



Prince Henry's Grammar School
COLLABORATIVE LEARNING TRUST



Prince Henry's Grammar School **Volunteer Policy**

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1. Statement of intent

At Prince Henry's Grammar School, we recognise and value the effort taken by volunteers who contribute towards our school.

This policy sets out the practices and procedures which will be followed when appointing, managing and supervising volunteers, as well as a code of conduct which all volunteers are required to comply with.

2. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- The Childcare Act 2006
- UK General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- DfE (2022) 'Keeping children safe in education 2022'
- DfE (2018) 'Disqualification under the Childcare Act 2006'

This policy operates in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Complaints Policy
- Data Protection Policy
- Staff Code of Conduct
- Recruitment and Induction Policy

Definitions

The following definitions apply for the purposes of this policy. For the purposes of this policy:

“Volunteers” are individuals who engage in an activity which involves spending time, unpaid (except for travel and other approved expenses), doing something which aims to benefit some third party.

“Occasional volunteers” are individuals who only accompany staff and students on one-off trips that do not involve overnight stays, or who volunteer at specific one-off events, such as sports days.

“Regular volunteers” are individuals who volunteer at the school:

- Three or more times in a 30-day period
- Once a month or more
- On an overnight stay.

A volunteer will be engaging in **“regulated activity”** if they:

- Will be responsible, on a regular basis in school, for teaching, training, instructing, caring for or supervising children.
- Will be working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children.
- Engage in intimate or personal care or healthcare or any overnight activity, even if this only happens once.

3. Recruitment

Anyone who wishes to become a volunteer at the school, either on an occasional or more regular basis, will be required to submit a [Volunteer Request Form](#) to the **HR office**.

Occasional volunteers

- Occasional volunteers will be appointed at the headteacher's discretion and will not be required to go through the recruitment process.
- An occasional volunteer will always be supervised by a member of staff, unless the appropriate DBS checks have been obtained.

Regular volunteers

- Regular volunteers will always go through the following recruitment process:
- The appropriate safer recruitment checks will be undertaken
- The individual will be made aware of the roles and responsibilities they will be undertaking
- References will be sought where appropriate

4. Safeguarding checks

Under no circumstances will a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

The school uses its professional judgement to decide what checks are required. The checks will consider:

- The nature of the work with children, especially if it will constitute regulated activity, including the level of supervision.
- What the school knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers.
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability.
- Whether the role is eligible for a DBS check, and if it is, the level of check required.

Details of the any checks will be recorded and any DBS checks applied for will be recorded on the school's Single Central Record.

If a volunteer will be working in regulated activity, an enhanced DBS check with children's barred list information will be required. The school will not request barred list information on a volunteer if they are supervised, as they are not considered to be engaged in regulated activity.

For volunteers who are not in regulated activity, but who have the opportunity to come into contact with students on a regular basis, it is at the discretion of the school to decide whether or not a DBS check is required.

Volunteers will not be re-checked if they have already had a DBS check; however, the school will consider obtaining a new DBS check, at the level appropriate to the role, if there are concerns about a volunteer.

All checks will be conducted in line with the school's Recruitment and Induction Policy and the Annual Volunteer Continuation Form will be sent for completion on an annual basis as necessary.

5. Supervision

If a volunteer is required to be supervised when undertaking an activity, who would otherwise be in regulated activity if not supervised, the school will ensure that:

- There is supervision by an individual who is in regulated activity.
- The supervision is regular and day-to-day.
- The supervision is reasonable in all the circumstances to ensure the protection of the students.

When determining what supervision is reasonable so that the volunteer would not be in regulated activity, the school will take the following factors into consideration:

- The ages of the students, including whether there is a large gap in their ages
- The number of students that the volunteer is working with
- Whether or not there are other staff members present during the activity
- The nature of the volunteer's work and the opportunity for contact with students
- How vulnerable the students are
- How many volunteers would be supervised by each member of supervising staff

6. Induction

All volunteers will be required to read and agree to the **Volunteer Code of Conduct** before starting their role at the school.

Regular volunteers will be required to make themselves familiar with school procedures as part of their induction, including the following (where appropriate):

- Behaviour and Safety Policy
- Computing Facilities Guidance and Acceptable Use Policy
- Data Protection Policy
- Disciplinary Policy and Procedure
- Health and Safety Policy
- Online Safety Policy
- Safeguarding and Child Protection Policy
- Staff code of conduct

Where appropriate, volunteers will be provided with access to the above documents upon their induction.

All volunteers will be required to read Part 1 of 'Keeping children safe in education' as part of their induction.

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. Safeguarding

Volunteers will be provided with safeguarding information as part of the induction.

The school will ensure that activities are planned properly and safely, and that volunteers are informed of these plans. The school will ensure that volunteers have access to a member of school staff, should they wish to discuss difficulties or report on issues that may arise.

All volunteers are required to be identified and located at all times. For this reason, the following process will be adhered to:

- Volunteers will sign in and out of the building at the **school office**
- Volunteers will wear a visitor's badge at all times (green or yellow)
- The headteacher will be made aware of where the volunteer is working

Volunteers will be made aware that they must report any safeguarding concerns in line with the school's Safeguarding and Child Protection Policy. The identity of the school's DSL and any deputies will be made known to all volunteers.

Any safeguarding concerns or allegations raised regarding a volunteer will be dealt with in line with the Safeguarding and Child Protection Policy.

