



Holly Grove School

Volunteer Policy

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Approved by Governors:

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Statement of intent

At Holly Grove 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.

1. 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 (2023) 'Keeping children safe in education 2023'
- DfE (2018) 'Disqualification under the Childcare Act 2006'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy
- Low-level Safeguarding Concerns Policy
- Complaints Procedures Policy
- Safer Recruitment Policy
- Data Protection Policy
- Staff Code of Conduct

2. 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, i.e. the school, and not a close relative.

“Occasional volunteers” are individuals who only accompany staff and pupils 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 should read the information on the school website and will be required to submit a Volunteer Application Form to the school office.

Occasional volunteers

Occasional volunteers will be appointed at the headteacher's discretion and will not be required to go through the recruitment process. A written risk assessment will be conducted to determine what checks, if any, are required.

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 individual will be asked to have an informal interview discussion with a member of the SLT (Safer Recruitment Trained) to ensure they are suitable for the role
- 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

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 will conduct a risk assessment and use its professional judgement to decide what checks are required. The risk assessment 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 risk assessment 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 pupils 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 Safer Recruitment Policy.

4. 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 pupils.

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 pupils, including whether there is a large gap in their ages
- The number of pupils 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 pupils
- How vulnerable the pupils are
- How many volunteers would be supervised by each member of supervising staff

5. Induction

All volunteers will have a full induction with the Induction Lead or member of SLT.

Volunteers will be required to read and agree to the Volunteer Code of Conduct and Staff Code of Conduct before starting their role at the school.

All volunteers will be required to make themselves familiar with school procedures as part of their induction.

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.

6. Safeguarding

Volunteers will be provided with safeguarding information as determined by the governing board, using a proportionate, risk-based approach.

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 using Inventory at the school office
- Volunteers will wear a visitor's badge at all times with a clearly identifiable lanyard. Volunteers who have gone through all the appropriate checks will wear a green lanyard. Volunteers who require supervision at all times, will wear a red lanyard.
- 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 Child Protection and Safeguarding 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 Low-level Safeguarding Concerns Policy and/or the Allegations of Abuse Against Staff Policy.

7. Health and safety

Volunteers will be required to any relevant risk assessments/policies 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 a senior leader.

8. Absence

Volunteers are required to inform the deputy headteacher on 07772590043 by 7.30am on the day they were due to attend 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.

9. Confidentiality

All volunteers will be required to act in line with the Confidentiality Policy.

Volunteers will not be permitted to discuss any confidential information regarding a pupil 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 pupil being bullied or subjected to harm. Volunteers will report any concerns to a member of staff and are instructed not to notify the parents.

10. Complaints

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

11. Monitoring and review

The headteacher will review this policy every three years 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 June 2027

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:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other volunteers, members of staff and pupils, and make them feel valued.
- Be approachable, pleasant and positive role models for pupils.
- Adhere to all school policies, including the Child Protection and Safeguarding Policy, Health and Safety Policy, Data Protection Policy, Anti-bullying Policy, and Behaviour Policy.
- Maintain confidentiality of personal information at all times, unless there is a need to report an issue to a member of staff.
- Treat all pupils and members of staff equally.
- Report any incident of challenging behaviour to the class teacher or a senior member of staff immediately.
- Dress appropriately and behave in a manner which promotes healthy and safe working practices.
- 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 in the workplace to the supervisor.
- Make proper use of the resources.
- Conduct work in a cooperative manner.
- Turn off mobile phones while on school premises.

Volunteers will not:

- Discipline pupils; if there are any problems, the class teacher or a senior member of staff will be informed immediately, and they will manage the situation.
- Shout at, hit, threaten or handle a pupil.
- Take photographs in school without the prior permission of the headteacher.
- Develop 'personal' or sexual relationships with pupils.
- Work with pupils when not in the proper physical or emotional state to do so, e.g. under medication which causes drowsiness, or under extreme stress which may impair judgement.
- Behave in an illegal, improper or unsafe manner, e.g. smoking or drinking alcohol.
- Share personal contact details with pupils or make personal arrangements to meet pupils outside school.
- Express any extremist or discriminatory views, or any views that would offend others.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the school into disrepute when representing the school.

