



DIOCESE OF CHICHESTER  
ACADEMY TRUST

## Volunteer Policy

<b>Date Agreed:</b>	<b>September 2022</b>
<b>Review Date:</b>	<b>September 2024</b>
<b>Type of Policy:</b>	<b>DCAT Non- Statutory Policy</b>

Revision Number	Date Issued	Prepared by	Approved	Comments
1	September 2022	Taken from The Key JS/DL	Board of Trustees	New policy

<i>Type of Policy</i>	<i>Tick ✓</i>
DCAT Statutory Policy	
DCAT Non-statutory Policy	✓
DCAT Model Optional Policy	
Academy Policy	
Local Authority Policy	

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## Introduction

Our **vision** for our Trust is we exist to:

***Help every child achieve their God-given potential***

Our **aims** are clear. We aim to be a Trust in which:

**D**eveloping the whole child means pupils achieve and maximise their potential

**C**ontinued development of staff is valued and improves education for young people

**A**ll schools are improving and perform above national expectations

**T**he distinct Christian identity of each academy develops and is celebrated

Our work as a Trust is underpinned by shared **values**. They are taken from the Church of England's vision for Education and guide the work of Trust Centre team. They are:

### **Aspiration**

I can do all things through Christ who strengthens me  
(Philippians 4 vs 13).

### **Wisdom**

Listen to advice and accept discipline, and at the end you will be counted among the wise  
(Proverbs 19 vs 20)

### **Respect**

So in everything do to others what you would have them do to you  
(Matthew 7 vs 12)

Our vision of helping every child achieve their God-given potential is aligned with the Church of England's vision for education and is underpinned by the Bible verse from John: *I have come that they may have life, and have it to the full.*

## 1. Policy 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. Schools will determine whether individuals are regular volunteers or visitors by using the Visitor Flowchart in [appendix 1](#). If an individual is a visitor then they will follow the school procedures for visitors and this policy will not apply.

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 the Diocese of Chichester Academy Trust 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](#).

## 2. How we use volunteers

At **St. James' CE Primary Academy** 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 local governing board working at the school in their capacity as local 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

All volunteers are required to complete an application form – please see [appendix 2](#).

All volunteers records will be kept in line with the Trust's Data Retention Policy.

### 4. Appointment of volunteers

Volunteers are appointed by **Mr Simon Walden (School Business Manager)**.

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 application form, enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, including 2 references, and relevant training.

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 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.

### 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 to all volunteers **prior** to them beginning work at the school via The Key Safeguarding Centre. All volunteers are required to have read and understood part 1 of Keeping Children Safe in Education and complete the assessment of this on The Key Safeguarding Centre.
- Require volunteers to agree and adhere to our code of conduct (see [appendix 3](#)) and to read, and adhere to, the school's policies on:
  - Safeguarding & Child Protection
  - Health and Safety
  - Behaviour 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
- All volunteers will be added to the school's Single Central Record.

## 6. Induction and training

Volunteers must complete appropriate training prior to beginning work at the school. **All volunteers** must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing, but will include basic health and safety training.

## 7. 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 and child protection policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our safeguarding and child protection policy, and inform the designated safeguarding lead.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy which can be found on the Trust website <https://dcat.academy/statutory-documentation/trust-policies/>

## 8. Conduct of volunteers

Volunteers must comply with the code of conduct set out in the [appendix 3](#) of this policy.

## 9. Expenses

St. James' CE Primary Academy is not obligated to cover any expenses however, the Headteacher will consider reasonable requests. Requests should be made in advance of any expenditure.

## 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

A copy of the Trust's privacy notice can be found on the Trust website <https://dcat.academy/>