8. Health and safety

Volunteers will be required to read the Health and Safety Policy prior to undertaking any activity on behalf of the school.

Volunteers will ensure that they are familiar with emergency procedures, e.g. evacuation, and of any health and safety procedures relating to the activity they will be undertaking.

If a volunteer notices any potential hazard which may put another individual at risk of harm, they will report this immediately to the class teacher or a senior member of staff.

9. Absence

Volunteers are required to inform the school as soon as possible if they are unable to attend at the agreed time.

Failure to inform the school on more than three instances may result in the volunteer being unable to attend the school on any further occasions.

If a volunteer is called away in the event of an emergency while volunteering, they will inform the class teacher or senior leader, and will sign out of the building before leaving the premises.

10. Confidentiality

Volunteers will not be permitted to discuss any confidential information regarding a student or member of staff with any other individual.

Information will be shared with volunteers on a need-to-know basis, and they will not have access to the school's records unless access is required to fulfil their role.

Any volunteer who breaches the confidentiality rules will be asked to leave the premises and will not be able to return to undertake any further activity.

There may be instances where a volunteer is required to pass information to a member of staff, such as if they notice a student being bullied or subjected to harm. Volunteers will report any concerns to a member of staff and are instructed not to notify the parents.

11. Complaints

Any complaints made in relation to a volunteer will be managed in line with the school's Complaints Policy.

12. Monitoring and review

The Assistant Headteacher: Learner Support will review this policy on an **annual basis** and will communicate any changes to all members of staff, existing volunteers and relevant stakeholders.

All volunteers will be required to read this policy prior to their attendance at the school.

The next review date for this policy is **September 2024**.



Volunteer code of conduct

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at the school.

Volunteers will:

- Contribute to the overall ethos, aims and objectives of the school including the school's commitment to safeguarding and promoting the welfare of children and young people.
- Observe the high standards of behaviour and conduct mandated by the school.
- Respect other volunteers, members of staff and students, and make them feel valued.
- Be approachable, pleasant and positive role models for students.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Adhere to all school policies, including the ***Safeguarding and Child Protection Policy, Health and Safety Policy and Behaviour and Safety Policy.***
- Maintain confidentiality of personal information at all times, unless there is a need to report an issue to a member of staff.
- Report any incident of challenging behaviour to the class teacher or a senior member of staff immediately.
- Dress appropriately and behave in a way which promotes healthy and safe working.
- Accept and follow directions from the supervisor and seek guidance through clarification where uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report any potential hazards to the supervisor.
- Not use their mobile phone unless they are in designated areas for staff.

Volunteers will not:

- Discipline students; if there are any problems, the class teacher or a senior member of staff will be informed immediately, and they will manage the situation.
- Take photographs in school without the prior permission of the headteacher.
- Develop 'personal' or sexual relationships with students.
- Behave in an illegal, improper or unsafe manner, e.g. smoking or drinking alcohol.
- Share personal contact details or make personal arrangements to meet students outside school.
- Express any extremist or discriminatory views.
- Make inappropriate jokes or remarks of an offensive nature.
- Behave in a manner which may bring the school into disrepute.
- Give or receive (other than 'token') gifts, unless arranged through the headteacher, e.g. giving an outgrown sports kit, football boots or uniform to a student.

I, _____, have read the code of conduct and agree to abide by the rules outlined in this policy.

Signed: _____

Date: _____



VOLUNTEER REQUEST FORM

To be submitted to **Lee Wilson, Assistant Headteacher, at least FOUR weeks before proposed work**

Name of Volunteer	
Contact Information	E-mail address: Phone number:
Start date	
Faculty/Area	
Name of school contact	
Brief outline of duties	
Reason for volunteering <i>e.g. work experience re university place, offering coaching skills</i>	

If this request is successful I am aware that I will have to complete an application form, provide photo ID, character referees and, if required, undergo an Enhanced DBS check which may incur a cost to myself.

Signed: **Date:**

School use only			
	Date		Date
Request received		SLT Discussed with Faculty/Area	
Approved and Passed to HR		Not Approved and Passed to HR	
		HR advise unsuccessful volunteer	

HR checklist								
Application Form		Date ID seen	References			DBS		Child Protection training (if appropriate)
Issued	Returned		Required	Returned	Required	Returned		
			1					
			2					



ANNUAL VOLUNTEER CONTINUATION FORM

All checks will be conducted in line with the school's Recruitment and Induction Policy and the Annual Volunteer Continuation Form will be sent for completion on an annual basis as necessary.

To be submitted to Lee Wilson, Assistant Headteacher

Name of Volunteer	
Contact Information	E-mail address: Phone number:
Faculty/Area	
Name of school contact (if known)	
Brief outline of duties / activity	

DBS & SAFEGUARDING

It is your responsibility to inform the school immediately of any police matter, cautions/convictions pertaining to yourself as these may affect your DBS and the safeguarding of our students. Please tick as appropriate:

I confirm that I do not have any cautions or convictions against me since my last DBS was completed by the school and no other matters have occurred re safeguarding students.

I need an appointment to discuss a change in my circumstances regarding Safeguarding.

I confirm that I am aware of, and will adhere to, all PHGS policies and procedures.

Signed:

Date:

SCHOOL CONTACT TO PASS TO HR ON COMPLETION