

POLICY DOCUMENT

VOLUNTEER IN SCHOOL POLICY



**HIPPERHOLME
GRAMMAR**

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The school's volunteer policy is part of the school's safeguarding system and policy. This policy should be read in conjunction with the current KCSIE and the ISI Commentary on Regulatory Requirements.

1. Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Board of Governors, therefore, welcomes and encourages volunteers from the local community.

Our volunteers may include:

- Members of the Governing Body
- Members of the PTA
- Parents of pupils
- Ex-pupils
- Students on work experience
- Ex-members of staff
- Local residents
- Friends of the school

The recruitment of new volunteers can take some time due to the nature of checks that may be required. The intake of new volunteers will be dependent on the candidate and available spaces within the school. Senior Management maintains the right to refuse volunteers and also terminate placements.

The types of activities that volunteers engage in, on behalf of the school, include, but are not limited to:

- Hearing pupils read
- Working with small groups of pupils to assist them in their learning
- Working alongside individual pupils, as an additional tutor
- Accompanying school visits

2. Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one-off event such as a school visit or on a more regular basis, e.g. hearing pupils read, may approach the teacher, Head of Department/Key Stage or member of SLT directly. It is the school's decision to take on volunteers and this will depend on the time of year, the number of volunteers we already have in school and the potential impact on the children.

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. Child Protection and Safeguarding

Safeguarding is our priority and we follow the safer recruitment guidelines to ensure that we are committed to safeguarding pupils and expect our volunteers to share that commitment. The process of recruitment of volunteers mirrors the safer recruitment of paid staff to ensure the most suitable adults for our school. A list of volunteers will be kept by the HR and Payroll Administrator.

To ensure the safety of our pupils, we adopt the following procedures:

- All volunteers are given a copy of the Volunteer Policy and asked to sign a Volunteer Agreement (Appendix 2).
- Dependent on their role in the school, volunteers may have to be cleared by the Disclosure and Barring Service (DBS). A DBS Disclosure will be issued to the individual to present to the HR and Payroll Administrator/Business Manager.
- Volunteers agree to the visitors' code of practice when they start volunteering and from time to time as it may be updated.

4. Online Safety

Personal devices including mobile phones and smart watches that connect to the internet should not be used in school during class time. Volunteers may not make or receive calls during time spent with pupils; use of phones or smart watches must be limited to non-contact time when no children are present. Volunteers should keep devices out of sight in bags, desks or cupboards when on school property. Volunteers must only use school-owned devices for capturing, recording and storing data or photos of children and only if done so on the instruction of the supervising staff member, after permission is granted from the Head of Foundation/Head of Juniors.

5. Checking of Volunteers

There is no set formula for the checking of volunteers unless they are in regulated activity. The arrangements for volunteers will vary by individual and activity. The school must, therefore, assess whether the individual will be in regulated activity.

The Business Manager must be notified of any potential volunteers and they will complete a risk assessment (Appendix 4) for each volunteer to assess the need for any checks and be responsible for the carrying out of such. No volunteer must come into school without the knowledge and authorisation of the Business Manager.

Points to remember:

When a volunteer is *supervised*, they do not fall within the definition of regulated activity, and so a barred list check would not be available or required. This is so no matter how frequently or regularly an individual volunteers, except when the volunteer is doing personal care, which is always regulated activity.

When a volunteer is *unsupervised* and whose presence is frequent and regular, they are in regulated activity and as such an enhanced DBS with a barred list will be required. **Under no circumstances should a volunteer who has not been properly checked and cleared be left unsupervised at any time or be allowed to work in regulated activity.**

The school uses the flowchart in Appendix 3 of the ISI Commentary on the Regulatory Requirements ~~September~~ to assess what checks are required.

Volunteers can be said to be supervised if:

- The supervision is by a person who is in regulated activity (eg a teacher or classroom assistant)
- The supervision must be regular and day to day
- The supervision must be 'reasonable in all the circumstances to ensure the protection of children' (taking into account: the age of the children; the number of children; whether or not other workers are helping to look after the children; the nature of the work; how vulnerable the children are; and the levels of supervision).

Where a volunteer is engaged in a 'one-off' activity e.g. helping supervise a group of pupils as part of a class visit, no formal checks are required. However, such volunteers, who will be under the constant supervision of school staff and must not undertake any kind of personal care, must read and sign our Off-Site Visit Agreement (Appendix 3).

6. Volunteers for school visits

School visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. The teacher or staff member leading the visit will brief the volunteer regarding the trip risk assessment, daily schedule and any other important pieces of information. The trip leader, who will be a staff

member, has ultimate responsibility for the pupils. Pupils should never be left with a volunteer unsupervised unless they have an enhanced DBS with barred list.

7. Process for recruiting a volunteer (not applicable to those helping in a 'one-off' activity)

- a) The need for a volunteer is identified and agreed with the Head of Foundation / Head of Juniors.
- b) Volunteers will be given the volunteer policy and asked to read policies on the school website. They will be asked to complete Appendix 1 and return.
- c) The candidate/s attend the school for an informal discussion with a person with safer recruitment training to ensure the applicant is suitable for the role.
- d) Risk assessment is undertaken to determine the level of checks required for role.
- e) Enhanced DBS check with barred list check undertaken, if applicable.
- f) The volunteer will be made aware of the role and responsibilities they will be undertaking by the designated supervisor.
- g) References may be sought especially where the volunteer arrangement will continue on a regular basis.
- h) The volunteer is then able to come into school.
- i) The volunteer will receive an induction - school policies and documentation explained. These are to include Health and Safety (including fire evacuation procedures), Child Protection and Safeguarding, Code of Conduct, First Aid and Whistleblowing Policy. At this time they will also sign the Volunteer Agreement (Appendix 2).
- j) Volunteer records will be kept in the Business Manager's Office.

(As per **5. Checking of Volunteers** - those who are coming in to assist on a school trip in a 'one-off' capacity need to complete Appendix 3 - Off-Site Visitors Volunteer Agreement. Those who are 'in-school' in a one-off capacity do not require any checks.)

8. Work Experience/ Placement Students

Secondary schools, colleges and universities wanting students to be placed with us need to formally make contact with the Head of Juniors, Deputy Head or Head of Department / Key Stage outlining the aims of the placement and duration.

If the placement is as part of a teaching course (BA/BEd. or PGCE) the relevant Head of Department will deal with further correspondence/details with the assistance of the Business Manager, if required. DBS checks are the responsibility of the university/college and written assurance that the appropriate checks have been completed satisfactorily must be received by the Business Manager. If the placement is just for work experience purposes the school/college is asked to provide a reference for the student and the student is requested to complete the volunteer's paperwork. Hipperholme Grammar School retains the authority to refuse or terminate a placement to ensure the smooth running of the school.

9. Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the pupils they work with/come into contact with should be voiced with the designated supervisor and NOT with the parents of the child/persons.

Volunteers who are concerned about anything in the school, which may affect their work should raise the matter with the appropriate senior member of staff. Any information gained at the school about a child or adult should remain confidential.

10. Supervision

All volunteers work under the supervision of a teacher or a member of staff (designated supervisor). 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 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 pupils understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their designated supervisor.

11. Health and 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 DT equipment/accompanying pupils on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated supervisor/Business Manager.

12. Safeguarding

Volunteers are required to undergo safeguarding training and have the same responsibility as staff in relation to child protection and safeguarding, this will be arranged on the first day as part of the induction process.

13. Complaints Procedure

Any complaints made about a volunteer should be made in line with the School's Complaints Policy which is found on the school website.

14. Monitoring and Review

This policy has been approved by the Governing Body and will be regularly reviewed and updated.

15. Visitors Code of Conduct

All visitors and school volunteers must follow these rules:

1. Everyone who is part of the school community must adhere to the school's policies, many of which are available on the website, including Health and Safety, Child Protection and Safeguarding, Code of Conduct, First Aid and Whistleblowing. Printed copies are available on request.
2. Use appropriate language and behaviour at all times whilst on school premises or with pupils.
3. **Sign in and out of the premises at the School Office and wear a visitors badge** at all times whilst on the school grounds.
4. Report any breakages or accidents to your designated supervisor.
5. Report any concerns regarding the behaviour of a child to your designated supervisor or a DSL.
6. Never give a pupil a lift in your vehicle unless you have appropriate insurance, parental consent and a member of staff present.
7. Mobile phones/smart watches should not be used in the presence of the pupils and certainly not in a classroom environment or at any time in EYFS, unless in an emergency.
8. All photography and filming within school grounds or of pupils on trips is prohibited unless permission is granted from the Head of Foundation or Head of Juniors.
9. If a child attempts to make contact with you through a social networking site, screen print the page, inform a DSL immediately and do not respond.
10. Clothing should be respectful of pupils, staff and the working environment and community.

16. Summary of Forms Required

Frequency	In school?	On trip?	Forms needed
One off	Yes	No	None
One off	No	Yes	Off-site Visits Volunteer Agreement
Regular/more than once	Yes	No	Application Form Volunteer Agreement
Regular/more than once	No	Yes	Application Form Volunteer Agreement Off-site Visits Volunteer Agreement

APPENDIX 1

VOLUNTEER APPLICATION FORM - FOR NEW VOLUNTEER



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Name	
Address	
Date of Birth	
Phone Number	
Email address	
Current job role and employer	

Why do you want to volunteer at the school?

What activities/areas of the school's work would you like to help with?

Are there any particular age groups/classes you would like to work with?

When would be available to volunteer?

APPENDIX 1

VOLUNTEER APPLICATION FORM - FOR NEW VOLUNTEER



Do you have any disabilities/other needs we need to take into account or adjustments we need to make to allow you to work as a Volunteer in School? (If so, please give details)

Please provide details of two people who can provide professional references for you:
(If this is a work experience placement from a secondary school/college you only need to provide one reference from the school/college that you attend)

	Reference 1	Reference 2
Name		
Address		
Phone Number		
Email		
Relationship to you		

Name	
Signature	
Date	

Thank you for taking time to complete this Volunteer Application Form

Please return for the attention of the Business Manager. Your offer of help is greatly appreciated and we will be in touch as soon as possible.

APPENDIX 2

VOLUNTEER AGREEMENT (To be completed at induction)



Thank you for offering your services as a volunteer at 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 and return to the Business Manager. You will receive a copy of it for your records.

I have read and understood the following documents, either on the school's website or paper copy and agree to abide by the information contained within them:

- Child Protection and Safeguarding Policy
- School's Volunteer Policy, including Visitors' Code of Conduct (section 15)
- Current Keeping Children Safe in Education
- First Aid Policy
- Whistleblowing Policy

I also agree to / understand the following:

- I agree to treat information obtained from being a Volunteer in School as strictly confidential
- I understand that an enhanced Disclosure and Barring Service (DBS) and Barred List Check may be undertaken. (If you already have a DBS Certificate, please bring the original to the Business Manager, to see if this is able to be used for volunteering.)
- I have been made aware of who is my designated supervisor e.g. Class Teacher, Subject Teacher, Head of Department and who the School's DSLs are
- I agree there will be no payment for my services

Signed	
Name	
Date	

APPENDIX 3

OFF-SITE VISITS VOLUNTEER AGREEMENT



School visits are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of these school visits.

Please read and return this appendix, and sign and return the form. This is part of our school's risk assessment planning and safeguarding.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all of the pupils in your group under the instruction of the leader of the school trip.
- To stay with your allocated group of pupils, ensuring that their wellbeing and safety is maintained for the total duration of the school trip.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that your group keeps up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip.
- To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour.
- To follow the school's rules on mobile phone use, i.e. no use within the classroom environment.

Working alongside school staff

Volunteers are expected to:

- Comply with all of the above whilst being under the direct supervision of school staff.
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest.
- Follow guidance from the school staff in regards to what is permitted.
- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in the care of the volunteer on the school trip.

APPENDIX 3

OFF-SITE VISITS VOLUNTEER AGREEMENT



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- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties.
- Volunteer helpers are not permitted to take photographs of pupils subject to clause 4.
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets - before, during or after the school trip.

First Aid

You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless you are the Parent/Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid boxes will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on the trip or telephone the school.

Please read the below and sign to show your agreement with these points:

- I have read the Volunteer Policy and agree to abide by the information within it.
- I agree to the terms and conditions as stated in the Volunteer Policy.
- I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.
- I will treat any information I may hear about pupils or adults as confidential and will not discuss or disclose it out of school.

Signed	
Name	
Date	

Once completed please return this form to the Business Manager.

APPENDIX 4

VOLUNTEER RISK ASSESSMENT



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This risk assessment should be completed when considering whether a person working as a volunteer at the school should be asked to apply for an enhanced DBS certificate.

Name of Volunteer	
Are they in 'regulated activity'?	Yes / No

If 'yes', an enhanced DBS with Barred list check is required.

If 'no', an enhanced DBS without a Barred list check *may* be obtained

Areas to consider

What is the age group of pupils that the volunteer will work with?	
Are these pupils regarded as particularly vulnerable?	
How frequently will the volunteer be in school?	
What is the connection of the volunteer to the school?	
What motivates the volunteer to want to work in the school?	
Is the volunteer in paid employment or do they work in a voluntary capacity elsewhere with children?	
Can the volunteer provide at least one reference from someone other than a family member, including a senior person at the employment or voluntary service named above?	Yes / No referee name: contact details:
What information does the school already know about the person?	
Has the person's identity been verified?	Yes / No
Is the person signed up for the DBS Update Service?	Yes / No

APPENDIX 4

VOLUNTEER RISK ASSESSMENT



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Has a check been completed on the DBS Update Service?	Yes / No / n/a
Is the person aware of any reason why they should not volunteer to work with children?	
Is the school aware of any reason why this person should not work with children?	
Is this person with children between the hours of 2am and 6am?	This is regulated activity and the person must have an Enhanced DBS check

Decision

☐	High Risk - the person has no previous connection with the school AND cannot provide references from elsewhere.	There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school should consider whether the person's uncorroborated background would raise an unacceptable risk.
☐	Medium Risk - The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable.	There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so, as no enhanced DBS has been seen.
☐	Low Risk - The person is signed up to the DBS Update Service and the checks reveal no negative information OR The person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references OR the school knows the person well (eg. may be a former employee)	There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, unless the person uses the DBS Update Service, the school may decide to obtain a new enhanced DBS.

APPENDIX 4

VOLUNTEER RISK ASSESSMENT



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☐ Application for enhanced DBS check is not needed. State reason(s) below:

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☐ Application for an enhanced DBS check is needed. State reason(s) below:

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☐ Application for an enhanced DBS check and a Barred List check is needed because the person is in Regulated Activity

Name	
Signature	
Date	