

# Christ Church (Brondesbury) CE Primary School

## Volunteers Policy



<b>Responsible Governors' Committee</b>	<b>Full Governing Board</b>
<b>Date Approved</b>	<b>December 2024</b>
<b>Date of next review</b>	<b>December 2025</b>
<b>Signature</b>	

# Christ Church (Brondesbury) CE Primary School

## School Vision

Christ Church (Brondesbury) CE Primary School is a vibrant, welcoming and inclusive school at the centre of our diverse local community. We are perceived as a “family” by all who know us.

As a Christian school, we encourage everyone to be their best and to grow in God's creation. We provide a supportive, safe, respectful and reflective environment in which all flourish irrespective of their culture and belief.

We provide the highest standard of learning for all of our community and encourage them to pursue aspirational goals.

The school's vision is deeply rooted within the scripture passage:

### **2 Corinthians 8:7**

*“But as you excel in everything—in faith, in speech, in knowledge, and in all eagerness and in the love from us that is in you—make sure that you excel in this act of kindness too.”*

Our vision is embedded within the Christian values of:

**Compassion, Respect, Friendship, Forgiveness, Perseverance, Wisdom.**

Our vision is expressed by all as “**Going for GOLD with faith**”.

This is explained and explored below:

Vision	Demonstrated as
<b>G</b> ive learning your best	<ul style="list-style-type: none"><li>• Try your best at everything</li><li>• Follow the “give me five” rules</li></ul>
<b>O</b> wn your choices	<ul style="list-style-type: none"><li>• Be respectful and polite</li><li>• Be honest and take responsibility for your words and actions</li></ul>
<b>L</b> ove yourself, as God loves you	<ul style="list-style-type: none"><li>• Love yourself, for you are special</li><li>• Love your neighbours with all your heart</li></ul>
<b>D</b> ream big, work hard and pray	<ul style="list-style-type: none"><li>• Aim high</li><li>• Always be ready to learn</li><li>• With prayer, everything is possible</li></ul>

This policy reflects and supports our school vision in that through our training, induction and use of volunteers we strive to “...provide a supportive, safe and respectful environment in which all flourish, irrespective of their culture and belief.” This is also reflected in every strand of our Going for GOLD with faith statement.

## 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.

Volunteers can support pupil wellbeing and development, often adding to the support provided to vulnerable or disadvantaged pupils.

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 Christ Church (Brondesbury) C of E Primary School volunteer policy is to:

- o Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- o Ensure that volunteers support the school's vision and values, and adhere to our policies
- o Provide staff, volunteers and parents with clear expectations and guidelines
- o Ensure that volunteers are provided with a role profile, to aid understanding of their duties and responsibilities
- o Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the statutory safeguarding guidance [Keeping Children Safe in Education \(KCSIE\)](#) from the Department for Education (DfE).

Volunteers play an important role and are often seen by pupils as safe and trustworthy adults. The school is committed to ensuring a robust safeguarding procedure in the appointment of volunteers.

KCSIE defines a volunteer as 'any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative'.

## 2. How we use volunteers

Our volunteers include:

- Members of the governing body
- Parents of pupils
- Students on work experience
- Ex members of staff
- Local residents
- Church Members

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.

The types of activities that volunteers are engaged in might include:

- Hearing children read
- Working with small groups of children
- Undertaking arts and craft activities with children
- Supporting teachers to run after school clubs
- Working with children on the computer
- Accompanying school visits

## 3. How to apply to volunteer

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis should approach their child's class teacher or the head teacher. Volunteers should complete the Volunteer Information Sheet (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help. Before starting to help in school, volunteers should complete the Volunteer Agreement (Appendix 2), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

Before starting in school and to ensure the safety of our pupils at all times, all volunteers will be required to complete a DBS (Disclosure and Barring Service) check. Forms can be obtained from the school office. We are unable to have any volunteer in school unless they have been cleared by the Disclosure and Barring Service and show their certificate in school. The number of this certificate will be recorded.

## **4. Volunteer status and selection**

### 4.1 Status of volunteers

Volunteers are not employees of Christ Church (Brondesbury) C of E Primary School and are not engaged on a contract of employment or a contract for services. Christ Church (Brondesbury) C of E Primary School is not under any obligation to provide a volunteer with work and the volunteer shall be under no obligation to carry out any work. This policy does not represent a legally binding contract between Christ Church (Brondesbury) C of E Primary School and a volunteer.

The volunteering arrangement can be cancelled at any time at the discretion of either party.

Volunteers shall not be entitled to receive any payment or any other benefits for any voluntary work carried out, including training on any area that is outside the volunteer's remit. (See also volunteer expenses in section 9 of this policy.)

### 4.2 Volunteer placement

Our school's volunteer co-ordinator is the Headteacher, or delegated to members of the SLT.

Following application and reference checks, volunteers will be asked to interview with a member of the SLT to determine suitability for the role and timings and placements of roles.

The induction of new volunteers can take up to 6 weeks, and is dependent on the candidate and available spaces within the school.

All volunteer placements are conditional upon the completion of an enhanced DBS check (if appropriate, see section 5) and other appropriate safeguarding checks, and relevant training.

Enhanced DBS checks for volunteers volunteering 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 volunteering 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 volunteers who are carrying out regulated activity, e.g.:
  - Regularly (for more than 3 days in a 30-day period) support pupils 1-on-1 unsupervised
  - Regularly (for more than 3 days in a 30-day period) support groups of pupils unsupervised
  - Provide personal care on a one-off basis
  - 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
  - Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. All risk assessments will be reviewed as required and in the event of a change to the role carried out by the volunteer. The risk assessment will be recorded on the single central record and kept in accordance with GDPR regulations and the school's retention policy. The risk assessment will consider:
    - The nature of the voluntary activity they will be doing, including level of supervision
    - What we know about them
    - References from employers or other voluntary roles
    - Whether the role is eligible for a DBS check, and if so the level of check required (NB those in regulated activity will always require an enhanced DBS check along with a barred list check)
  - Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils

The school will determine whether a volunteer is considered to be supervised. Where an individual is supervised, to help determine the appropriate level of supervision, we will have regard to Keeping Children Safe in Education (KCSIE) and statutory guidance issued by the Secretary of State (reproduced in KCSIE, Annex E). For a person to be considered supervised, the supervision must be:

- By a person who is in regulated activity relating to children
- Regular and day-to-day, and
- Reasonable in all the circumstances to ensure the protection of children

We legally cannot carry out a DBS check on a child under the age of 16 who is volunteering at our school. We will ensure that children who are volunteering are always under an appropriate level of supervision, and conduct a risk assessment to consider any potential safeguarding issues.

We will additionally:

- Provide safeguarding training to all volunteers **prior** to them beginning to volunteer at the school, including ensuring that they have read and understood part 1 of KCSIE
- Ask volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:
  - Child protection and safeguarding, including low-level concerns
  - Whistle-blowing
  - Use of mobile phones
  - ICT and internet acceptable use
  - Health and safety
  - Online safety
  - Behaviour
  - Equality and diversity

- Consider the distinction between visitors and volunteers (some people 'volunteering' at school on a one-off basis are actually more likely to be classed as visitors, especially if they will be supervised)
- Whether we will accept DBS certificates from another organisation? For example, a volunteer football coach with an enhanced DBS check through the Football Association.
- If the volunteer hasn't joined the DBS update service, we will consider whether their criminal record or any other relevant information might have changed since the DBS check was last issued, and whether the level of check is appropriate for the voluntary activity they are undertaking in our school, etc.
- Add details of volunteers to the single central record.

## **6. Induction and training**

Volunteers must complete appropriate training, provided by the school, prior to volunteering at the school.

Training requirements will be determined by the Headteacher, or the appropriate member of staff.

**All volunteers** must have safeguarding training, which will be provided by the school. Other training requirements will be based on the nature of the activity the volunteer will be doing.

All volunteers will be provided with a point of contact within the school who they can go to if they have any questions or issues they need to discuss.

## **7. Confidentiality**

Volunteers in school are bound by our Confidentiality procedures and practises. All staff members, voluntary helpers and visitors should be aware that information relating to individual children or members of staff is totally confidential. Whilst in school volunteers may hear conversations which are of a confidential nature. These cover aspects such as children's academic progress, misbehaviour, or home circumstances. All information relating to individual children and staff is totally confidential and volunteers must respect this. Any concerns that volunteers have about the children they work with/ come into contact with should be shared with the class teacher and NOT with the parents of the child or any persons outside school. These comments, particularly if taken out of context can cause distress to the parents of the child if not heard directly from the school. A situation may arise in school, where the duty to the child is greater than that to the parent. If a child discloses something, this information should be shared promptly with the child's teacher or head teacher.

Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher and not with pupils or parents, (except in the case where their concern is regarding the Headteacher at which point they should ask to discuss this with the Chair of Governors).

