

Volunteer Policy



Thorn Grove Primary School

Approved by the Governing Body on:	15th May 2023
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1. Introduction and 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.

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 Thorn Grove's 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 Thorn Grove

Volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as IT or art

This is not an exhaustive list.

Volunteers may be:

- Members of the governing body
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA

This is not an exhaustive list.

Members of the governing body 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.

3. How to apply to volunteer

Anyone interested in volunteering at Thorn Grove should speak to the class teacher/email admin@tgps.uk. Potential volunteers will be asked to complete an application form (see Appendix 1). If volunteers are not already known to the school (i.e. a parent or a previous staff member) then references will be required.

4. Appointment of Volunteers

Volunteers are appointed by the Headteacher/Deputy Head. Intake of new volunteers can take several weeks as references need to be taken and a risk assessment completed. In line with Keeping Children Safe In Education (KCSiE) a risk assessment must be undertaken for every volunteer to assess whether the volunteer will be classified as being in Regulated Activity – in which case an enhanced DBS check will be required. The risk assessment process should also be used to agree the role to be undertaken by any volunteer and the supervision arrangements explored and agreed both with the volunteer and their named supervisor.

5. Regulated Activity/DBS Requirements

KCSIE 2022 states that *“The school or college should undertake a risk assessment and use their professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity.”*

The guidance (Appendix E) states “We start with a presumption of trust and confidence in those who work with children, and the good sense and judgement of their managers. This guidance applies when an organisation decides to supervise with the aim that the supervised work will not be regulated activity (when it would be, if not so supervised). In such a case, the law makes three main points:

- there **must** be supervision by a person who is in regulated activity*
- the supervision **must** be regular and day to day; and*
- the supervision **must** be “reasonable in all the circumstances to ensure the protection of children”.*

*The organisation **must** have regard to this guidance. This gives local managers the flexibility to determine what is reasonable for their circumstances. While the precise nature and level of supervision will vary from case to case, guidance on the main legal points above is as follows:-*

- Supervision by a person in regulated activity/regular and day to day: supervisors **must** be in regulated activity themselves. The duty that supervision **must** take place “on a regular basis” means that supervision **must not**, for example, be concentrated during the first few weeks of an activity and then tail off thereafter, becoming the exception not the rule. It **must** take place on an on-going basis, whether the worker has just started or has been doing the activity for some time.*
- Reasonable in the circumstances: within the statutory duty, the level of supervision may differ, depending on all the circumstances of a case. Organisations should consider the following factors in deciding the specific level of supervision a person will require:*
 - ages of the children, including whether their ages differ widely;*
 - number of children that the individual is working with;*
 - whether or not other workers are helping to look after the children;*
 - the nature of the individual’s work (or, in a specified place such as a school, the individual’s opportunity for contact with children);*
 - how vulnerable the children are (the more they are, the more an organisation might opt for workers to be in regulated activity);*
 - how many workers would be supervised by each supervising worker.*

Employers are not legally permitted to request barred list information on a supervised volunteer who is not attending regularly as they are not considered to be engaged in regulated activity.

The DFE provides the following examples to help risk the required level of DBS:

EXAMPLES

Volunteer, in a specified place

Mr Jones, a new volunteer, helps children with reading at a local school for two mornings a week. Mr Jones is generally based in the classroom, in sight of the teacher. Sometimes Mr Jones takes some of the children to a separate room to listen to them reading, where Mr Jones is supervised by a paid classroom assistant, who is in that room most of the time. The teacher and classroom assistant are in regulated activity. The Headteacher decides supervision is such that Mr Jones is not in regulated activity.

Volunteer, not in a specified place

Mr Wood, a new entrant volunteer, assists with the coaching of children at his local cricket club. The children are divided into small groups, with assistant coaches such as Mr Wood assigned to each group. The head coach oversees the coaching, spends time with each of the groups, and has sight of all the groups (and the assistant coaches) for most of the time. The head coach is in regulated activity. The club's managers decide whether the coach's supervision is such that Mr Wood is not in regulated activity.

Employee, not in a specified place

Mrs Shah starts as a paid activity assistant at a youth club. She helps to instruct a group of children, and is supervised by the youth club leader who is in regulated activity. The youth club's managers decide whether the leader's supervision is such that Mrs Shah is not in regulated activity.

