

BDMAT

Volunteer Policy

Issued: October 2019

Reviewed November 2022

Next review due: Autumn 2025



Birmingham Diocesan Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

1.0 Introduction

- 1.1 The schools within the Birmingham Diocesan Multi-Academy Trust (BDMAT) benefit greatly from developing well planned, active parental and community links through participation by adults in the activities of the schools on a voluntary basis.
- 1.2 BDMAT believes that volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all pupils.
- 1.3 Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children within our schools without encroaching on the professional teaching responsibilities of the class teacher.

2.0 Aim

- 2.1 The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in our schools.

3.0 Categories of Volunteers

- 3.1 Volunteers could include any of the following (this list is not exhaustive):
 - Members of the Local Academy Board (LAB) or Executive Governing Body (EGB);
 - Parents, carers, guardians, elder siblings or grandparents of pupils;
 - Students on work experience or placement;
 - University students;
 - Ex-members of staff;
 - Local residents;
 - Volunteer drivers for trips or sporting fixtures; and
 - Staff family members.

4.0 Types of Activities

- 4.1 Activities in which volunteers may be engaged could include any of the following:
 - Hearing children read;

- Working with small groups of children;
- Working alongside individual children;
- Undertaking art and craft activities with small groups of children;
- Working with children on computers;
- Preparing resources for a future lesson;
- Accompanying school visits;
- Escorting children on local walks;
- Running or assisting with an after-school club;
- Social activities such as running a disco;
- Fund raising activities such as running a cake stall or summer fayre; or
- Interviewing children on a governor visit.

5.0 Becoming a Volunteer

5.1 Anyone wishing to work as a volunteer who will be in school on a regular basis or a one-off occasion completing a work placement should request a Volunteer Application Form from the school office (attached to the appendix). This should be completed and returned with the necessary original identity documents to facilitate a DBS (Disclosure and Barring Service) clearance check if required. The Headteacher (or staff member with delegated responsibility) will carry out a risk assessment (see appendix 2) to ascertain if a DBS is required. References will also be requested to support the application. Where the volunteering is a placement linked to a course of study the cost of the DBS (if required) will be met by the volunteer (or their college).

5.2 The Headteacher (or staff member with delegated responsibility) will interview the potential volunteer and an appropriate placement will be agreed. Interview notes will be retained in the volunteer's file. The volunteer will normally be placed in a class which has no family connection to the applicant. A regular day and time will be agreed, and the applicant will be expected to sign all relevant documentation. An entry will be made on the school's safeguarding Single Central Record (SCR) and a file maintained with the confidential details of the volunteer.

5.3 The exceptions to this are:

- With work experience students or university placements who apply via their educational establishment it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at the school. The school will obtain a letter from the educational establishment to confirm these checks have been undertaken and record this on the single central record. The student will be expected to sign a confidentiality agreement and will not normally be placed in a class with any family connection.

- One-off volunteers i.e. assisting with a school walk, a fund-raising event or a school visit will not require a DBS. Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care; these volunteers should be supervised at **all times** due to the lack of DBS clearance.
- If there is any doubt as to the level of checks required, a decision should be sought from the Headteacher.

6.0 Safeguarding Induction

- 6.1 All volunteers working regularly in school must undertake a safeguarding induction to include health and safety before commencing their voluntary role and undertake Safeguarding and Child Protection Training, Prevent Training and Manual Handling Training and Health and Safety overview.

7.0 Information on the Role of a Volunteer

- 7.1 All volunteers should have access to this policy and the school's Staff Handbook or equivalent which includes important information about the day to day routines of the school, a site map and advice on protocol and practices in school.
- 7.2 Volunteers should also have access to the following policies which are all available from the school office (please note that individual schools may refer to these policies by different names or be contained with other policies):
- Health and safety Policy;
 - Staff Code of Conduct
 - Data Protection Policy;
 - Safeguarding & Child Protection Policy;
 - Keeping Children Safe in Education (current) Annex and Equal Opportunity Policies;
 - Behaviour Policy;
 - ICT Acceptable Use Policy (where regular access to the school's computer network is necessary).

8.0 Volunteers' expectations

- 8.1 Volunteers in schools should be expected to:
- be recognised for their valuable contribution to the learning experience for the children they support;
 - be assigned worthwhile tasks;

- access any school policies or procedures that are relevant to their role;
- access any training that is necessary for the success of their activities; and
- claim any expenses incurred such as travel (where a personal car is being used for a school trip etc) or purchases made on behalf of the school and on the instruction of the class teacher.

