



Wrightington  
**Mossy Lea**  
Primary School



**S.T. GEORGE'S**  
Church of England  
Primary School



From tiny acorns, mighty oaks grow

# Volunteer Policy

Approved by:

Full Governing Board

Date: September 2023



**“Be determined and confident as God will be with you”, inspiring you to “learn, care and share through work, play and prayer”. Deuteronomy 31:6**

## Contents

1. Introduction and aims.....	3
2. How we use volunteers.....	3
3. How to apply to volunteer.....	3
4. Appointment of volunteers.....	4
5. Safeguarding.....	4
6. Induction and training.....	5
7. Confidentiality.....	5
8. Conduct of volunteers.....	5
9. Expenses.....	5
10. Insurance.....	5
11. Data protection and record keeping.....	5
12. Monitoring and review.....	5
Appendix 1: Volunteer Application Form.....	6

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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 the collaboration 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 both schools 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.
- Work on grounds maintenance, Eco Schools with the Eco Leader.

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing board (please see additional Governor expenses policy).
- Parents.
- Former pupils.
- Students on work experience.
- Local residents.
- Friends of the school/members of the PTA.
- Other local help groups.
- Local clergy or members of the congregation (please see additional Governor expenses policy)

This is not an exhaustive list.

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.

## 3. How to apply to volunteer

- By emailing a named member of staff, or a specific inbox

- Approaching senior leaders, class teachers
- Completing an application form (see appendix 1)

## 4. Appointment of volunteers

Volunteers are appointed by SLT.

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 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.

## 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 all volunteers.
- 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.
- The distinction between visitors and volunteers (some people 'volunteering' at your school on a one-off basis are actually more likely to be classed as visitors, especially if they won't be working unsupervised)
- School may accept DBS certificates from another organisation For instance, a football coach with a DBS through the Football Association providing this is on an auto-renewal.
- Volunteers will be added to CPOMS staff safe.

## **6. Induction and training**

Volunteers must complete appropriate training prior to beginning work at the school. This is part of the induction policy.

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 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.

## **8. Conduct of volunteers**

Volunteers must comply with the staff code of conduct.

## **9. Expenses**

School will incur any costs in relation to DBS checks. No other expenses may be claimed, but all materials necessary for the role will be provided.

## **10. Insurance**

The school's diocesan 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.

## **12. Monitoring and review**

This policy has been approved by the governing board and will be reviewed regularly.

There's no required review cycle for volunteer policies.

## Appendix 1: 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>

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**Why would you like to volunteer?**

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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, gardening, scouting, etc.)**

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**Do you have any relevant qualifications?**

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**Preferences**

What role would you prefer to volunteer for?	
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 collaboration 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:

Failure to adhere to the staff 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