



Sidcot  
Live Adventurously

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**Policy Name: Volunteers**

**Policy Number: 9.14**

**Date: 5 October 2019**

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## 1 Introduction

1.1 Sidcot School welcomes volunteers to assist and support some activities. Volunteers at our School bring with them a range of skills and experience that can enhance the learning opportunities of students. Sidcot is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people.

1.2 A volunteer is anyone who performs a task at the direction of and on behalf of the School without expectation of compensation beyond the reimbursement of expenses incurred during the course of his or her volunteering duties. Unless specifically stated, volunteers shall not be considered as an employee of the organisation.

## 2 Scope

2.1 This policy applies to the whole School, including the Early Years' Foundation stage (EYFS).

2.2 Volunteer helpers support the School in a number of ways including:

- Supporting individual students
- Hearing children read
- Helping with classroom organisation
- Helping with the supervision of children on school trips
- Helping with group work
- Helping with art or subjects involving other practical activities
- Running after – school activities

2.3 Volunteer helpers are **not allowed** to take children off the School site without a teacher in charge.

2.4 The responsibility for the health and welfare of the student remains with the class teacher / Sidcot specialist subject teacher at all times.

2.5 It is the School's policy that parent helpers do not support in their own child's classroom, as this can be distracting for the child, and potentially place the class teacher in an uncomfortable situation. Helpers will be asked to support in classes where there is the most need for individual support.

2.6 The School accepts the services of its own staff as volunteers provided that this service is given willingly, on a voluntary basis, involves work which is outside the scope of normal staff duties, and is provided outside usual working hours.

2.7 The School embraces the Equality Act and does not discriminate on the basis of race, colour, religion or belief, national, ethnic or social origin, gender, gender reassignment, sexual orientation, pregnancy or maternity, disability or special educational needs.

## 3 Aims

3.1 This policy has two main aims:

- To ensure compliance with all relevant legislation and guidance including the Prevent Duty Guidance for England and Wales 2015. Sidcot School Practices Safe Recruitment for everyone who works with our children.

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- To provide guidance and direction for both volunteers and paid staff who support the involvement of volunteers within the School, whilst outlining the School's duty to safeguard students' wellbeing. Child Protection is at the forefront of the School's responsibilities, Safeguarding is **everyone's** responsibility in the School.

#### 4 Recruitment

4.1 The School practices safer recruitment and the processes outlined in Keeping Children Safe in Education in relation to volunteers.

4.2 As the need arises, a request will be made to a year group to ascertain if any volunteers may be available. Occasionally, parents may offer to run an activity.

4.3 An informal meeting must be held to understand whether the volunteer has any previous relevant experience and find out whether the expectations and requirements of each party meet.

4.4 The [Risk Assessment Form](#) for Volunteers must be completed for each volunteer. The Risk Assessment will determine whether the Volunteer will be in regulated activity and if not, the level of supervision required. It will also determine what information should be sought regarding the Volunteer. This may include (but is not limited to) any of the following checks:

4.4.1 An identity check;

4.4.2 An Enhanced DBS check with or without barred list information;

4.4.3 Formal or informal information provided by staff, parents and other volunteers;

4.4.4 References: from the Volunteer's place of work or any other relevant source such as for other voluntary activities. The reference check will specifically ask the Referee whether they are aware of any involvement by the candidate in extremism, or whether they hold such views. In line with the Prevent Duty; the School is under a duty to protect children and others from the threat of being drawn into terrorism;

4.4.5 Evidence of their entitlement to work in the UK, where relevant;

4.4.6 Confirmation that the Volunteer has not been disqualified from participating in the management of independent schools;

4.4.7 Where appropriate; a declaration that the Volunteer is not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009; Please refer to the recruitment and selection policy 9.13 for further information;

4.4.8 A medical declaration as certain medical conditions may be relevant to the volunteer's role;

4.4.9 Overseas checks if the volunteer has lived or worked overseas within the last five years;

4.4.10 Qualifications where applicable  
4.4.11 Any other checks that the School deems necessary to fulfil its legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty;

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4.4.12 Where relevant, confirmation from the TRA that that the volunteer is not subject to a prohibition order, or any other restriction on their ability to work as a teacher, and a check to confirm that the volunteer is not subject to any EEA prohibitions/sanctions the School deems unacceptable.

4.5 All volunteers will be asked to sign and return the [Volunteer's Agreement](#).

4.6 A fresh DBS certificate will be required in the case of volunteers in respect of whom a DBS check is required, but who have not been involved in any activities with the School for three consecutive months or more. Volunteers falling into this category should be encouraged to join the Update Service.

4.7 Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with students. An unchecked volunteer may not be involved with personal care of students (for example taking younger children to the toilet, or assisting with dressing them) or be present overnight.

4.8 The Headmaster and Junior Head have the authority not to accept the help of volunteers if he or she believes it will not be in the best interests of the children.

## 5 Induction

5.1 Volunteers will be provided with information and training (as appropriate) on the following matters prior to taking up their post:

5.1.1 The Safeguarding Policy and Child Protection policy 2.1 which volunteers are required to read in addition to the Whistleblowing Policy, and Parts 1, 5 and Annex A of Keeping Children Safe in Education September 2018 (KCSIE).

5.1.2 Staff / Student Code of Conduct (policy 2.2) which promotes good and safe behaviour with students and lays down guidelines for conduct.

5.1.3 Health and Safety

5.1.4 Confidentiality obligations

5.1.5 Supervision – The [Risk Assessment Form](#) for Volunteers will outline the level of supervision required for Volunteers not in regulated activity.

5.1.6 Procedure regarding the administration of epi pens and other medical issues that would be relevant to the group they are helping with.

## 6 Procedure on Arrival

6.1 At each visit, volunteers are required to sign in on arrival at the pre-arranged date and time.

6.2 Volunteers are required to wear a staff or identity badge as appropriate at all times when on school premises or on school business

## 7 Volunteer Supervision

7.1 Every volunteer shall have a named contact (supervisor) who is responsible for his or her supervision and support. This named contact will usually be a member of staff and will retain ultimate responsibility for students at all times, including the students' behaviour and the activity they are undertaking.

7.2 Volunteers will receive clear guidance from the designated supervisor as to how an activity is carried out / what the expected outcome of an activity is. In the event of any query / problem regarding the student's understanding of a task, behaviour or their

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welfare, volunteers must seek further advice / guidance from their designated supervisor.

## **8 Off-site Visits**

8.1 In the event that a volunteer is to accompany students on a trip or off site visit, they will be asked to complete the [Off-site Visits Volunteer Agreement](#). They will be informed of the nature of the trip and the volunteer will be asked to familiarise themselves with policy 2.9 –Educational Trips and Visits.

## **9 Confidentiality**

9.1 Volunteers are bound by the same confidentiality requirements as paid staff and are responsible for maintaining the confidentiality of information to which they may be exposed while serving as a volunteer; including a student's medical or personal circumstances, information concerning, members of staff, volunteers and the overall business of the School.

## **10 Concerns from Volunteers**

10.1 If the volunteer has concerns about any aspect of their role, they are encouraged to raise this with their supervisor or the Headmaster or Junior Head (as appropriate). If this is not practical or desirable, they may access the complaints or whistleblowing policies. The School's Whistleblowing Policy is available on the internet and intranet.

10.2 Volunteers should follow the process outlined in the Safeguarding and Child Protection policy if they have any safeguarding or child protection concerns, including concerns about bullying.

## **11 Insurance**

11.1 All volunteers are covered by the School's business travel insurance policy and employer's liability insurance. This insurance is only operative when volunteers are engaged on authorised school activities. Volunteers who act on behalf of the School are also protected in the course of their duties by the School's Public Liability insurance.

## **12 Health and Safety**

12.1 It is the policy of the School to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and volunteers while they are at work and of others who may be affected by their undertakings, please refer to the School's Health & Safety policy. All volunteers are required to comply with requests to wear appropriate health and safety clothing and abide by instructions to ensure everyone's health and safety.

## **13 Expenses**

13.1 A volunteer may claim for agreed and necessary out of pocket expenses. In order to reclaim their expenditure; they should follow the procedure set out in the School's Expenses Policy 9.28.

## **14 Complaints about Volunteers**

14.1 Volunteers and staff should be proactive in discussing problems in order to resolve issues as quickly as possible. If the School receives a complaint about a volunteer, the matter will be referred to the Volunteer's named contact. The Headmaster or designated member of staff reserves the right to take the following action:

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14.1.1 To speak with the Volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again

14.1.2 To offer an alternative placement for the Volunteer, for example helping with another activity or in another class

14.1.3 To inform the volunteer that the School no longer wishes to use their services based on the outcome of any investigation

14.2 The School will always follow the procedures outlined in the Child Protection Policy if a child protection concern is raised.

## 15 References

- The Handbook for the inspection of Schools (Commentary on the Regulatory requirements) September 2019
- The Education (Independent School Standards) England Regulations 2014
- The Equality Act 2010
- Keeping Children Safe in Education September 2019
- The Prevent Duty Guidance
- The Health and Safety at Work etc. Act 1974
- The Management of Health & Safety at Work Regulations 1999

## 16 Related Policies

- 2.1 Safeguarding and Child Protection
- 2.2 Staff Student code
- 2.9 Educational Trips and Visits
- 2.10/a Supervision of students
- 5.4 Anti bullying
- 8.1 Health and Safety
- 9.1 Equal Opportunities
- 9.7 Grievance Procedure
- 9.28 Expenses Policy
- 9.9 Whistleblowing
- 9.13 Recruitment selection and disclosure policy and procedure

## 17 Document Change History

Date of Change	Detail significant changes and any new legislation / guidance taken into account
10.12. 2015	Rewrite combining junior and senior school policies
06.01.2016	Update Risk Assessment. Update section 4 Remove appendices.

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29.01.2016	Update section 4: Prevent Duty, EEA Restrictions, Prohibition Order
18.06.2016 – adopted by Board	Clarification of Review Cycle
8.10.2016 - reviewed and adopted by Board as part of Annual Safeguarding Review	Amendments to paragraph 2.3 clarification of what volunteers are prohibited from doing.
07.10.2017	Reviewed and adopted by Governors as part of the Annual Safeguarding Review
06.10.2018	Reviewed and adopted by Governors as part of the Annual Safeguarding Review in the light of KCSIE 2018. Para 4.4.7 – reference to disqualification by association removed 4.4.12 reference to NCTL amended to TRA References amended
05.10.2019	Minor typographical changes. Reviewed and adopted by Board.

### **18 Review Cycle**

Next Review Date: October 2020 in conjunction with the Annual Safeguarding Review, thereafter annually, or sooner if incident, practice or legislation dictates.

Reviewer: Director of Operations in conjunction with the Board of Governors