9.0 Schools' expectations from volunteers

9.1 Schools expect all volunteers to:

- Adhere to the name protocol for staff i.e. Miss Smith, Mr Brown etc;
- Adhere to the school's Dress Code;
- Adhere to the school's Health and Safety Policy, Safeguarding Policy, Data Protection Policy, Staff Code of Conduct and ICT Acceptable Use (where appropriate), Site Security Policy;
- Read and work within the Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (2019) and Keeping Children Safe in Education (latest version);
- Be role models for the children they work with i.e. consider the language they use, no smoking or swearing and dress appropriately;
- Refer any behavioural or safeguarding concerns to the class teacher or a designated safeguarding leader;
- Commit to a regular window of time to allow teachers to plan activities to include the volunteer;
- Advise school as soon as possible when it is not possible to attend;
- Annually disclose any information of a criminal nature; and
- Undertake an Enhanced DBS where applicable.

10.0 Security

10.1 All volunteers must sign in and out and wear a visitor badge for the duration of their volunteering session.

11.0 Internet use and social networking

11.1 Volunteers are expected to behave in an ethical and lawful manner about the use of the internet and emails. Care and attention should be taken while using social networking sites. Use of these sites should not involve communication regarding your role at this school or any activities which may bring the school into disrepute and / or may cause us to question your suitability to work with children. Volunteers must not attempt to contact pupils via social media or email or decide to meet outside of school.

12.0 Absence

- 12.1 Volunteers are asked to inform the school as soon as possible if they are unable to attend when expected. If they are called away in the event of an emergency while volunteering, they should let the class teacher / office know before leaving the premises.

13.0 Confidentiality

- 13.1 Volunteers are reminded that all information on individual pupils and members of staff is confidential and that the sharing of data is protected under the General Data Protection Regulations 2018. They are not permitted to discuss children's or staff member's issues with other professionals in the school, or with parents or members of the community out of school. Volunteers who break this confidentiality rule will be asked to leave. There may be instances where volunteers MUST pass information to the headteacher, Designated Safeguarding Lead or class teacher. These include incidents where the child is bullied or where there are concerns for a child's wellbeing. If a child discloses, he or she is being harmed in any way, volunteers must not report this to the child's parents / carers. Any disclosures must be reported to the Designated Safeguarding Lead immediately.

14.0 Equal Opportunities

- 14.1 At BDMAT, we do not tolerate discrimination in any form and are minded of our legal duties regarding discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender, sexual orientation or marital, social or financial status. All volunteers are always required to make a commitment to this policy and treat everyone with respect.

15.0 Complaints Procedure

- 15.1 Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher for investigation.
- 15.2 The Headteacher reserves the right to take the following action:
- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated;
 - Offer an alternative placement or activity for a volunteer; and
 - Inform the volunteer that the placement has been withdrawn.

Appendix 1

Registration Form for Voluntary Helpers with Disqualification Requirements for Early and Later Years and Risk Assessment for an Enhanced DBS Check

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful volunteer will be subject to all necessary checks.

We are really appreciative of your offer to help at the School. You will appreciate that the School must be particularly careful to enquire into the background of individuals who have access to pupils at the School. The School keeps a record of all persons who carry out voluntary work at the School. You are asked, therefore, to complete the details below and return it to the School. In accordance with Keeping Children Safe in Education, we ask volunteers to give names and addresses of two 'professional' referees. Please provide these below.

If, as a voluntary helper, you have regular unsupervised contact with the pupils then it will be necessary for a Disclosure and Barring Check, including a Barred List Check, to be made on you.

Title (Mrs/Miss/Ms/Mr):	
Surname:	
Previous name(s):	
Forename(s):	
Address:	
Date of birth:	
Telephone no:	
Have you ever lived overseas?	Yes: <input type="checkbox"/> (Please give details separately) No: <input type="checkbox"/>
Teacher reference number	



Relevant experience (e.g. education, training, employment or voluntary work):

Referees:

Please give names and addresses of two professional referees who can comment on your suitability to work with children.

First Referee

Full name:	
Job title:	
Telephone no:	
Full address:	
Relationship to volunteer:	

Second Referee

Full name:	
Job title:	
Telephone no:	
Full address:	
Relationship to volunteer:	

Reference Declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee's relationship with the candidate;
-



- Details of any substantiated allegations or concerns relating to the safety and welfare of children;
- Details of any child protection concerns, and if so, the outcome of any enquiry;
- Whether the referee has any reservations as to the candidate's suitability to volunteer to support children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to volunteer with children.

By signing the below I consent to my named referees being contacted in accordance with the above.

Signed:	
Print name:	
Date:	

DBS Check

I consent to a Disclosure and Barring Service (DBS) check being made on me. If I will have regular unsupervised contact with pupils, this check will include a Barred List check. and In line with Keeping Children Safe in Education, information related to this check will be held by the School as a record that appropriate checks have been carried out.