## **12. Linked Policies**

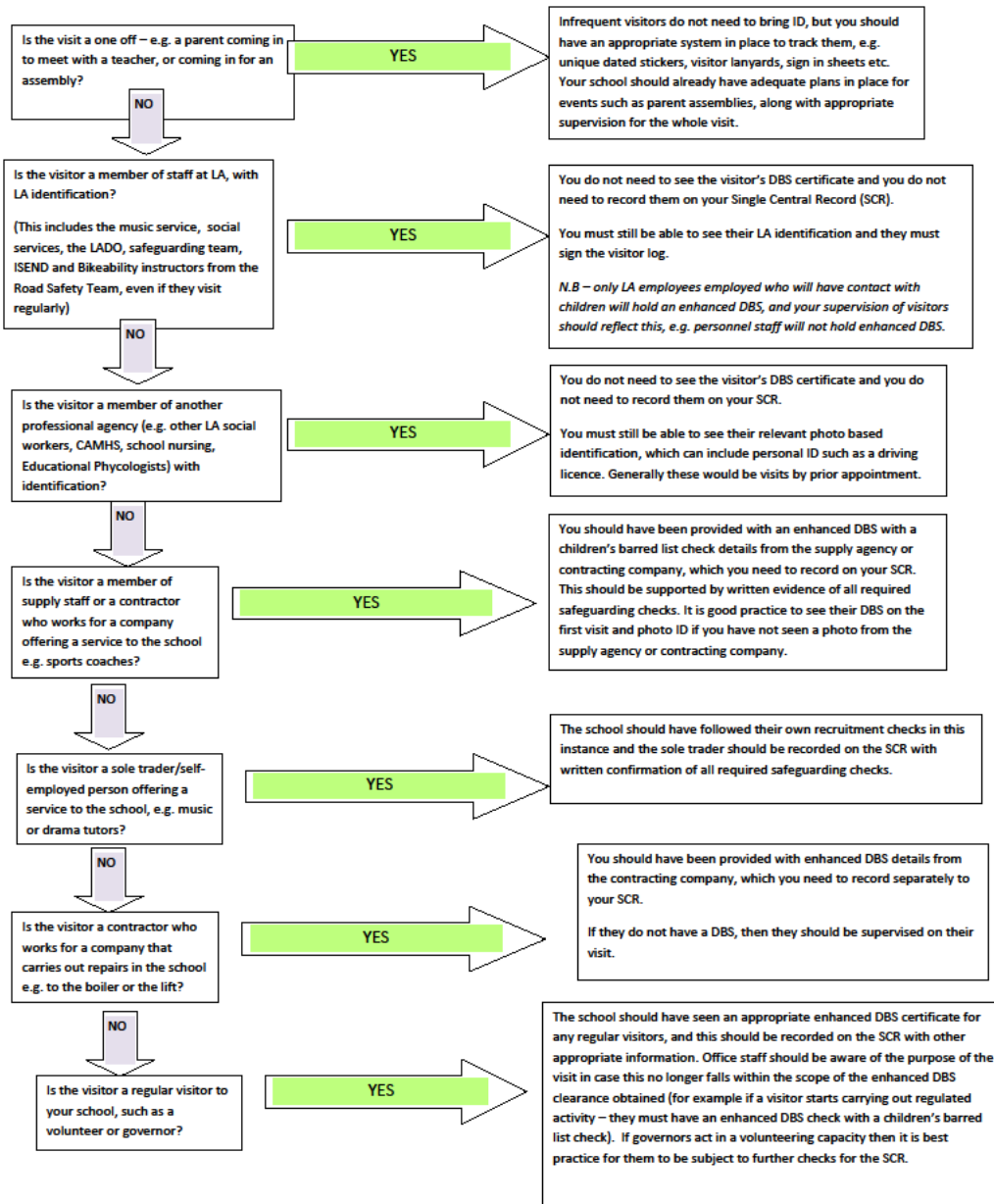
- Safeguarding & Child Protection
- Health and Safety
- Behaviour Policy

## **13. Monitoring and review**

This policy has been approved by the Board of Trustees and will be reviewed every 3 years.

# Appendix I: Visitor Flow Chart

## Visitor Flowchart



**All visitors** should sign in and out, be aware of safeguarding procedures in your schools and be identifiable to all staff and children using an appropriate system, e.g. coloured lanyards, dated stickers etc. If your visitor does not fall into the above categories, you should use professional judgement – for example, do they have an appointment, can you call their office to confirm their ID, etc.?

Rather than cancelling appointments, are you happy that you have the capacity for adequate supervision?

*This is not full guidance and is intended as an aide memoir only- It is the responsibility of the school to ensure their safeguarding procedures are robust and in line with Keeping Children Safe in Education (September 2022)*



## Appendix 2: Volunteer Application Form



Please 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 for Staff, Governors and Volunteers which you can find in the policies area of our website (<https://www.stjamescebournemouth.com/key-information/our-policies>)

### Personal details

<b>Name:</b>	
<b>Date of birth:</b>	
<b>Gender:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	
<b>Home address:</b>	

### Disclosure and Barring Service (DBS) information

The Trust 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 Trust's privacy notice.

<b>Are you registered for the DBS update service? (please circle)</b>	Yes/No
<b>Date of check:</b>	
<b>Certificate number:</b>	

### Availability

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

**Experience and qualifications**

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

**Why would you like to volunteer at St. James' CE Primary Academy?**

**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.)**

<b>Do you have any relevant qualifications?</b>	
<b>Have you ever been employed as a teacher in the UK? If yes please provide your date of birth and your Teacher Reference Number</b>	
<b>Yes or No</b>	
<b>Date of Birth</b>	
<b>Teacher Reference Number</b>	

<b>Overseas Checks</b>	
<p>If you have lived or worked outside of the UK in the last 5 years, we may require additional information in order to comply with 'safer recruitment' requirements within <a href="#">Keeping Children Safe in Education 2022</a>. If you answer 'yes' to the question below, we may contact you for additional information in due course.</p>	
<b>Have you lived or worked outside of the UK in the last 5 years? (Yes or No)</b>	

<b>Preferences</b>	
What age group would you prefer to work with?	
Would you prefer to work 1-on-1 or with a small group?	

## Disability and accessibility

The Trust 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:

As part of our duty to safeguard pupils, we need to check whether you are barred from working with children, or whether you have convictions that would make you unsuitable to work or volunteer with children or in the role you've applied for.

**Please complete the following as accurately as possible.**

**Note:** you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you're not sure whether one of your convictions is 'protected', you can [check here](#).

If you accidentally provide information about 'protected' convictions or cautions, we won't take this into account.

### How we'll use this information

We'll use the information in this form to:

- Identify whether you may be ineligible for a volunteer role based on barring, a section 128 direction or childcare disqualification requirements
- Inform our conversations with you about any relevant details during the recruitment process

If we offer you a position, we'll compare the information you've provided in this self-declaration with the information in your formal DBS check so that we only make decisions based on the most accurate information possible.

Self-declaration	
The role you've applied for is 'regulated activity', so is eligible for a barred list check.	
Are you barred from working in regulated activity with children (i.e., are you included on the Disclosure and Barring Service Children's Barred List)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Have you committed an offence overseas which would have resulted in disqualification if it had occurred in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Have any orders relating to the care of children, as set out in schedule 1 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, been made in respect of you?</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Orders disqualifying you from caring for children</li> <li>• Orders disqualifying you from private fostering</li> <li>• Any refusal of an application for you to be registered in relation to a children's home</li> <li>• Care/child protection orders issued in respect of a child in your care</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Have you been convicted of committing, or been given a caution, reprimand or warning since 6 April 2007 for, any offences set out in regulation 4 and schedules 2 and 3 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018?</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Any offence against or involving a child</li> <li>• Any sexual offence</li> <li>• Any violent offence, i.e. murder, manslaughter, kidnapping, false imprisonment, actual bodily harm (ABH), or grievous bodily harm (GBH)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do the police or children's social care have your name and/or information on file for any reason?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered 'yes' to any of the questions above, please provide further information.	

I confirm that the information above is accurate to the best of my knowledge, and that I will make the Trust aware of any changes in my circumstances that may affect the answers I've provided above, or my suitability for the post.

<b>Completed by</b>	
<b>Signature</b>	
<b>Name</b>	
<b>Date</b>	

## 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.).**

<b>Name:</b>	<b>Name:</b>
<b>Relationship to you:</b>	<b>Relationship to you:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone number:</b>	<b>Telephone number:</b>
<b>Email address:</b>	<b>Email address:</b>

## Appendix 3: Code of Conduct for Volunteers

### Code of Conduct for Volunteers

By signing this form, volunteers agree to the following:

#### 1. School rules and policies

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

- Safeguarding & Child protection
- Health and Safety
- ICT and internet acceptable use
- Online safety
- Mobile phones
- Data protection
- Equality
- Whistle-blowing
- Behaviour

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's volunteer coordinator, Simon Walden (School Business Manager).
- 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.
- 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".
- 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 their supervisor or 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 policy. 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 DSL is Beth Dodd (Deputy Headteacher) and the deputies are Ally Brown (Headteacher), Charlotte Price (Inclusion lead) & Kelly Leslie (Families worker).
- 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:
  - 3.4.1. Exchanging contact information
  - 3.4.2. Making contact with pupils outside of school, including on social media
  - 3.4.3. 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 and only on school equipment

### **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 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.

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:

**Volunteer signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix 4: requesting a volunteer (information for staff)

If you'd like assistance from a volunteer in your classroom, or for a specific activity or trip, fill out the form below and submit to Simon Walden.

### Volunteer request form

Activity details	
<b>Year group/class</b>	
<b>Activity details</b>	
<b>Date(s) and time(s)</b>	
<b>Is this activity ... (circle one)</b>	One-off? Daily? Weekly? Other? If other, please explain:
<b>Will there be any costs for the volunteer (such as entry fees to museums, materials, or travel)?</b>	
Volunteer details	
<b>How many volunteers do you need?</b>	
<b>Do you need your volunteers to have any specific skills or experience?</b>	

Submitted by: