

# Volunteer policy

Eccleston St Mary's C of E Primary School



<b>Approved by:</b>	Mrs J Birchall	<b>Date:</b> 16/11/2023
<b>Last reviewed on:</b>	16/11/2023	
<b>Next review due by:</b>	16/11/2024	

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## 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.

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 Eccleston St Mary's volunteer policy is to:

- › 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

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 Eccleston St Mary's 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

Volunteers may be:

- › Members of the governing board
- › Parents
- › Students on work experience
- › Local residents
- › Friends of the school/members of the PTA
- › Local clergy or members of the congregation

## 3. How to apply to volunteer

- › By emailing Mrs Birchall, Headteacher, [head@st-marys-eccleston.lancs.sch.uk](mailto:head@st-marys-eccleston.lancs.sch.uk) or Mrs Readett, School Business Manager, [bursar@st-marys-eccleston.lancs.sch.uk](mailto:bursar@st-marys-eccleston.lancs.sch.uk)

## 4. Appointment of volunteers

Volunteers are appointed by Mrs Birchall, Headteacher.

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 students working in the school will be conducted by the relevant organization. The school will ask for written confirmation that enhanced DBS checks have been carried out before a student 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're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks with a barred list check on all volunteers.
- 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 volunteer code of conduct 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

## 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 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 and safeguarding policy, and inform the designated safeguarding lead (DSL).

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 Volunteer Code of Conduct

## **10. 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 school

## **11. Monitoring and review**

This policy has been approved by the Headteacher and will be reviewed in November 2024.