



Volunteer Policy

1. Introduction and aims

At the Newlands CE Federation we believe that volunteers provide a valuable contribution to the work of our schools and that they enrich our schools through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports our strategic aims and vision, as well as the school development plans.

The aim of the Newlands Federation volunteer policy is to:

- Encourage the wider community to engage with the schools, thereby enhancing the curriculum, raising achievement and promoting community cohesion.
- Ensure that volunteers support the Federation'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 (DfE)'s statutory safeguarding guidance, [Keeping Children Safe in Education \(KCSIE\)](#).

2. How we use volunteers

At the Newlands Federation, 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 with children at the Forest School.
- support access arrangements for children's swimming lessons.

This is not an exhaustive list.

Volunteers may be:

- members of the Governing Body
- parents or other family members
- former pupils
- students on work experience
- local residents
- members of the PTA
- members of charitable organisations, for example the NSPCC
- local clergy or members of the congregation

This is not an exhaustive list.

Members of the Governing Body working at either 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

Those wishing to apply for volunteer roles should email or call the relevant school office, approach a member of school staff or complete an application form (Appendix 1).

4. Appointment of volunteers

Volunteers are appointed by a member of the leadership team.

Appointment and induction of new volunteers can take six 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.

5. Safeguarding

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

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

- Conduct enhanced DBS checks with a barred list check on volunteers who work with pupils unsupervised (one-to-one or in a group), 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 before they begin work at the school, including ensuring 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).

- Ensure 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

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 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 should not discuss them with pupils or parents.

This does not prevent volunteers from adhering to the Federation's safeguarding policy (regarding reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our Safeguarding and Child Protection Policy and inform the designated safeguarding lead (DSL).

If concerns are related to whistleblowing, volunteers must follow the guidance in our whistleblowing policy.

8. Conduct of volunteers

Volunteers must comply with our Volunteer Code of Conduct (Appendix 2).

9. Insurance

The Federation's 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 schools.



Newlands CofE School Federation

A partnership of Shere and Clandon Schools



Appendix 1

Volunteer Application Form

Please 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 will 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 have 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 which can be found on our school websites.

PERSONAL DETAILS

Name:	
Date of birth:	
Gender:	
Phone number:	
Email address:	
Home address:	

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

The Federation 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 is 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 Federation’s privacy notice.

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

	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 the Federation?

Do you have any 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?

What age would you prefer to work with?

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 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 Newlands Federation 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:



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Appendix 2

Volunteer Code of Conduct

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:

- Safeguarding and Child Protection
- Data protection
- Health and safety
- Whistleblowing
- Behaviour

Copies of the school policies are available online or from the school offices.

2. Professional conduct

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 Head of School.

Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the Federations 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.

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.

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".

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.

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.

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

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.

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 the Headteacher and the deputies are the Heads of School.

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.

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:

- Exchanging contact information
- Making contact with pupils outside of school, including on social media
- Arranging to meet pupils outside of school.

Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

4. Health and safety

Volunteers must abide by the Federation'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.

Volunteers must be familiar with the relevant school's fire safety and emergency evacuation procedures.

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

Information about pupils, parents and staff at the school is confidential and should not be shared with anyone else. Volunteers should not 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