STEPS

In each example, the organisation uses the following steps when deciding whether a new worker will be supervised to such a level that the new worker is not in regulated activity:

- Consider whether the worker is doing work that, if unsupervised, would be regulated activity. (Note: If the worker is not engaging in regulated activity, the remaining steps are unnecessary. If the worker is engaging in regulated activity the remaining steps should be followed);
- consider whether the worker will be supervised by a person in regulated activity, and whether the supervision will be regular and day to day, bearing in mind paragraph 4 of this guidance;
- consider whether the supervision will be reasonable in all the circumstances to ensure the protection of children, bearing in mind the factors set out in paragraph 4 of this guidance above; and if it is a specified place such as a school; and
- consider whether the supervised worker is a volunteer.

Regulated activity definition

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. HM Government has produced [a factual note on regulated activity](#) in relation to children:

scope.

Regulated activity includes:

- a) teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children;
- b) work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.

Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes:

- c) relevant personal care, or health care provided by or provided under the supervision of a health care professional:
 - personal care includes helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability;
 - health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

At Thorn Grove we will consider these points and the nature of the work being undertaken, the ages of the pupils and needs of the class and the supervision arrangements when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity.

Volunteers who, on an unsupervised basis teach or look after children regularly will be in regulated activity and will therefore require an enhanced DBS certificate (which should include barred list information). Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information) unless there has been a break of more than 3 months since their last visit.

The final decision will be made by the Volunteer Co-Ordinator in consultation with the teacher and the volunteer supervisor.

5. Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection. To ensure we are upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks on volunteers who:
 - Work one-on-one with pupils unsupervised
 - Work with groups of pupils unsupervised
- 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, 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 (see appendix 2) and to read, and adhere to, the school's policies on:
 - Safeguarding
 - Use of mobile phones
 - ICT and internet acceptable use
 - Online safety
 - Behaviour
 - Any other relevant policies linked to the specific activity
- 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

6. Induction and training

An induction will be undertaken with new volunteers to run through key safeguarding, health & safety, fire evacuation, GDPR and other key information. 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. Other training requirements will be based on the nature of the work the volunteer will be doing.

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 policy (with regard to reporting safeguarding concerns or disclosures). If concerns relate to safeguarding, volunteers must follow the guidance in our 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.

8. Conduct of volunteers

Volunteers must comply with the Code of Conduct set out in the appendix to this policy.

9. Insurance

The school's insurance policy covers volunteers in the event of an accident or emergency. Please make sure you report any accidents or injuries to the School Business Manager / Head Teacher. Please note, however, that any damage to cars in the car park is NOT covered.

10. 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 - please see Appendix 3.

Appendices

Appendix 1: Volunteer Application Form

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 one 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 volunteers.

Personal details

Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

Disclosure and Barring Service (DBS) information

Thorn Grove 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 school's privacy notice.

Do you have a DBS check? (please circle)	Yes/ No
If yes, what type of check do you have? (please circle)	Basic DBS / Enhanced DBS / Enhanced DBS with child barred list information
Date of check:	
Certificate number:	
Are you signed up to the DBS Update Service?	
If yes, do we have your permission to run a re-check if it is decided that you are undertaking Regulated Activity?	

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.

Why would you like to volunteer at Thorn Grove?

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?

Preferences

What age would you prefer to work with?

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

References

Your placement as a volunteer may be subject to satisfactory references. Please give the details of two 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

Thorn Grove 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:

Code of Conduct for Volunteers

By signing this form, volunteers agree to the following:

1. School rules and policies

- 1.1. Volunteers will follow all school rules and policies, including those on:
 - 1.1.1. Child protection
 - 1.1.2. ICT and internet acceptable use
 - 1.1.3. Online safety
 - 1.1.4. Mobile phones
 - 1.1.5. Data protection
 - 1.1.6. Health and safety
 - 1.1.7. Equality
 - 1.1.8. Whistle-blowing
 - 1.1.9. Behaviour
- 1.2. 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 coordinators (Headteacher & Deputy Head)
- 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:
 - 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
 - 2.3.2. Refraining from using inappropriate language
 - 2.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values
 - 2.3.4. Behaving in a way that is appropriate for the role they are undertaking
 - 2.3.5. 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 during the holidays or as a way of saying "thank you". [If your school has a gifts and hospitality policy, link to or make reference to it here.]
- 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 – these are the Headteacher and Deputy Head, Sue Denford and Gary Wilson.
- 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 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
 - 3.4.4. Alerting the DSL if a pupil develops an infatuation with them
- 3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

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:

X

Volunteer name (please print)

X

Volunteer signature

X

Date

Appendix 3 – Privacy Notice for Volunteers

GDPR Privacy Notice for Volunteers

Schools are currently required to inform any volunteer on how their personal data may be collected, stored and used. This means schools are required to revise their privacy notices to include further information pertaining to how individuals' personal data is processed.

