievement, complementing the work of teachers and support staff. There is no doubt that an individual school will benefit greatly from developing well-planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis. It should be emphasised that the role of volunteers in schools provide for the enrichment of the pupils' learning experiences, but must not encroach on or restrict professional teaching duties.

The deployment of any volunteer, whether for one day or for a number of sessions over a longer period, must be managed with care, in particular taking account of the needs of the pupils and the staff to whom they are assigned.

Head teachers and Governors should be mindful of deploying volunteers appropriately. Volunteers should not be asked to replace paid staff or be given responsibility within the School that would normally be associated with paid employees.

There are some overriding considerations that staff and volunteers should be aware of.

Volunteers should not be asked to carry out duties which:-

- fall normally within a teacher's responsibility under *loco parentis*;
- fall normally within the job description of a teacher or member of support staff, i.e. they must not be asked to cover the absence of staff from school;
- would normally be performed by a contractor engaged by the LA or by the school;
- It should be noted that the class teacher remains responsible for the organisation of the class and methods of work.

How we use volunteers at Hayward's

At Hayward's 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
- Accompany children to Forest School related activities at Tanglewood
- In exceptional circumstances they may also volunteer as part of a university/further education placement.



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 will be most relevant for faith schools)

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.

How to apply to be a volunteer?

An interested volunteer should approach the school initially to discuss an application. They will be provided with a volunteer form (see appendix) and will be asked for their availability for an interview with our volunteer co-coordinator.

Appointment of Volunteers

A volunteer interview is conducted by the volunteer coordinator. In the event of the interview being successful, the volunteer will be given an application to complete.

Volunteers are appointed by our volunteer coordinator following a successful interview and completion of all relevant DBS and online checks.

The volunteer coordinator will notify the school office when a form has been received and a successful interview has been undertaken. No checks (DBS or online) will be undertaken until this has been done.

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

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

The volunteer coordinator will look at availability across the school.

All appointments are scheduled to last a calendar year.

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

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by Hayward's in advance of the volunteer starting in school. 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.

Supervision of Volunteers

During a visit to the school each volunteer should be designated a specific member of staff to whom he or she will be directly responsible. Whilst there should be no significant addition to the workload of the staff member taking responsibility for the volunteer, it would be expected that time is taken to ensure the volunteer is adequately inducted into the role and that there is mutual agreement and understanding. This additional responsibility is not compulsory for staff and should only be delegated with the agreement of the employee concerned. It is however essential that the volunteer is clear which member of staff has this responsibility.



Annual Review of Volunteers

A volunteering agreement will last for a calendar year.

On an annual basis, the volunteer co-ordinator will meet with each of the volunteers and review the year. The meeting will be an opportunity for the school to:

- Review Impact and effectiveness of the Volunteering.
- Provide feedback to the volunteer.
- Discuss possible deployment over the forthcoming year.
- Discuss whether the volunteer continues to provide support into the next year

It also provides an opportunity for the volunteer to:

- Talk about their experiences over the last year.
- Raise any concerns that they would like to discuss.
- Talk about their areas of interest and possible deployment over the next year.
- Talk about whether they would like to continue volunteering into the next year.

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 all 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.

An online search, as part of due diligence, will be carried out on any person who applies to be a volunteer.

Provide safeguarding training to all volunteers, **prior** to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education.

Require volunteers to agree and adhere to our code of conduct and to read, and adhere to, the school's policies on:

- Safeguarding
- Use of mobile phones
- ICT and internet acceptable use
- Online safety
- Behaviour

Details of volunteers will be logged on the Single Central Record (SCR).



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. All volunteers are required to complete safeguarding update training annually, in line with teaching staff in school. Other training requirements will be based on the nature of the work the volunteer will be doing.

Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff. They 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.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

Conduct of volunteers

Volunteers must comply with the staff Code of Conduct. The Code of Conduct will be provided when the volunteer starts and they will be expected to read it. Once read, volunteers will sign to confirm this has been completed.

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

Monitoring and review

This policy has been approved by the governing body and will be reviewed annually.



Volunteers Information Form

Thank you for offering to work as a volunteer in school. Your time and expertise will help us to meet the needs of the children and aid us in providing the best quality of education possible.

As a volunteer you have rights and responsibilities.

You have the right to be:

- Treated with courtesy and respect
- Set tasks that are achievable and satisfactory
- Informed how your contribution aids the children and staff
- Given advice and support from staff

You are responsible:

- For ensuring your own and the children's safety
- To carry out the tasks agreed to the best of your ability
- To seek advice and support where necessary
- To treat as **confidential** any information, views or opinions acquired whilst in school
- To liaise with staff, keeping them informed of any problem

The work of volunteers in school is very rewarding. Young children are very demanding but also very fulfilling. We hope that as a volunteer you will enjoy your time in school.

You may have particular skills or expertise that can be put to use by the school. Please mention any training, hobbies or interest you have that you would be willing to share with the school.

Please note that as part of the volunteering process a DBS and online check will be carried out. Please contact the office if you require more details about these checks.

Thank you very much for volunteering your time,

Andy Smith
Headteacher

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I have read the information provided by Hayward's Primary concerning volunteers in school. I know of no reason why I may not help in the school as a volunteer.

Name

Signed

Date



Volunteer Process as a flowchart

If someone asks to volunteer...

Give their email address or phone number to Volunteer Co-ordinator.



Volunteer Co-ordinator will arrange to meet up with them for an informal interview.



If the interview goes well, the Volunteer Coordinator. will give the person a volunteer application form to return to school. The Volunteer Coordinator will notify the school office when this has been completed.



School Office staff to contact references.



School Business Manager to sort the DBS. An online check will be completed.



All information to be given to Volunteer Coordinator, who will decide where to deploy the volunteer.



Volunteer Coordinator to contact DSL to do safeguarding training.



Volunteer to sign volunteer information form (one copy to be given to Volunteer Coordinator and one to the office).



Volunteer can then start helping out in school.



At the end of a calendar year, or sooner if required, a review will be undertaken and a decision made about whether volunteering will continue into the next year.



Lanyard code:



**Staff DBS checked and with additional training in
SAFEGUARDING**



All staff DBS-checked



**All Volunteers, Governors and visitors
DBS-checked**



**Volunteers/visitors without a DBS check - to be
accompanied around school.**



Hayward's Primary School





VOLUNTEER APPLICATION FORM

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

DATA PROTECTION NOTICE

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations

You'll find more information on how we use your personal data in our privacy notice which can be found on the school website.

PERSONAL DETAILS

Name:	
Gender:	
Telephone number:	
Email address:	
Home address:	



DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

Hayward's Primary School 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 Hayward's privacy notice.

Please note that an online check will also be carried out subject to a volunteer request being accepted.

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:	

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?					

EXPERIENCE AND QUALIFICATIONS

Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.

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Why would you like to volunteer at Hayward's Primary School?

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EXPERIENCE AND QUALIFICATIONS

Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)

Do you have any relevant qualifications?

What age group would you prefer to work with?

Would you prefer to work 1-on-1 or with a small group?



REFERENCES

Your placement as a volunteer may be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).

Name:	Name:
Relationship to you:	Relationship to you:
Address:	Address:
Telephone number:	Telephone number:
Email address:	Email address:

DISABILITY AND ACCESSIBILITY

Hayward's Primary School 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: