



Elmhurst School

Volunteer Policy

Approved by: Elmhurst School Local Governing Board

Approval period: Summer Term 2024 – Summer Term 2027

Review cycle: Annual

Policy Source: The Key Model Policy

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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.

Policy definitions:

Volunteer – An adult who regularly volunteers at the school and may be unsupervised with pupils, such as listening to readers. This policy applies to them.

Visitor – An adult who visits the school for a specific meeting or event and is accompanied while on site. Visitors will be managed according to the GLT Safeguarding Handbook.

Work Experience – An individual under 18 who comes to the school for a period of time to gain work experience. Their participation will be considered by the Headteacher and DSL on a case-by-case basis following a risk assessment.

The aim of Elmhurst 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](#).

2. How we use volunteers

At Elmhurst School, 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 is not an exhaustive list.

Volunteers may be:

- Work experience students
- Members of the local governing board
- Parents
- Former pupils
- Local residents
- Friends of the school/members of the PTA

This is not an exhaustive list.

Members of the local 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

Volunteers should approach the school:

- By emailing the school office account: office@esglt.co.uk
- Approaching senior leaders, class teachers or subject leaders
- Completing an application form (see appendix 1)

4. Appointment of volunteers

Volunteers are appointed by the Deputy Head Teacher and School Business Manager

Elmhurst School appoints volunteers through the use of an introductory interview process to screen applicants, where applicants are invited in so we can find out where they are interested in volunteering and we can ask some questions ascertaining understanding around safeguarding and confidentiality.

Intake of new volunteers is dependent on available spaces within the school and is subject to obtaining suitable references to support the candidate's application. All appointments are conditional upon the completion of an enhanced DBS check and other appropriate safeguarding and recruitment checks, and relevant training. This process can take up to 12 weeks.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation. 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 headteacher reserves the right to terminate a placement at any time.

5. Safeguarding

Volunteers are required to sign copies of the following policies / documents to indicate that they have read and understood them:

- Child Protection
- E-safety and Acceptable Use
- Data protection
- Health and Safety
- Equality and Diversity
- Whistle-blowing
- Behaviour For Learning
- Confidentiality Statement

Safeguarding our children is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we are upholding our responsibility to keep our children safe, we will:

- Conduct enhanced DBS checks on volunteers who:
 - Work one-on-one with children unsupervised
 - Work with groups of children unsupervised
 - Supervise or accompany groups of children 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
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with children

- Conduct a risk assessment to determine whether a volunteer who is not 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
- Add all volunteers to the Single Central Record
- Clarify that volunteers cannot bring other children with them to site whilst attending in a volunteer capacity
- Ensure volunteers sign in using the school visitor management system when attending site

In line with the Prevent duty, all visitors will also be checked to ensure they do not have, and are not promoting, or sharing extremist views. It is the responsibility of the person booking a speaker or visitor, for example, to ensure that the person is not aiming to share extremist ideas and that they are supervised whilst in school. Should a visitor be presenting information to children then a member of staff must know what is to be said before the presentation. A member of staff must be present at any presentation to children by a visitor. Should extremist views start to be shared the member of staff must stop the presentation immediately.

6. 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.

7. Confidentiality

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

If volunteers have concerns, they should raise these with the appropriate member of staff. They should not discuss them with children or parents.

This does not 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 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 appendix 2 to this policy.

9. Expenses

Volunteers may, **at the complete discretion of the headteacher**, claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings, childcare or care of elderly or dependent relatives.

Volunteers may claim allowances by completing a claim form (see Appendix 1) and submitting it to the school office.

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Volunteers may claim for:

- Extra costs incurred because they have a special need or English as a second language
- Travel costs
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the headteacher **before** they are incurred.

The chair of governors (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a volunteer uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates.

10. Insurance

The school's RPA insurance policy covers volunteers in the event of an accident or emergency.

If a volunteer is working at the school through another organisation, the school 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. We will also 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 local governing board and will be reviewed every three years

13. Links to other policies

This volunteering policy is linked to our:

- Child protection policy and procedures
- Conduct and discipline policy for staff

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 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 [here](#).

Personal details

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

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 trust's privacy notice.

Do you have a DBS check? (please circle)	Yes/ No
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If yes, what type of check do you have? (please circle)	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.
Why would you like to volunteer at Elmhurst School

--

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 group 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

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:

Appendix 2

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:

- Child Protection
- E-safety and Acceptable Use
- Data protection
- Health and Safety
- Equality and Diversity
- Whistle-blowing
- Behaviour For Learning
- Confidentiality Statement

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, the Deputy Headteacher.
- 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 during the holidays or as a way of saying "thank you". Please refer to the GLT Gifts and Hospitality Policy.
- 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 Christabel Bunce and the Ali Cawley, Bindy Wright and Hannah Baldwin.
- 3.3. Volunteers must alert the DSL if a pupil develops an attachment to them, and 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:
 - Exchanging contact information
 - Making contact with pupils outside of school, including on social media
 - 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.
- 3.6. No volunteer may assist with a lesson using computers until they have received the relevant training.

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.
- 4.4. Volunteers must not bring in electrical devices and appliances unless it has been agreed with the Site Manager/ Caretaker and appropriate electrical safety testing has been completed.

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: 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 the Deputy Headteacher or School Business Manager.

Volunteer request form

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

Submitted by:

Appendix 4: volunteer expenses request form

Record any out of pocket expenses on this form. At the complete discretion of the headteacher we will reimburse you for the following types of expenses when these have been agreed in advance:

- Extra costs incurred because they have a special need or English as a second language
- Travel costs
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Submit your form monthly to the School Business Manager

Please attach your receipts to this form. We can't reimburse expenses without them.

Name:

DATE	TYPE OF EXPENSE	AMOUNT

Signature:

For school use only:

Authorised by:

Date: