



Volunteer and Placement Student Policy

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TGT:

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Key contacts

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1. Introduction

At *The Gallery Trust* we recognise and value the effort taken by parents and other volunteers who contribute towards school activities. We encourage your assistance and acknowledge that many school activities are enhanced with your help. We welcome volunteers who wish to work with our pupils on a regular basis, and who are prepared to demonstrate a clear commitment to enhancing pupil outcomes.

We aim to make sure that your time spent in school is productive and enjoyable. The deployment of any volunteer, whether for one day or for a number of sessions over a longer period, must take account of the needs of pupils and the staff to whom they are assigned. We have a duty to ensure that the welfare of pupils is promoted, and they are safeguarded from harm.

This policy sets out the practices and procedures, which will be followed by appointing, managing, and supervising volunteers. It also contains a code of conduct which all volunteers are required to comply with, in order for us to provide a safe environment and positive educational climate for pupils.

All adults who work in our school, including volunteers, have an absolute duty to promote and safeguard the welfare of children in the school, and to fulfil the expectations detailed in this policy.

2. Statutory Guidance on the Recruitment of a Volunteer.

- The school will regard the DfE statutory guidance, 'Safeguarding children and safer recruitment', which states that if a school seeking volunteers has little or no recent knowledge of the individual, it should adopt the same recruitment measures as it would for paid staff.
- In circumstances where a school approaches a parent volunteer who is well known to the school, a streamlined procedure can be adopted: background checks, references, conducting an informal interview to gauge the person's ability and aptitude, and undertaking a List 99 and a Disclosure and Barring Service (DBS) check.
- If the volunteer's role is a one-off, such as accompanying teachers and pupils on a day trip, for a school fete or concert, measures are not required, as long as the person is not left alone in charge of children.
- If the volunteer is recruited by another organisation to work in a school, for instance, sports coaches from a local club, the school should receive assurance from the organisation that the person has been properly vetted.

3. Expectations of volunteers

Before volunteering in our school, all volunteers will:

- Meet with a member of the senior leadership team
- Undergo safeguarding training by completing:
 - Complete ['Level 1: Introduction to Safeguarding \(2021 recommended course for Volunteers\)'](#)
 - Complete [Channel Training course](#)
- Undergo a DBS check (if appropriate) *
- Read Appendix 1: Guidance for volunteers
- Complete and return:
 - Appendix 2: Volunteer Information Sheet
 - Appendix 3: Code of Conduct for Volunteers
 - Appendix 4: Volunteer Application Form
 - Appendix 5: Key document sign off
 - Appendix 6: Policy related questions
- Provide photographic evidence of their identity
- Understand signing in processes
- Observe confidentiality of students and staff
- Complete a 'taster' session (morning or afternoon session – 3 hours) #
- Follow the schools Covid site risk assessment

DBS

***All volunteers in regulated activity in our schools will undergo an Enhanced DBS check.** However, there may be situations where the Senior Leadership Team for the individual school will need to assess whether the completion of an Enhanced DBS check is necessary and proportionate based on the level of supervision of the volunteer and whether they are in regulated activity. Full guidance is in KCSIE; Annex5; p156. The Senior Leadership Team can also speak to the DSO for the Trust for advice and guidance.

Please note that it is a criminal offence for a person that has been barred from working with children and young people to work or volunteer in a school.

In addition, any volunteer who has spent more than 3 months in any one overseas country must provide a Certificate of Good Conduct from the Embassy of each country.

Students above school-age who are on extended placements are required to have an Enhanced DBS check if they are in school for more than one day per week: in school for more than four times a month: have direct contact with children.

Please be aware that without the correct DBS documents in place and the above documents completed you will not be able to commence your work experience/volunteer placement.

'Taster' session

We encourage volunteer and placement students to visit Bardwell prior to any placement starting. In order to have the most successful and immersive placement a member of the Senior Leadership Team would like to be able to speak to you about the class you will be joining, information about our school day, the support we provide our students and general housekeeping information. We suggest volunteer and placement students come in for a morning (8.45-12.30) or afternoon (12.30-15.30) session before starting a placement. A convenient date can be arranged following the completion of all the correct documentation.

Confidentiality

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 Data Protection Act 2018. (The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR)). All adults in school, including volunteers, are bound by a code of confidentiality. Any concerns that volunteers may have about individual pupils or staff should be shared with the class teacher, a member of the DSL team or the headteacher and must NOT be shared with any person outside the school. Volunteers who break this confidentiality rule will be asked to leave.

Volunteers are advised not to report this to the child's parents / carers and must follow the schools safeguarding/Child protection policy.

If they do not wish to discuss their concerns with someone in school then they should discuss the matter with the Designated Safeguarding Officer for The Gallery Trust, Alison Beasley.

Supervision

All volunteers work under the supervision of the teacher of the class to which they are assigned. Teachers retain responsibility for pupils at all times, including behaviour and the activity they are undertaking. Volunteers should have clear guidance from the teacher as to how an activity is carried out and what the expected outcome of an activity is. Volunteers are encouraged to seek further advice and guidance from the teacher in the event of any query or problem regarding children's understanding of a task or behaviour.

Health & Safety

The school has a Health and Safety Policy which volunteers are required to comply with. Volunteers should be made aware of emergency procedures (e.g. evacuation) and safety aspects of being involved in a particular task. Class teachers must ensure that volunteers are informed about any safety aspects associated with a particular task (e.g. using equipment / accompanying children on visits).

Volunteers need to exercise due care and attention and report any hazards or concerns to the teacher or site manager.

Volunteers must be signed in at all times when on school site, this includes signing in on arrival at school and signing out on departure.

The Gallery Trust has a no smoking policy throughout the site and its grounds. ·

Safeguarding

Safeguarding the welfare of pupils is paramount. Everyone who visits our schools should be aware of their responsibility to make sure that all young people are safe. All volunteers must ensure they know who their Designated Safeguarding Lead is and understand the process for reporting concerns around children.

If you are worried about the safety of any young person in our school, you must report this to any member of the DSL team. They can be contacted through Reception.

As a volunteer you are expected to follow our school safeguarding/child protection policy, KCSIE and the code of conduct for volunteers to keep you and the children in our school safe. (See appendix 3)

Allegations against staff and volunteers

Volunteers are expected to abide by our school allegations management policy. All volunteers must report any concerns about the behaviour of other staff and volunteers in our school, which includes the reporting of low-level concerns.

Concerns about staff or volunteers in our school should be reported to the headteacher, if the concern is in relation to the headteacher, then the concern should be reported to the Designated Safeguarding Officer for the Trust.

When an allegation or low-level concern that has a safeguarding element is reported, a consultation will take place with the LADO for Oxfordshire.

If a volunteer does not feel confident about reporting the concern within the school, they can contact the Designated Safeguarding Officer for the Trust directly.

Volunteer suitability

All volunteers must fill in the suitability (appendix 4) and update the headteacher of any changes in the personal circumstances which may affect their suitability to continue to volunteer in the school.

Complaints Procedure

Any complaints made about a volunteer will be referred to the Head Teacher or another member of the school Senior Leadership Team for investigation. Any complaints made by a volunteer will be referred to the Head Teacher or another member of the school Senior Leadership Team.

The Head Teacher reserves the right to inform the volunteer that the school no longer wishes for him/her to continue their activities in school. This may be with immediate effect.

Absence

Volunteers are required to inform the school on the day they are due in, if unable to attend when expected. If you are called away in the event of an emergency while volunteering, please let the class teacher or office know before you leave the premises.

Internet Use and Social Networking

Volunteers are expected to behave in an ethical and lawful manner with regard to 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 employment 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 make arrangements to meet outside of school.

Equal Opportunities

At *The Gallery Trust* we do not tolerate discrimination on the grounds of age, disability, race, ethnic background, colour, religion, gender, sexual orientation or marital, social or financial status. All volunteers are required to make a commitment to this policy and treat everyone with respect at all times.



APPENDIX 1 - Guidance for volunteers

Bardwell School has 106 pupils on roll, all of whom have Education Health and Care Plans. Students have a range of learning difficulties.

The school has small classes, with 8 – 9 students in each group. Classes are grouped according to national curriculum year groups. Some classes have mixed year groups.

The school day commences for staff at 8.45am with a morning briefing in the staffroom. Pupils arrive for registration at 9.00am. The school closes at 3.15pm Monday to Friday. Lunch is served to students in the school hall in two sittings between 11.55am and 1.05pm. Please help yourself to refreshments, available in our staffroom, during your breaks.

Please ensure that you do not have any close physical contact with pupils or are left alone with pupils at any point during your visit.

If you have any concerns about Health and Safety, please raise these with a member of staff at the earliest opportunity. If the fire alarm sounds, please follow fire drill procedures (found in each area of the school) and follow the direction of the class team to the muster point.

We hope you enjoy your visit to Bardwell School. If you would like to discuss any aspect of your visit, please speak to the school office.



APPENDIX 2 – Volunteer Information Sheet

	Please tick
I confirm there is no reason why I should not work with children. I understand that all regular volunteers are required to have an Enhanced DBS check	
I confirm that I have read and will abide by The Trust's Volunteer Policy.	
I confirm that I have signed The Trust's suitability form, and will alert the headteacher of any changes in my personal circumstances that may affect my suitability to volunteer	
I confirm that I have read, understood and signed the volunteer code of conduct	
I confirm that I have read, and will abide by The Trust's Safeguarding policy	
I confirm that I know it is my statutory duty to act on any safeguarding concerns, and I understand who to report them to	
I will follow The Trust's rules and procedures, including those relating to Child Protection, Health and Safety, Supervision and Confidentiality	
I will contact the school if I am unable to attend as expected and will provide as much notice as possible	

Signed by volunteer:

Name:

Date:

Signed on behalf of The Gallery Trust	
Name:	Date:

This agreement is binding in honour only and is not a legally binding contract of employment

Data Protection Statement

Your personal data will be used by The Gallery Trust for the purpose of facilitating your volunteer experience. Your data will not be shared with any other organisation unless The Gallery Trust is legally obliged to disclose it, and it will be deleted once you have ended your volunteer experience.



APPENDIX 3 – Code of Conduct for Volunteers

Volunteers are expected to maintain high standards of behaviour and conduct while involved in activities at school. The following is a guide to appropriate conduct while working in or on behalf of our school (including school trips, residential visits and out of school activities).

As a volunteer in our school you must:

- 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 be a positive role model for pupils.
- Adhere to all school policies. For example: Child Protection, Health and Safety, Anti Bullying, Allegations Management
- Maintain confidentiality of personal information at all times, unless there is a need to report something.
- Treat all children and members of staff equally.
- Report any incident of concerning behaviour to the class teacher immediately, this includes pupils, staff and volunteers
- Dress and behave in a manner which promotes healthy and safe working practices
- Accept and follow directions from your supervising staff member and seek guidance through clarification where you may be uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report to the supervising staff member any potential hazard in the workplace.
- Avoid waste or extravagance and make proper use of the resources of the school.
- Conduct your work in a co-operative manner.
- Turn your mobile phone off while you are on school premises.

You should never

- Use negative responses to discipline children. As a volunteer, you are not expected to discipline children. Bardwell School adopts a positive approach to behaviour management. This should be followed at all times. If there are any problems, tell the class teacher straight away and they will deal with the situation.
- Carry out personal care of children within our schools.
- Take photographs in school without the prior permission of the class teacher.
- Develop 'personal' relationships with pupils.
- Work with children when you are not in the proper physical or emotional state to do so. For example: if you are unwell

- Behave in an illegal, improper or unsafe manner. For example: smoking or drinking alcohol.
- Share your personal contact details with pupils or make personal arrangements to meet children outside school. This includes all social media, e.g. Facebook and Instagram.
- Discriminate favourably or unfavourably towards a child.
- 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 gifts, unless arranged through your Headteacher, for example.
- Use your status as a volunteer in The Trust to approach parents or children outside school

Confidentiality Statement

I agree that during the course of my volunteering with The Gallery Trust, and at all times thereafter, I will keep confidential any information, however obtained, concerning the school, staff, students and families, and I will not disclose any such information to any other party. Furthermore, I agree that I will not use any such information for my own purpose or for the purposes of any third party.

Agreement

I have read and understood The Gallery Trust Code of Conduct and Volunteer Policy and agree to abide by these policies.

Signed	
Print Name	
Date	

If you are completing this form electronically, please type your name to indicate signature.



APPENDIX 4 – Volunteer Application Form

Thank you for applying to volunteer within one of The Gallery Trust's schools and for giving your time generously to support children and their education.

Instructions:

- Please ensure all section are fully completed
- Please use black ink to complete the form
- You must sign and date the declaration at the back of this form (or type if filing in electronically)

The information that you provide on this form will be handled and stored in accordance with current Data Protection legislation.

Volunteer application form

First name	
Surname	
Mr/Miss/Mrs/Ms/other	
Date of Birth	
Occupation	
Preferred contact number	
E-mail Address	
Address	
Emergency contact name and number:	
Work/Volunteering experience: Please detail your previous work and volunteering experience.	

Personal Statement:

1) Tell us a little about yourself and why are you interested in volunteering at Bardwell School?

2) Why have you chosen to volunteer at this time?

3) What skills/experience will you bring?

Please specify the type of placement you require (e.g. Year Group and/or curriculum area):

Please specify the length of placement (start and end date):

Please specify number of hours needed (if appropriate):

Please give details of preferred dates / days/ times of placement:

Do you have any support needs that you would like us to be aware of?

References

Please give details of two professional or academic referees. We cannot accept referees who are personal friends or family members. You must have known the referee for a minimum of one year.

Referee 1

Referee 2

Name:

Name:

Role:

Role:

Relationship to you:

Relationship to you:

Email address:	Email address:
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The Gallery Trust

As part of our duty to safeguard pupils, we need to check whether you have been disqualified from caring for children. Please answer the questions and sign the declarations below.

Please note that you are not required to disclose convictions or cautions that are 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Self-declaration		
	YES	NO
Have you been convicted of committing, or been given a caution, reprimand or warning since 6 April 2007 for, any offences set out in schedules 2 and 3 of the Childcare (Disqualification) Regulations 2009? This includes, but is not limited to: <ul style="list-style-type: none"> Any offence against or involving a child Any sexual offence Any violent offence, i.e. murder, manslaughter, kidnapping, false imprisonment, actual bodily harm (ABH), or grievous bodily harm (GBH)		
Have you been barred from working in regulated activity with children (i.e. are you included on the Disclosure and Barring Service Children's Barred List)?		
Have you received a criminal caution or conviction from overseas?		
Are you known to the police or children's social care for any other reason that could affect your suitability for this post?		
Have any orders relating to the care of children, as set out in schedule 1 of the Childcare (Disqualification) Regulations 2009, been made in respect of you? This includes, but is not limited to: <ul style="list-style-type: none"> Orders disqualifying you from caring for children Orders disqualifying you from private fostering Any refusal of an application for you to be registered in relation to a children's home Care/child protection orders issued in respect of a child in your care		
Have you lived or worked outside the UK for more than 3 months in the last 5 years?		

	YES	NO
Are you subject to any sanctions relating to work with children in any country outside the UK?		

Please provide further information if you have answered 'Yes' to any of the questions above:

- I understand that I must disclose all information regarding my suitability to care for children. If I fail to provide true and accurate information on this form, and don't disclose relevant information regarding my suitability to care for children, that my employer, The Gallery Trust, may have the right to terminate my employment or volunteering.
- I understand my responsibility to safeguard children and am aware that I must notify my manager of anything that may affect my suitability **as soon as possible** (for example, concerns raised about my ability to protect my own children, being interviewed by a social worker regarding something in my personal life, any investigations in relation to paid, voluntary or unpaid work)
- I will ensure I notify my Headteacher of any convictions, cautions, court orders, reprimands, warnings or formal interviews with the police I may receive.
- I am aware that if I am taking medication on a regular basis that may affect my suitability that I must notify my employer, and that I must keep the medication in a safe place whilst at work and out of reach of children
- I understand that by signing the below I am confirming that all the information I have provided above, or in my self-declaration, is correct and that I have not omitted anything that would affect my suitability to work with children.

Signed:

Print Name:

Date:

Please return this form to the school that you would like to volunteer in.



APPENDIX 5 – Key document sign off

The following documents can be found on our [school website](#)

Name of volunteer _____

I confirm I have read and understood the following documents:

1) Professional Standards and Conduct

- a. Staff Handbook
- b. Code of Conduct
- c. Behaviour Policy
- d. Acceptable Use Policy

2) Safeguarding

- a. Child Protection and Safeguarding Policy
- b. Mobile Phone Policy

3) Health and Safety

- a. Health and Safety Policy
- b. Emergency Evacuation Procedure for the areas I work in
(this document can be found in every area by the door)

Signed _____

Date _____



APPENDIX 6 – Policy related questions

Please answer the following Policy Related Questions which can be reflected on to ensure you have considered the key documentations.

Policy Related Questions

1. You are in a class and a student stands up and starts walking around the room, what do you do?
2. You are in school and see something that you think could be safeguarding concern, what do you do?
3. Who is the Designated Safeguarding Lead at Bardwell School?
4. You come into school and are expecting to receive an important phone call during the day, what should you do?
5. What should you do in the event of a medical emergency?
6. What should you do in the event of a fire evacuation?
7. What key qualities should class-based staff display at all times?