



# Volunteer Policy

***Approved by Governing Body on:*** 9<sup>th</sup> February 2022

***Review Date:*** Spring Term 2026

# BARLEY LANE PRIMARY SCHOOL

## PARENT VOLUNTEER POLICY

### 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 the Barley Lane 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](#).

### Categories of Volunteers

Volunteers may be:

- Members of the governing board
- Parents, carers, guardians or grandparents of pupils \*
- Former pupils (over 18 years of age)
- Students on work experience (but not former pupils under 18 years of age)
- Local residents
- Friends of the school/members of the PTA
- Staff family members

This is not an exhaustive list.

Please note, we do not accept elder siblings of current pupils as volunteers at Barley Lane Primary School.

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 we use volunteers**

Activities volunteers may be engaged in could include any of the following:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks
- Running or assisting with an after-school club
- Social activities such as running a disco
- Fund raising activities such as running a cake stall or Summer Fair
- Interviewing children on a governor visit
- Helping at lunchtime

## **How to apply to be a volunteer**

Volunteers should approach the school by:

- Emailing the school at [admin@barleylane.redbridge.sch.uk](mailto:admin@barleylane.redbridge.sch.uk), FAO Mrs Applegate
- Completing an application form (see appendix 1)

Anyone wishing to work as a volunteer who will be in school on a regular basis or a one-off occasion completing a work placement should request a Volunteer Application Pack from the school office. This should be completed and returned with the necessary original Identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check if required. The school will also request 2 references.

## **Appointment of volunteers**

Volunteers are appointed by the senior leadership team.

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 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.

The school may interview the volunteers if there are more than one applicant for a position.

Please note that one-off volunteers i.e. assisting with a school walk, a fund-raising event or a school visit will not require a DBS. Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care.

If there is any doubt as to the level of checks required, a decision should be sought from the Headteacher.

### **Information on the Role of a Volunteer**

All volunteers will undertake an induction which will involve a tour of the school and information on the volunteer agreement.

Volunteers should have access to the following policies which are all available from the school's website [www.barleylane.redbridge.sch.uk](http://www.barleylane.redbridge.sch.uk).

- Health and Safety Policy
- Data Protection Policy
- Safeguarding & Child Protection Policy
- Equality Information and Objectives
- Behaviour for Learning Policy
- Computing and Online Safety Policy (where regular access to the school's computer network is necessary)

### **School's Expectations from Volunteers**

School expects all volunteers to:

- Adhere to the name protocol for staff.
- Adhere to the school's Health & Safety Policy, Safeguarding Policy, Data Protection Policy, Confidentiality Policy and ICT Acceptable Use (where appropriate).
- Work under the supervision and direction of staff.
- Be role models for the children they work with.
- Wear appropriate, smart but casual dress (no jeans).
- Refer any behavioural or safeguarding concerns to the class teacher and not to attempt to deal with any such issues themselves.
- Use the staffroom but be reminded of school policies as stated above.
- Commit to a regular window of time to allow teachers to plan activities to include the volunteer.
- Advise school as soon as possible when it is not possible to attend.
- Be familiar with school evacuation procedure and follow staff instruction.

### **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, 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
- Positive Behaviour

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

### **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. Other training requirements will be based on the nature of the work the volunteer will be doing.

### **Security**

All volunteers must sign in and out at the School Office and wear a visitor badge for the duration of their volunteering session. Please ensure you let the contact person know where you are working.

## **Health & Safety**

Volunteers are required to comply with the school's Health and Safety Policy. They should be made aware of emergency procedures (e.g. evacuation) and safety aspects of being involved in a particular task (e.g. while in a cookery class). Any potential hazard which you may feel might put people at risk of injury or harm must be reported straight away to the class teacher / deputy head.

## **Absence**

Volunteers are required to inform the school, before 8.00 am, if unable to attend when you are expected. If called away in the event of an emergency while volunteering, please let the class teacher / office know before you leave the premises.

## **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

## **Mobile Phones**

Whilst in class please ensure your mobile phone is turned off or on silent. Volunteers u **must not** use your mobile phone to take any photographs or record anything that happens in school.

## **Use of Social Media including Facebook and Twitter.**

The safeguarding of the children is our prime concern. Whilst the school recognises that volunteers may have personal networking accounts, these **must not** be used to share anything about the school, staff, pupils or anyone else as a result of your time helping in school.

## **Hot drinks in the classroom**

Under the school's Health and Safety procedures, volunteers are not permitted to take hot drinks into the classroom.

## **Breaktimes and Lunchtimes**

Volunteers are not allowed to use the school staffroom; lunch breaks can be taken in a communal area, classroom (with teacher's permission) or off site.

## **Fire Alarm**

When you start in school, please take time to read each room's notice and find out the nearest exit. If the fire alarm sounds make your way straight to the playground with any children you are supervising. Do not go back to the classroom or collect any belongings.

## **Smoking**

Volunteers are reminded that the whole school, both inside and out is a non-smoking site. This also includes the use of e-cigarettes.

The school's insurance policy covers 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.

## **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

## **Parking**

There is no parking available for volunteers unless you are a blue badge holder.

## **Complaints Procedure**

Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher (or a delegated staff member) for investigation.

The Headteacher (or delegated staff member in their absence) reserves the right to take the following action:

- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated.
- Offer an alternative placement or activity for a volunteer.
- Inform the volunteer that the placement has been withdrawn.

## **Equal Opportunities**

At Barley Lane Primary, we do not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender, sexual orientation or marital, social or financial status. All volunteers are required to make a commitment to this policy and treat everyone with respect at all times.

## **Appendix 1: 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

1.2. Positive behavior

1.3. 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 co-ordinator, Mrs S Applegate.

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 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 Mr M Henry and the deputy DSLs are Mrs V Ballantyne and Mrs C Knight.
- 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.

### **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:

### **Appendix 2: 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

#### **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 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 school's privacy notice.

<b>Do you have a DBS check? (please circle)</b>	Yes/No
<b>If yes, what type of check do you have? (please circle)</b>	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information
<b>Date of check:</b>	
<b>Certificate number:</b>	

<b>Availability</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<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?</b>					
<b>Can you commit to at least 1 term?</b>					

<b>Experience and qualifications</b>
<b>Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.</b>
<b>Why would you like to volunteer at Barley Lane Primary School?</b>

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**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.)**

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**Do you have any relevant qualifications?**

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**Preferences**

What phase or year group would you prefer to work with?	
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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.).**

<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>

**Disability and accessibility**

The 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: