



St Mary Redcliffe  
and Temple School

# VOLUNTEER POLICY

<b>Approved by:</b>	FGB	<b>Date:</b> 16 May 2024
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## Contents

1. Introduction and aims.....	2
2. How we use volunteers.....	2
3. How to apply to volunteer.....	3
4. Appointment of volunteers.....	3
5. Safeguarding.....	3
6. Induction and training.....	4
7. Confidentiality.....	4
8. Conduct of volunteers.....	4
9. Insurance.....	5
10. Data protection and record keeping.....	5
11. Monitoring and review.....	5
Appendix 1: volunteer application form.....	6
Appendix 2: code of conduct for volunteers.....	10

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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 SMRT’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/carers with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the statutory safeguarding guidance [Keeping Children Safe in Education \(KCSIE\)](#) from the Department for Education (DfE).

### 2. How we use volunteers

At SMRT volunteers may:

- Hear children read
- Accompany school visits
- Work with individual students
- Work with small groups of students
- Support specific curriculum areas, such as ICT or Art
- Department specific activity such as sports coaching

Please note that this is not an exhaustive list.

Volunteers may be:

- Members of the Governing Body
- Parents/carers
- Former students
- Students on work experience

- Local residents
- Friends of the school/members of the PTA
- Local clergy or members of the congregation

Please note that this is not an exhaustive list.

Members of the Governing Body 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 the Governors' School Visits Protocol.

### 3. How to apply to volunteer

Volunteers should express an interest by completing an application form (see appendix 1)

### 4. Appointment of volunteers

- Volunteers are appointed by the relevant member of staff with the DSL sign off.
- 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 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, 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.
- Two reference checks will be completed prior to the first visit

### 5. Safeguarding

Safeguarding our students is of paramount importance, and our volunteers must share our commitment to Child Protection.

To ensure we are upholding our responsibility to keep our students safe, we will:

- Conduct enhanced DBS checks with a barred list check on volunteers who:
  - Work 1-on-1 with students unsupervised
  - Work with groups of students 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 in which the volunteer will be involved
- Provide safeguarding training to all volunteers prior to them beginning work at the school, including ensuring that they have read and understood Part 1 and Appendix 1 of Keeping Children Safe in Education (KCSIE), as stated below
- Ensure that volunteers without an enhanced DBS check are always supervised and are never left alone with students
- Conduct a risk assessment to determine whether a volunteer who is not 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

We legally cannot carry out a DBS check on a child under the age of 16 who is volunteering at our school. We will ensure that children who are volunteering are always under an appropriate level of supervision and conduct a risk assessment to consider any potential safeguarding issues.

The visitors on site unless DBS cleared should not be left unsupervised.

Volunteers will be logged on to the Single Central Record (SCR).

## 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.

Prior to engagement all volunteers are required to read, sign and adhere to the Volunteers' Code of Conduct – Appendix 2 and to read, sign and adhere to, the school's Policies on:

- Safeguarding – reading of KCSIE Part 1 and Annex B
- Online Safety and Acceptable Usage
- Cyber security training
- General Data Protection
- Health and Safety
- Whistle-blowing
- Behaviour and Good Relationships

The link below will take you to the relevant page on the school website:

<https://www.smrt.bristol.sch.uk/key-information/policies>

## 7. Confidentiality

Information about students, parents/carers and staff is confidential. Volunteers are not permitted to discuss issues related to students, parents/carers or staff with those outside of the organisation. If volunteers have concerns, they should raise these with the appropriate member of staff. They should not discuss them with students or parents/carers. If concerns are related to whistle-blowing, volunteers must follow the guidance in our Whistle-blowing Policy.

This does not 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 Safeguarding Policy, and inform the designated safeguarding lead (DSL).

## 8. Conduct of volunteers

Volunteers must comply with the Volunteer Code of Conduct (Please see Appendix 2 below).

## **9. 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.

## **10. 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 volunteer at our school or if it is more than 3 months since they last volunteered here

## **11. Monitoring and review**

This Policy will be reviewed annually at the start of each academic year by the Headteacher and Full Governing Body.

## Appendix 1: volunteer application form

Complete the application form in full

### 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 have 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>Gender:</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 is 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.

You will be required to supply evidence

- A form of ID – a passport or driving licence
- A proof of address – utility bill, bank statement, credit card statement – dated within the last 3 months (or you can use your driving licence if it displays your current address and you did not use it as your form of ID).

<b>AVAILABILITY</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>AM</b>					
<b>PM</b>					
<b>Before school</b>					
<b>After school</b>					
<b>Lunchtimes</b>					
<b>How many hours per week/month can you volunteer?</b>					
<b>Duration? e.g. one occasion/one term</b>					

## EXPERIENCE AND QUALIFICATIONS

**Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.**

**Why would you like to volunteer at St Mary Redcliffe and Temple School?**

**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.)**

**Do you have any relevant qualifications?**

## REFERENCES

Your placement as a volunteer may be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.)

<b>Name:</b>	<b>Name:</b>
<b>Relationship to you:</b>	<b>Relationship to you:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone number:</b>	<b>Telephone number:</b>
<b>Email address:</b>	<b>Email address:</b>

## 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:

Volunteer Signature \_\_\_\_\_

Volunteer Name: \_\_\_\_\_ Please print

DATE: \_\_\_\_\_

## Appendix 2: Code of Conduct for Volunteers

### 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. Safeguarding - reading of KCSIE Part 1 and Annex B

1.1.2. Online Safety and Acceptable Usage

1.1.3. General Data Protection

1.1.4. Health and safety

1.1.5. Whistle-blowing

1.1.6. Behaviour and good Relationships

Copies of the school policies are available online (the link below will take you to the relevant page on the school website: <https://www.smrt.bristol.sch.uk/key-information/policies>) or from the school's HR Team

#### 2. Professional conduct

- 2.1. Volunteers must accept and follow instructions provided by teachers and/or supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's Volunteer Co-ordinator
- 2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's Behaviour and Good Relationships Policy or are struggling to manage the behaviour of students with whom they are working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand students 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 students 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, students. 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 students in their own cars unless specific arrangements have been made with the school, and the students' parents/carers have consented
- 2.6. Parent/carer 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's Visitor Reception as soon as possible. Inconsistent attendance may result in the agreement being reviewed

### 3. Safeguarding

- 3.1. Volunteers must be familiar with, and adhere to, the school's Safeguarding Policy. Safeguarding training will be provided to all volunteers before they start
- 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. Details of the Safeguarding Team are displayed across the school site, including Visitor Reception
- 3.3. Volunteers should refrain from physical contact with students and should use their judgement to determine when physical contact is appropriate. If physical contact with students is required, volunteers should ask for a student's consent before touching them
- 3.4. Volunteers must alert the DSL if a student develops an infatuation with them, and must not form personal relationships with students, 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. Contacting students outside of school, including on social media
  - 3.4.3. Arranging to meet students outside of school
- 3.5. Volunteers should not take or share photos of students unless instructed to do so by their manager. If asked to do so, these should only be taken on one of the school's own devices

### 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 students, parents/carers and staff at the school is confidential, and should not be shared with anyone else. Volunteers should not discuss students with parents/carers or other students. If parents/carers approach volunteers for information, they should be directed to speak to a tutor or relevant member of SLT

Failure to adhere to this Code of Conduct may result in the termination of this placement. This may mean you may no longer be allowed to volunteer at SMRT. In more serious cases, misconduct will be treated in line with the school's Staff Disciplinary Procedures.

Please sign and date below:

Volunteer Signature \_\_\_\_\_

Volunteer Name: \_\_\_\_\_ Please print.

DATE: \_\_\_\_\_