

# Volunteer Policy

## October 2021



**KILMORIE**  
PRIMARY SCHOOL

This policy was agreed by the Finance & Resources on:  
(and supersedes all previous policies relating to this area)

Implemented

October 2021

Review Date

October 2023

Author:

Kate Glasheen  
Deputy Headteacher

## 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.

When referring to volunteers in this policy we are referring to people who work within the school on a regular basis over a length of time. People who are in the school for one day are classed as visitors.

The aim of Kilmore's 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](#).

## How we use Volunteers

At Kilmore 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 isn't an exhaustive list.

Volunteers may be:

- Members of the 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 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 Volunteer Process

You can express an interest in becoming a volunteer by:

- Email on [info@kilmore.lewisham.sch.uk](mailto:info@kilmore.lewisham.sch.uk)
- Calling the school on 020 8291 1250
- Approaching a member of staff in the playground

All volunteers will need to complete an application form [volunteer-application-form.pdf](#) ([kilorieschool.co.uk](http://kilorieschool.co.uk)) meet Kate Glasheen (Deputy Headteacher) or Daisy Moon (Assistant Headteacher), who will assess the suitability of the volunteer for the role. Intake of new volunteers can take several weeks, and is dependent on the candidate and spaces available within the school.

All appointments are conditional upon completion of an enhanced DBS check (if appropriate), 2 suitable references being supplied and other safeguarding and recruitment checks and/or 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.

### **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 pupils safe we will:

- Conduct enhanced DBS checks on volunteers who:
  - Work one-on-one with pupils unsupervised
  - Work with groups of pupils 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
- 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
- Ensure that 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
- Ensure volunteers receive an induction with a trained safeguarding lead
- Ensure volunteers sign to say they have read and understood all paperwork provided to them prior to commencement of the volunteering

A record of volunteers and their details will be kept by the school and added to the Single Central Register.

### **Induction and Training**

All volunteers will be inducted by someone who has been safeguarding trained and most likely be asked to complete an application for an enhanced DBS.

The volunteer will need to provide 2 recent references.

They will be asked to read and sign to say that they have understood the following documents:

- Volunteers Code of Conduct (appendix 2)
- Child protection guidance for volunteers (appendix 3)
- Keeping Children Safe in Education Part 1

Volunteers may be asked to complete training prior to starting 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.

### **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 Guidance and Safeguarding Policy. They should also inform the designated safeguarding lead or another member of staff immediately.

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

### **Conduct**

Volunteers must comply with the volunteers' code of conduct (appendix 2).

### **Insurance**

The school'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.

### **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 [\[add link\]](#).



**KILMORIE**  
**PRIMARY SCHOOL**

## 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

<b>Name:</b>	
<b>Date of birth:</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>	Enhanced DBS / Enhanced DBS with barred list information
<b>Date of check:</b>	
<b>Certificate number:</b>	

Availability					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Before school					
After school					
Lunchtimes					
How many hours per week can you volunteer?					
Can you commit to at least 1 term?					

Experience and qualifications
<p>Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.</p>
<p><b>KILMORIE</b></p>
<p>Why would you like to volunteer at Kilmorie school?</p>
<p>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.)</p>

--

**Do you have any relevant qualifications?**

--

**Preferences**

What age children would you prefer to work with?

**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:

**PRIMARY SCHOOL**

## Appendix 2:

# Code of Conduct for Volunteers

Thank you for volunteering at Kilmorie Primary School. We would like you to know that you are a valuable member of our school community. We pride ourselves on being a “Learning Community” and hope that you find your time with us both useful and rewarding.

### **Before you volunteer**

Prior to starting as a volunteer, you will be asked to come in for a brief induction with a safeguarding lead (Designated or Deputy).

As part of our commitment to safeguarding, if you are going to be volunteering on a regular basis you will be required to be Disclosure and Barring (DBS) checked. You will need to speak to Naz, our office manager, who will assist you with this process. You will need two forms of identification such as a passport, driving license, birth or marriage certificate and some proof of where you live such as a council tax, electricity or gas bill, which is not more than 3 months old. If you already have a DBS you will also be asked to provide the afore mentioned documents.

If you are volunteering as part of a course (e.g. NVQ) your college should arrange your DBS. A number of other safeguarding checks may be undertaken prior to you starting your placement, including seeking at least two references, DBS and prohibition checks. We will also ask to see evidence of your college placement.

All visitors to the school must report to the office on arrival; this is for security and fire reasons. You will sign in and out of school on our electronic system, which also prints out a badge for you to wear.

### **Working with children**

When you come for induction you will be asked if there is a particular year group you would like to work with. A majority of our volunteers who come in on a regular basis are parents of children at our school who listen to children read under the guidance of the class teacher. As a general rule we assign volunteers to help in classes other than those which their children are in as this can be distracting for the child.

If you are working in a classroom this will be under the class teacher’s direction, it may be with an individual child or a small group. If you are unsure what is expected of you please ask.

If you have concerns regarding a child’s learning or behaviour please speak to their class teacher.

### **Expectations and confidentiality**

During your time with us, we expect the same level of professionalism from you as we do from all our members of staff in terms of attendance, punctuality, conduct and your relationships with others (children, parents and other members of staff).

When you are in school you may overhear conversations about a particular child and you may witness incidents. It is important that information is kept confidential to the school. If you are approached by another parent outside of school with a query about an individual child, please suggest that they speak directly to the teacher. If you are concerned or unsure about anything you see or hear please speak to either the class teacher or a senior member of staff.

### **Safeguarding**

Kilmorie Primary School is committed to providing a safe and secure environment for children. If you see or hear anything that causes you to be concerned about a child’s safety, no matter how insignificant it may appear, you must report this to the class teacher or any of the designated Child Protection leads (Emanuela or, in her absence, Julie, Kate, Daisy, Nicola or Louisa).

If a child makes a disclosure it is essential that you do not ask further questions, make any promises to help or to keep secrets. The disclosure must be reported to the teacher or Child Protection lead for further investigation.



In addition to contributing to the safety of children it is important to remember to keep yourself safe. A person's actions can sometimes be perceived in a way that was not intended. Please ensure that you are not alone with one child at any time. If you find that a child has dropped back to talk to you in the classroom, always lead out into a shared/public space. If you are working outside the classroom with a child or group of children make sure that you are clearly visible.

Do not give personal information to any children or accept or respond to a child attempting to give you their personal information (this includes contact on social media).

A volunteer is never expected to administer first aid to a child nor to change a child.

Please do not use your phone in school or take photos with it. If you need to make an emergency phone call please do this from the staff room.

Please read the enclosed 'Keeping Children Safe in Education, Sept 2021' part 1.

### **Health and safety**

Please ensure that you sign in and out at the main reception desk at the office.

You will be supervised whilst working with the children and will not be expected to work with them alone at any time.

Do not try to lift anything heavy, including the children.

If you see anything that looks like a hazard please do not hesitate to speak to the class teacher or a senior member of staff.

### **In Case of a Fire**

Please make sure you are familiar with the directions to the nearest emergency exit where you are working. They are displayed in every room. If the fire alarm should sound, please leave the building by this exit with any children who may be working with you. Once you are at the designated assembly point, please reunite the children with their class so they can be registered.

During your induction the Safeguarding Lead will go through our evacuation and our lock down procedures.

### **Attendance and punctuality**

As with our staff, we expect our volunteers to maintain an excellent attendance and punctuality record. If you are unwell at any time or unable to come for any reason, we ask that you ring and speak to Kate or leave a message as soon as possible on the day of absence. Please ring the school office if you are unavoidably delayed or unable to attend on 020 8291 1250.

### **Housekeeping**

You are more than welcome to help yourself to tea, coffee or filtered water during your break times in the staffroom. If you would like a school dinner please see Naz in the office to order and pay for your lunch before 10 am.

### **Meeting with staff**

We pride ourselves on our friendly, helpful and enthusiastic staff team and we are always willing to help. Please bear in mind that our staff are very busy people, so we ask that you meet them at a mutually convenient time to discuss information. If you are unsure about who to speak to, the Phase Leader in your phase group will be able to point you in the right direction.

We hope you enjoy working with us, and once again thank you for your support.

## Appendix 3:

### Child Protection Guidance for Volunteers

#### **What is safeguarding children/child protection?**

Safeguarding children and child protection are the active prevention of child abuse by all those involved with children.

#### **What is child abuse?**

Child abuse is significant, non-accidental, harm to children. It can be emotional, physical, sexual or through neglect.

#### **Who are children abused by?**

Children have been abused by their own parents, step parents, other members of the family, friends of the family, other children, those in positions of responsibilities including teachers as well as by strangers. Children are unfortunately most likely to be abused by people they know and trust.

#### **Who needs to know about child protection?**

Child protection is an issue for everyone. Specific staff members that the child feels comfortable with are often be chosen by children wishing to make a disclosure.

#### **Who is the designated person?**

The designated person with responsibility for child protection at this school is the Deputy Head, Emanuela. In her absence speak to the Headteacher, Julie Loffstadt or any of the other safeguarding leads, Kate Glasheen, Daisy Moon, Nicola Cann or Louisa Hopper.

#### **Who should know?**

Staff should never give children an assurance that they will keep a secret, as a disclosure of possible child abuse should be passed on to the nominated person. If abuse has taken place or if there has been agency involvement this information should be shared only on a need to know basis. This would normally include the nominated person, headteacher, deputy, class teacher and teaching assistant working directly with the child. Details of particular children should not be discussed generally in the staff room or out of school.

#### **What are the signs of child abuse?**

Abused children may have unaccountable or frequent injuries and may appear to be unusually aggressive, withdrawn or sexually precocious. If the abuse is neglect then they may appear unkempt, inappropriately dressed, dirty or poorly nourished.

#### **What is a referral?**

When children's services are informed that child abuse has taken place this is known as a referral. If the circumstances warrant, then children's services will make an investigation (called an initial assessment). This will involve talking to the parents and explaining what has been alleged and where and from whom the referral has come from.

#### **What are the likely outcomes of a referral?**

If it is believed that abuse may have taken place then there will be a case conference to decide how to help the child. Children's Services will work with the family to improve the situation for the child. Children are only very rarely taken into care.

#### **Who attends a case conference?**

A case conference is usually attended by relevant professionals who have dealings with any of the children in the family. This may include social workers, police, educational welfare officers, school nurses, health visitors, headteachers or class teachers and doctors. The parents themselves may also attend.

#### **What does a case conference do?**

The case conference shares each participant's concerns and perception of the child and decides whether or not the child should be on the *at-risk register*.

#### **What is the *at-risk register*?**

The *at-risk register* is a list of children who are considered to be at risk from child abuse, usually in their

own homes. All the agencies are required to work together and share information on children on the register. There will be regular case conferences and a nominated social worker.

### **How do I react to a disclosure?**

- You should not promise to "keep a secret" as this will need to be broken
- Listen with an open mind and do not refute anything the child says
- Be sympathetic but try not to show that you are shocked
- Try not to ask questions, especially leading questions, as this could jeopardise further investigations
- Tell the designated safeguarding lead or any of the deputies (named above) as soon as possible
- Write down exactly what was said as soon as possible after the disclosure, include details such as date and time; this should be completed using a 'Cause for Concern' form, which can be obtained from the office

### **How do I respond to a non-accidental injury?**

- Routinely but informally ask children how they came to have cuts and bruises
- If the explanation does not match the injury or you have other reason to believe this may be a non-accidental injury, report this to the designated safeguarding lead or any of the deputies (named above) as soon as possible
- Draw a sketch of any marks and locate this on a simple body diagram
- Write down the child's explanation word for word

### **What will the designated person do?**

On receiving the report of possible abuse the nominated person will make a decision regarding what action is required. This may include:-

- Taking no further action
- Talking to the child
- Inviting the parents to school to discuss the issue
- Referring directly to the Children's Services for advice

### **How do I protect myself from allegations?**

Adults working with children can be victims of malicious allegations from children. To protect yourself from such allegations it is important to:

- Avoid touching children in either a friendly or threatening manner
- If children touch you tell them not to
- Do not to be alone with one child
- If you are reading with a child outside the classroom make sure you are in a public space and are visible to other adults

Volunteers are never expected to change children or help them to change.