Disqualification

Volunteers and casual workers (including individuals on work experience) who are directly concerned with the management of childcare provision, and/or who work on a regular basis, whether supervised or not, in relevant childcare, are within the scope of the legislation.

I confirm that I am not disqualified from working with children in Early or Later Years settings (this covers children in nursery or reception classes in the school day and children above reception age but who have not attained the age of 8 in activities before and after school). I understand and accept that I must inform the Headteacher immediately if I become disqualified.

Signed:	
Print name:	
Date:	



Appendix 2a

For School Use – DBS Risk Assessment (Section 1 or 2 must be completed)

Section 1: Regular unsupervised contact with pupils

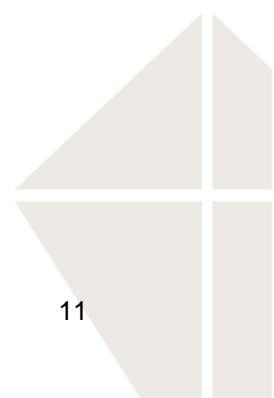
Nature of work with children	
Information known about the volunteer (see above application form)	
Has the volunteer undertaken any voluntary activities where references can advise on suitability to work with children?	
Is the role eligible for an Enhanced DBS check? (See flowchart and KCSiE guidance at appendix 2b and 2c)	Yes: <input type="checkbox"/>
DBS application made:	Yes: <input type="checkbox"/>
Date:	
Signed:	
DBS clearance received:	Yes: <input type="checkbox"/>
Date:	
Signed:	

Section 2: No regular unsupervised contact with pupils:

Nature of work with children	
Information known about the volunteer (see above application form)	
Has the volunteer undertaken any voluntary activities where references	

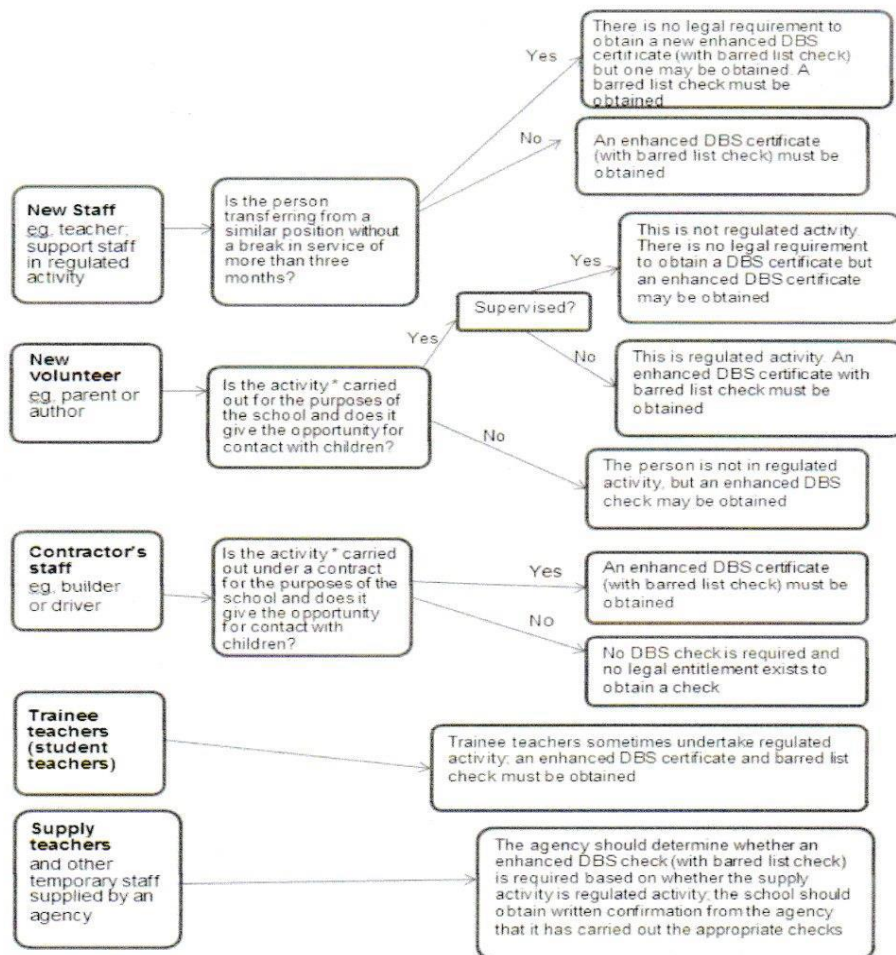


can advise on suitability to work with children?	
Is the role eligible for an Enhanced DBS check? (See flowchart and KCSiE guidance at appendix 2b and 2c)	No: <input type="checkbox"/>
No regular unsupervised contact with pupils:	Yes: <input type="checkbox"/>
Date:	
Signed:	



Appendix 2b

Flowchart of Disclosure and Barring Service Criminal Record Checks and Barred List Checks



* Activities listed under the guidance's definition of regulated activity and which are carried out frequently

Appendix 2c

Guidance from Keeping Children Safe on Regulated Activity for volunteers.

