



Elmhurst School

Volunteers Policy

Approved by:	Elmhurst School Local Governing Board	Date: [Date]
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1. Introduction and aims

Elmhurst School 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 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
- › Ensure fairness and consistency in our treatment of volunteers.
- › Inform volunteers of how they can expect to be treated and where they can turn to if they feel things are going wrong.
- › Enable our children to meet and work with a wider variety of people as the school is firmly committed to diversity in all areas of its work. We believe that we have much to learn from diverse cultures and perspectives, and that diversity will make the school more effective in meeting the needs of the children and their families. We are committed to developing and maintaining a school community in which differing ideas, abilities, backgrounds and needs are fostered and valued, and where those with diverse backgrounds and experiences are able to participate and contribute.

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 small groups of children
- Support specific curriculum areas, such as ICT or art

This is not an exhaustive list.

Volunteers may be:

- Members of the local governing board
- 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 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

Should you wish to volunteer we ask that the first point of contact be made through the school office. This can be done via email, telephone or in person. This enables us to ensure that you liaise with the most appropriate member of Senior Leadership.

Following an initial conversation we will then ask for an application form to be completed (see appendix 1).

4. Appointment of volunteers

Volunteers are appointed by the Assistant Head Teacher for SEND and Safeguarding.

Intake of new volunteers can take 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. 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.

With the exception of students on work experience we will carry out an interview prior to an Enhanced DBS check being applied for.

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

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
- › 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
- › In line with the Prevent duty, all visitors must 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.
- › Visitors and volunteers should not be confused. Visitors are classed as people who visit the school on a one-off basis or those who are meeting with staff in school e.g technicians, engineers, visiting speakers.
- › DBS certificates will be accepted from other organisations whereby the Volunteer/Visitor is still representing that organization. For instance, a football coach with a DBS through their Football Club leading a set of after-school sessions. The certificate must be no more than three years old and photocopies or damaged certificates cannot be used.
- › All regular volunteers will be added to the Single Central Record.

6. Induction and training

Health and Safety inductions will be provided for volunteers with us on a long-term basis. Students of week-long work placements would be exempt for example.

Further 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 school Code of Conduct.

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 (available from the Office Manager) 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 must 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 (for further information please speak to the School Office Manager).

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.

12. Monitoring and review

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

This policy will be reviewed by the local governing board every four years

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

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 GLT privacy notice.

Do you have a DBS check? (please circle)	Yes/ No
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: 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 weekly to Office 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:



Volunteers, Supply Teachers and Work Experience - Induction Programme Checklist

Thank you very much for offering to help in school.

At Elmhurst School the health, safety and well-being of every child is our top priority. We expect all staff, governors and volunteers to share this commitment to safeguarding our pupils.

Please sign to confirm you have completed the following induction programme.

Task	Signature	Date completed
Read and understood the Volunteer Policy		
Read and understood the Child Protection Policy		
Read and understood the Safeguarding Statement		
Know who the Designated Safeguarding Lead (DSL) and Deputy DSL are and where to find them		
Read and understood <i>What to do if you're worried about a child</i>		
Read and understood privacy Notice for Governors, Trustees and other Volunteers and signed Volunteer and Governor Consent Form		
Disqualification Declaration		
Code of Conduct Agreement Signed		
DBS certificate seen. If criminal record then keep copy, if none then take DBS no for SCR and record info. Note, do not retain copy.		
Tour of school		
<p>Confirmed and signed as complete and compliant</p> <p>Name of Volunteer:</p> <p>Signature:</p> <p>Date:</p>		