

# The South Hams Federation

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Head of School:  
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Stokenham Area  
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# SOUTH HAMS FEDERATION VOLUNTEERS IN SCHOOL POLICY

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## Contents

Introduction and aims .....	3
1. How we use volunteers .....	3
2. How to apply to volunteer .....	3
3. Definition .....	4
4. Process for recruiting a Volunteer who will be working frequently or intensively .....	4
5. Appointment of volunteers .....	4
6. Safeguarding.....	4
7. Our School Aims .....	5
8. GDPR.....	5
9. Supervision .....	5
10. Health & Safety .....	5
11. Induction and training .....	6
12. Confidentiality.....	6
13. Conduct of volunteers .....	6
14. Insurance.....	6
15. Volunteer Drivers .....	6
16. Data protection and record keeping.....	6
17. Complaints .....	6
18. Monitoring and Review.....	7
Appendix 1: Volunteer Application Form .....	<b>Error! Bookmark not defined.</b>
Appendix 2: Code of Conduct for Volunteers .....	11
Appendix 3 - Volunteer Agreement Form .....	13
Appendix 4 - Driver's Declaration Form.....	15

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## Introduction and aims

The school's volunteer policy is part of the South Ham's Federation's safeguarding systems. 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 South Hams Federation 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](#).

## 1. How we use volunteers

At the South Hams 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

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
- Local clergy or members of the congregation

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.

## 2. How to apply to volunteer

Anyone wishing to become a volunteer, either for a one-off event such as a school trip or on a more regular basis, e.g. hearing pupils read, in the first instance should approach the school office or class

teacher. Volunteers should complete the Volunteer Application Form (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

### 3. Definition

Activity which is described as 'frequent' or 'intensive' covers the meaning given in the Safeguarding Vulnerable Groups Act 2006.

- 'frequent' – once a week or more often on an ongoing basis; and
- 'intensive' – three or more occasions in a 30 day period, or overnight (between 2am –6am).

### 4. Process for recruiting a Volunteer who will be working frequently or intensively

- The candidate/s attend the school for an informal discussion to ensure the applicant is suitable for the role
- Enhanced DBS check undertaken
- The volunteer will be made aware of the role and responsibilities they will be undertaking
- Induction - school policies and documentation explained and issued.
- Induction Policy signed.
- Volunteer records to be kept in a central place within the school

Before starting to help in a school, a volunteer should complete the Volunteer Agreement form (Appendix 2), which sets out the school's expectations of its volunteer and to confirm they have received a copy of this Agreement. The school will seek DBS clearance for a volunteer before they are left unsupervised with any pupils. This is not required where a volunteer is engaged in a 'one-off' activity and are supervised.

### 5. Appointment of volunteers

Volunteers are appointed by the Head of School.

Appointment and induction of new volunteers can take up to 4 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 Head of School 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.

### 6. 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 volunteers who:
  - Work 1-on-1 with pupils unsupervised
  - Work with groups of pupils unsupervised
  - 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 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
  - Health and Safety Policy
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils
- Enter Volunteer details on our Single Central Record for Safeguarding monitoring purposes.
- 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

## 7. Our School Aims

All adults / young people who work in our school, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our school aims and educational purpose.

## 8. GDPR

Schools hold a lot of personal data about pupils, employees, governors, visitors and parents/carers. We therefore have a duty to handle this information fairly, lawfully and securely, in line with the GDPR. Should a volunteer become aware of a personal data breach (confidentiality breach, integrity breach or availability breach), they should let the Head of School or School Administrator know as soon as possible and request an Investigation Form to complete. The Data Protection policy and Privacy notices are available on our school websites and in school and volunteers should be aware of these documents and the information contained within.

## 9. Supervision

All volunteers work under the supervision of a teacher or full-time member of staff. Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking. Volunteers should have clear guidance from the teacher 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 pupil's understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from the teacher.

## 10. Health & Safety

The school has a Health & Safety Policy and this is made available to volunteers working in the school. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using equipment/ accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Head of School or Executive Headteacher.

## 11. Induction and training

Volunteers must complete appropriate induction 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.

## 12. 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.

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

## 13. Conduct of volunteers

Volunteers must comply with the volunteers' code of conduct in the appendix to this policy.

## 14. 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.

## 15. Volunteer Drivers

Volunteer drivers must complete a 'Drivers Declaration Form' (Appendix 4).

## 16. Data protection and record keeping

Our privacy notice 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

## 17. Complaints

Any complaint made about a volunteer will be referred to the Executive Headteacher, Head of School or appropriate senior member of staff for investigation. Any complaints made by a volunteer will be dealt with in the same way.

The Headteacher or designated member of staff reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again
- Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class
- Based upon the facts identified in the investigation it may be necessary for the School to inform the volunteer that the school no longer wishes to use them
- Provide the volunteer with a copy of the school's full Complaints Procedure

## **18. Monitoring and Review**

This policy will be approved Executive Headteacher and monitored by the Governing Body and will be regularly reviewed and updated.

# School Volunteer Application



**Please note - This is not an application for employment**



Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

## 1. PERSONAL DETAILS

First name/s:	Last name:
Address:	Contact telephone number:
	Daytime:
	Evening:
	Mobile:
Postcode:	Email address:

## 2. YOUR ROLE AS A VOLUNTEER

Please use this space to talk about how you would like to help at the school (eg. hearing children read).

Please use this space to talk about any volunteering you have done before and any relevant skills you have.

## 3. AVAILABILITY

Days:

Hours per day:



## 4. CHECKS FOR THE SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, potential volunteers will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS.

### Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all unspent convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. Please use the space below to give details of any convictions, cautions and bind-overs, including those regarded as 'spent'. If there are none please write 'none':

## 5. SUPPORT FOR VOLUNTEERS

We welcome volunteer applications with all ranges of abilities for the skills they bring. We aim to create a positive environment that enables all volunteers to realise their full potential. So, we can consider any appropriate adjustments in the school and better support you in your role, please give details below of any disabilities, health or other relevant issues.

## 6. REFERENCES

Please give details of two referees, one of whom should be your most recent employer (if applicable). If you are in, or have just completed full-time education, one referee should be from your school, college or university.

Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to being a volunteer.

Name:	Name:
Address:	Address:
Tel no:	Tel no:
Email:	Email:
Occupation/Relationship:	Occupation/Relationship:
How long have they known you?	How long have they known you?

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and

that it may be used for purposes registered by the Council under the Data Protection Act.

Signature:

Date:

### Data protection notice

We'll only use your data in line with data protection legislation and process your data for 1 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
- You'll find more information on how we use your personal data in the attached privacy notice.

#### ADD/AMEND FOR YOUR OWN SCHOOL

##### Privacy Notice

The information you provide will be used for the purposes of maintaining pupil records and for safeguarding and promoting the welfare of students at Stokenham Primary School. We will not use or share your information for any other purpose unless we have your consent, or the law allows us to do so. We are committed to protecting your information and will handle it in line with the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act 2018 (the data protection legislation). You have the right to withdraw consent at any time by contacting us at: [stokenham@southhamsfederation.org.uk](mailto:stokenham@southhamsfederation.org.uk) For more information about how we handle personal information please refer to our Pupil Privacy Notice and for any further queries please email us at: [stokenham@southhamsfederation.org.uk](mailto:stokenham@southhamsfederation.org.uk)

## Appendix 2: Code of Conduct for Volunteers

### South Hams Federation - Code of Conduct for volunteers

By signing this form, volunteers agree to the following:

#### 1. School rules and policies

1.1. Volunteers will follow all school rules and policies, including those on:

- 1.1.1. Child protection
- 1.1.2. ICT and internet acceptable use
- 1.1.3. Online safety
- 1.1.4. Mobile phones
- 1.1.5. Data protection
- 1.1.6. Health and safety
- 1.1.7. Equality
- 1.1.8. Whistle-blowing
- 1.1.9. Behaviour

1.2. Copies of the school policies are available online or from the school office

#### 2. Professional conduct

2.1. 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 school's administrator.

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

2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:

- 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
- 2.3.2. Refraining from using inappropriate language
- 2.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values
- 2.3.4. Behaving in a way that is appropriate for the role they are undertaking
- 2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute

2.4. 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".

2.5. 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.

2.6. 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.

2.7. 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**

3.1. 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 by the Designated Safeguarding Lead (DSL).

3.2. 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 at their school.

3.3. 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.

3.4. 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:

3.4.1. Exchanging contact information

3.4.2. Making contact with pupils outside of school, including on social media

3.4.3. Arranging to meet pupils outside of school

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

**4. Health and safety**

4.1. Volunteers must abide by the school'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.

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

4.3. 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**

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

Volunteer Name (Please Print): .....

Volunteer Signature: .....

Date: .....

### Appendix 3 - Volunteer Agreement Form

Name:	
School	

Thank you for offering your to be a volunteer at our School.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience. Please read and sign this Volunteer Agreement Form and hand it in at school. You will receive a copy of it for your records.

Please tick column on left below to confirm:	
	I have received a copy of the Volunteer in School Policy.
	I have received and read a copy of Keeping Children Safe in Education
	I have received a copy and signed the Code of Conduct for Volunteers
	I have received a copy of the school's privacy notice.
	I agree to support the School's Aims.
	I agree to treat information obtained from being a volunteer in school as strictly confidential.
	I understand that an enhanced DBS check will be undertaken.
	I have been made aware of who is my designated safeguarding lead eg Executive Headteacher, Head of School, Class Teacher.
	I have received a copy of the New Staff, Governors and Volunteers Induction Policy

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#### KEEPING CHILDREN SAFE IN EDUCATION – DISQUALIFICATION REQUIREMENTS

Under the Childcare Act 2006 and The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (“the 2018 Regulations”). Schools are responsible for ensuring that all the staff they employ are subject to the appropriate checks. Therefore, as part of our employment checks, we need to ask those who are applying for a role within our school to provide relevant information, by way of self-declaration.

The following are grounds for disqualification from working with early years children or later years children under the age of eight years; or being directly concerned in the management of that childcare:

- The person is included on the Children’s Barred List;
- The person has been cautioned for or convicted of certain violent and/or sexual criminal offences against children and/or adults;
- Certain grounds relating to the care of children, including where an order is made in respect of a child under the person’s care, for example where the person is the subject of an Order, direction or similar in respect of childcare, including orders made in respect of their own children

- The person has had their registration refused or cancelled in relation to childcare or children's homes or is disqualified from private fostering;

**I have read and understood the above grounds and declare that (please tick):**

I am not disqualified from working with children, none of the above criteria apply to me

**OR**

I have been disqualified from working with children, one or more of the above criteria apply to me\*.

*\*I understand that if I tick this box that I will be asked to provide further details*

**AND**

I understand that should any of the grounds listed above become applicable and/or change during the course of my work with the school that I must declare this to the school as soon as I become aware.

Signed: .....

Date:.....

**ADD/AMEND FOR YOUR OWN SCHOOL**

**Privacy Notice**

The information you provide will be used for the purposes of maintaining pupil records and for safeguarding and promoting the welfare of students at Stokenham Primary School. We will not use or share your information for any other purpose unless we have your consent, or the law allows us to do so. We are committed to protecting your information and will handle it in line with the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act 2018 (the data protection legislation). You have the right to withdraw consent at any time by contacting us at: [stokenham@southhamsfederation.org.uk](mailto:stokenham@southhamsfederation.org.uk) For more information about how we handle personal information please refer to our Pupil Privacy Notice and for any further queries please email us at: [stokenham@southhamsfederation.org.uk](mailto:stokenham@southhamsfederation.org.uk)

Any information given will be completely confidential and will be considered only in relation to a post to which the Disqualification Regulations apply.

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>

## Appendix 4 - Driver's Declaration Form

### Use of Parents or Volunteers Cars to Assist with Transporting Children on School Activities

All drivers must:

- Hold a valid driving licence for the type of vehicle being driven
- Be fit to drive
- Have no medical condition which affects their ability to drive
- Have a valid MOT for any vehicle older than 3 years old
- Ensure that any vehicle is roadworthy, including brakes, lights, tyres, bodywork, wipers, mirrors, etc.
- Ensure that any vehicle used has current road tax

Insurance:

- Maintain valid insurance, as a minimum, for third part liability.
- Check with their insurance company and inform them that the driver occasionally conveys children on school activities. (This is unlikely to affect the cost of your insurance premium.)

Safety:

- Be familiar with, and drive in accordance with the Highway Code at all times
- Before driving not to consume alcohol or drugs which may impair driving
- Ensure that all passengers wear seat belts as appropriate at all times.
- Children under the age of 12 and under 1.35m in height must use the correct child restraint, and must not travel in the front seat of a car.
- Ensure that booster seats are used for children who require them.
- Drive safely without hurrying unduly
- Use child proof locks on rear doors where necessary

Child Protection:

- The school requires parents or volunteers who have regular or unsupervised access to young people to be checked through arrangements with the Disclosure and Barring Service.

To be completed by parent /volunteer:

I have read and understood the above requirements and agree to comply with them. I agree to inform the school if circumstances change and I can no longer comply with these arrangements.

Signature ..... Date .....

Name (Please print) .....

#### ADD/AMEND FOR YOUR OWN SCHOOL

##### Privacy Notice

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