Who processes your information?

There are certain processes the school needs to follow with regard to volunteers. This privacy notice informs volunteers how the school intends to collect, use, process and store their data. The school is the Data Controller, and is responsible for any personal data that is provided by the volunteer. This means that they determine the purposes for, and the manner in which, any personal data relating to any volunteer is to be processed. The school representative is the School Business Manager.

The Local Authority is the Data Protection Officer. Their role is to oversee and monitor the school's data processing practices.

Where necessary, third parties may be responsible for processing volunteers' personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with volunteers' privacy rights.

Why do we need your information?

We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- School Staffing (England) regulations 2009
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009
- Keeping Children Safe in Education 2022
- Working Together to Safeguard Children 2015
- GDPR Data Protection Act 2018

If volunteers fail to provide their personal data we will be unable to undertake a DBS check, which may prevent you from volunteering.

For which purposes are your personal data processed?

In accordance with the above, personal data pertaining to volunteers is used for the following reasons:

- DBS checks
- Inclusion in the school's Single Central Record
- Contact information

Which data is collected?

The personal data the school will collect from volunteers includes the following:

- Full name & title
- Address
- Contact information / email
- Experience
- DBS (Three forms of identification)

Will your personal data be sought from third parties?

Personal data is only sought from the data subject. No third parties will be contacted to obtain personal data pertaining to volunteers without the data subject's consent. Volunteers' personal data may be obtained and processed from third parties where the law requires the school to do so, e.g. for the purpose of DBS checks.

The categories of data obtained and processed from third parties include:

- DBS
- Other places of learning
- Where data is obtained from third parties, the personal data originates from the following sources:
 - Previous employers
 - Education
 - Qualifications

How is your information shared?

Thorn Grove Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so.

How long is your data retained for?

Personal data is retained in line with Thorn Grove's Record Management Policy. Personal information may be retained for varying periods of time depending on the nature of the information; you will be informed on how long your data will be obtained by the school.

Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed. Once your data has served its purpose, it will be disposed of in line with the procedure outlined in the school's Records Management Policy.

If you require further information regarding the retention of data, and the periods for which your personal data is held, please download our GDPR Records Management Policy from the school website or contact our DPO for a copy.

What are your rights?

As the data subject, you have specific rights to the processing of your data. You have a legal right to:

- Request access to the personal data that Thorn Grove Primary School holds.
- Request that your personal data is amended.
- Request that your personal data is erased.
- Request that the processing of your data is restricted.
- Request to obtain and reuse your personal data for your own purposes across different services.
- Object to your consent being obtained.
- Request that your personal data is collected using automated processing.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not apply to any personal data that has been processed prior to withdrawing consent. You also have the right to lodge a complaint with the ICO in relation to how Thorn Grove Primary School processes your personal data. If you wish to make a complaint to the ICO, you can do so on the ICO's website or call their helpline on 0303 123 1113.

How can you find out more information?

If you require further information about how we store and use your personal data, please visit our website, or download our GDPR Policy and GDPR Compliant Records Management Policy.

GDPR privacy notice for volunteers**Declaration**

I, declare that I understand:

- Thorn Grove Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements.
- There may be significant consequences if I fail to provide the personal data Thorn Grove Primary School requires.
- Thorn Grove Primary School may share my data with the LA.
- Thorn Grove Primary School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- The nature and personal categories of this data, and where the personal data originates from, where my data is obtained from third parties.
- My data is retained in line with Thorn Grove Primary School's GDPR Compliant Records Management Policy.
- My rights to the processing of my personal data.

Name of volunteer:

Signature of volunteer:

Date:

Appendix 4 – Supervision and DBS Requirement Checklist

Supervision and DBS Requirement Checklist

Name of volunteer

(Other sensitive information may be entered on the single central record on commencement of volunteering)

Nature of volunteering work**Please describe the planned supervision arrangements for the volunteer**

(Please note it is recommended that family members do not supervise other family members and that friends do not supervise friends)

Principle Supervisee will be

(Ensure they are aware of their duties and the expectations of this duty)

Considerations

Age(s) of pupils to be supported	
Additional needs and vulnerabilities of pupils to be supported	
Frequency volunteer will be on site	
Does the volunteer undertake any other un/paid work with children	
Have any references been sought?	
Has the identity of the volunteer been verified?	
Is the volunteer signed up to the DBS update service?	
Is the volunteer required to complete any overnight support work?	
Is the volunteer aware of any reason why they should not work with children?	

Signature of person completing assessment:

Date: _____

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