Annex E: Statutory guidance - Regulated activity (children) - Supervision of activity with children which is regulated activity when unsupervised

This statutory guidance on the supervision of activity with children, which is regulated activity when unsupervised, is also published separately on [GOV.UK](https://www.gov.uk)

We start with a presumption of trust and confidence in those who work with children, and the good sense and judgement of their managers.

This guidance applies when an organisation decides to supervise with the aim that the supervised work will not be regulated activity (when it would be, if not so supervised). In such a case, the law makes three main points:

- there must be supervision by a person who is in regulated activity
- the supervision must be regular and day to day; and
- the supervision must be “reasonable in all the circumstances to ensure the protection of children”.

The organisation must have regard to this guidance. This gives local managers the flexibility to determine what is reasonable for their circumstances. While the precise nature and level of supervision will vary from case to case, guidance on the main legal points above is as follows.

Supervision by a person in regulated activity/regular and day to day: supervisors must be in regulated activity themselves.

The duty that supervision must take place “on a regular basis” means that supervision must not, for example, be concentrated during the first few weeks of an activity and then tail off thereafter, becoming the exception not the rule.

It must take place on an ongoing basis, whether the worker has just started or has been doing the activity for some time.

Reasonable in the circumstances: within the statutory duty, the level of supervision may differ, depending on all the circumstances of a case.

Organisations should consider the following factors in deciding the specific level of supervision a person will require:

- ages of the children, including whether their ages differ widely
- number of children that the individual is working with
- whether or not other workers are helping to look after the children
- the nature of the individual’s work (or, in a specified place¹⁶⁷ such as a school, the individual’s opportunity for contact with children)
- how vulnerable the children are (the more they are, the more an organisation might opt for workers to be in regulated activity), and
- how many workers would be supervised by each supervising worker.

An organisation is not entitled to request a barred list check on a worker who, because they are supervised, is not in regulated activity.

Examples

Volunteer, in a specified place

Mr Jones, a new volunteer, helps children with reading at a local school for two mornings a week. Mr Jones is generally based in the classroom, in sight of the teacher. Sometimes Mr Jones takes some of the children to a separate room to listen to them reading, where Mr Jones is supervised by a paid classroom assistant, who is in that room most of the time. The teacher and classroom assistant are in regulated activity. The headteacher decides supervision is such that Mr Jones is not in regulated activity.

Volunteer, not in a specified place

Mr Wood, a new entrant volunteer, assists with the coaching of children at his local cricket club. The children are divided into small groups, with assistant coaches such as Mr Wood assigned to each group. The head coach oversees the coaching, spends time with each of the groups, and has sight of all the groups (and the assistant coaches) for most of the time. The head coach is in regulated activity. The club's managers decide whether the coach's supervision is such that Mr Wood is not in regulated activity.

Appendix 3

Volunteer Reference Record Sheet

BDMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Name and address of proposed volunteer:	
In what capacity do you know the proposed volunteer?	
How long have you known the proposed volunteer (years/months)?	
Referee's assessment of the proposed volunteer's qualities:	
Ability to work with children:	
Ability to work with other adults:	
Honesty and ability to be confidential:	
Timekeeping and reliability:	
Is the referee aware of any reason why the proposed volunteer should not work at the school? If yes, please give the reason(s).	
The Governing Body is committed to safeguarding and promoting the welfare of children. Is the referee aware of any issues regarding child protection/welfare in connection with the proposed volunteer?	
Referee's name:	
Referee's address:	
Referee's signature:	
To be completed by the School:	
Reference accepted by (name):	
Job title:	
Signed:	

Date:

Items to go into the Volunteer's file:

- Application form
- 2 references
- Copy of online check
- Copy of DBS risk assessment
- Copy of Volunteer reference sheet
- Interview notes
- Snapshot from DBS checking service
- Copies of ID
- ***If volunteers are ex-teachers evidence a check was made that they are not disqualified from teaching or on the barred list.***
- Signature sheet from Staff Code of Conduct

Items to go on volunteers file in on a placement from an educational establishment:

- Copy of ID
- Letter from the educational establishment confirming that all safeguarding checks including DBS have been completed.
- Signature sheet from Staff Code of Conduct