## **8. Conduct of Volunteers**

Volunteers must comply with the school's Code of Conduct policy.

## **9. Expenses**

Unfortunately, we are unable to cover expenses for volunteers other than travel, where they are supporting a school activity.

## **10. Complaints procedure**

In the event a volunteer has a complaint, they should follow the school's complaints procedure which can be found on our school website, or they can request a copy from the school office.

Any complaints made about a volunteer or by a volunteer will be referred to the Headteacher for investigation.

The school has the right to take the following actions:

- Speak with the volunteer about a breach in the volunteer agreement
- Offer an alternative placement for a volunteer
- Inform the volunteer that they are no longer required to help in school

This policy will be reviewed biannually or in the light of new guidance from either the DfE or the Local Authority.

## **11. Supervision**

All volunteers work under the supervision of the class teacher to which they are assigned. Although teachers retain responsibility for children at all times, this does not require volunteers to be in their direct supervision at all times. Volunteers should feel confident to carry out the task they have been assigned and should seek further advice/ guidance from the teacher in the event of a query or problem regarding a child's behaviour or understanding of a task.

## **12. Health and Safety**

The school has a health and safety policy which is available on request. Class teachers should ensure that volunteers are clear about emergency procedures (e.g. fire evacuation) and about any safety aspects associated with a particular task (e.g. using cookery equipment). If a volunteer attends a school trip, their emergency contact details will be requested. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or head teacher.

## **13. 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 volunteer at our school

You can find our privacy notice for volunteers and our records retention schedule with the School Business Manager

## **APPENDIX 1**

### **VOLUNTEER AGREEMENT**

Thank you for offering your services as a Volunteer at Christ Church (Brondesbury) CE Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it in at school. You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer Policy
- I agree to treat information I learn from being a Volunteer in School as confidential
- I understand that I am required to undergo a disclosure and barring check to advise the school of my suitability as a volunteer.

If you already have a DBS Certificate, please hand it to the school and a copy will be made for the school records.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX 2**

### **OFF-SITE VISITS VOLUNTEER AGREEMENT**

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this school trip. Please read and return this appendix, and sign and return the helper's slip.

This is part of our school's risk assessment planning.

#### **Role of the Volunteer Helper**

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their well being and safety is maintained for the total duration of the school trip
- to promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- to ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- to contact your child's class teacher/member of staff immediately if there are issues with first aid, safety and/or behaviour

#### **Working alongside school staff**

- School staff expects volunteer helpers to:
- comply with all of the above whilst being under the direct line management of school staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- follow guidance from the school staff

#### **What is not permitted**

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's attention we always use their name and under no circumstances are we to come into physical contact with a child.

#### **First Aid**

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered,

this will be done by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by staff.

### **Emergencies**

In the case of any unexpected emergencies, you are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school. 0207 624 4967

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- *I have read the Volunteer Policy*
- *I agree to the terms and conditions as stated in the policy*
- *I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.*

**Signed:** \_\_\_\_\_ **Date :** \_\_\_\_\_

## **APPENDIX 3**

### **Application form for Volunteer role**

<b>Title</b>			
<b>Name</b>			
<b>Address</b>			
<b>Tel/Mobile N°.</b>		<b>D.O.B.</b>	
<b>Academic History</b>			
<b>School</b>		<b>Qualifications</b>	
<b>Further Education</b>		<b>Qualifications</b>	
<b>Employment History</b> – please outline employment over the past 3 years			
<b>Employer</b>	<b>Job Title</b>	<b>Duties</b>	
<b>Referees</b> – please give the name of 2 referees, one of whom should be your most recent employer, if possible			
<b>Name</b>	<b>Address</b>	<b>Contact Details</b>	<b>Relationship</b>


**Relations / Dependants in school** – Please give the details of any relations or children you may have here at Christ church

<b>Name</b>	<b>Position</b> (Staff/Pupil)	<b>Class</b> (if Pupil)

**Safeguarding Statement**

*Christ Church (Brondesbury) CE Primary School is dedicated to the Safeguarding of its children, parents and staff. Any positions offered will be subject to a satisfactory Enhanced DBS and references check.*

<b>Signed</b>		<b>Date</b>	
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**For office use:**

	<b>Staff name</b>	<b>Date</b>
Application form received		
References sought		
Reference 1 received		
Reference 2 received		
DBS clearance applied for		
DBS clearance received		
<b>Checked by Headteacher</b>		
Voluntary position offered		
Added to SCR		
Starting Date		