- 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 pupil.

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

Signed: _____

Date: _____

23-24 Induction Process – For all new staff

(Students, Volunteers, Agency staff etc)

Name of staff: Class based in:

Date started work..... Date of Induction interview.....

(Please date and initial as provided/achieved)

Item
Important Documents: School/Lancashire Induction pack/KCSiE 2023 – Please read
Allocated named mentor from the room they are based in Named mentor:
Confidentiality
Challenging Behaviour – BSP/PHP/Team Teach/Here to help/Staff Help/ACES
Health and Safety procedures: First Aid/Visitor Pass/Inventory/Serious Incidents/Fire/Lockdown/ School Crossings/Moving & Handling
Mental Health/Wellbeing/ACES– Staff/Pupils
Safeguarding/Child Protection Procedures/CPOMS DSL – Karen Alty – Head, Eve Taylor – Deputy, Nick Barrett – Family Support Manager, Danielle Alty – Assistant Headteacher, Rebecca Taylor- Assistant Headteacher Level 1/2 Safeguarding training last received?..... Safeguarding Portfolio in class – Read – Safeguarding Policy/Code of Conduct/CME/Behaviour Policy (min) Mobile Phones
Age-appropriateness and not prompting too much
Induction Training/Training Needs -

Engagement with parents	
Care Plans, Behaviour Management Plans, IEPs for all children they are working with, also physiotherapy programmes etc. Each class has pupil profiles/pen portraits in their - read	
Any questions, go to mentor if have any queries, if mentor not available go to Deputy	
Date:	
Signed SLT:	Signed Inductee:

DBS seen..... ID seen.....

Induction Checklist/Evaluation 23-24

I have read my **induction handbook** and understand the values and aims of Holly Grove School ✓

I understand how to keep myself and others safe at Holly Grove School ✓

I know who my mentor is and who to seek advice from if I have any concerns ✓

I know who the DSLs in school are and how to report any safeguarding concerns ✓

I understand what to do in the event of a fire/lockdown ✓

I have read and understood **Keeping Children Safe in Education 2023** ✓

I have read and understood the schools' **Safeguarding and Child protection Policy** ✓

I have read and understood the **Staff Code of Conduct** ✓

I have read and understood the **CME Policy** ✓

I have read and understood the **Behaviour policy**. ✓

I have completed Prevent training <https://www.elearning.prevent.homeoffice.gov.uk> ✓

I can confirm that all of the above are true

Signed.....

Date.....

Please circle:

Do you feel the induction process has provided you with the information you need to begin your role at Holly Grove School?

Completely

Mostly

Partly

Not at all

What other information would be helpful during your induction?

.....

.....

.....



Holly Grove School Volunteer or Student Placement Request Form

Thank you for considering a student or volunteering placement at Holly Grove School. We receive a huge amount of requests every year. To ensure the experience is as meaningful and as valuable as possible for both yourself and the school, I would like you to fill in the following information and return to deputy@holly-grove.lancs.sch.uk. You will receive a reply within 10 working days to let you know if we are able to provide a placement. Placements will be dependent on an informal interview and enhanced DBS and provision of two recent references.

Name:	
Email contact:	
Reason for wanting a placement at Holly Grove:	
If the placement is linked to a course, please give the name of the course and college/university:	
Dates requested for the placement:	
Relevant Qualifications:	
Relevant experience:	

Relevant skills	
Any other information you wish to provide to support your application:	
Suitable days for informal interview?	

Thank you for your application. Kind regards Eve Taylor (Deputy Headteacher)

We are committed to safeguarding and protecting the welfare of children.