



## Volunteers Policy

Date of policy	November 2021
Reviewed and updated	November 2024
Date of review	November 2027
Trust lead	Alison Beasley, Designated Safeguarding Manager
Chair of Trustees	Chris Scrivener

**Contents:**

<b>Item</b>	<b>Page number</b>
Key contacts	3
Introduction	3
Statutory guidance on the recruitment of a volunteer	4
Expectations of volunteers	4
• Before volunteering in our school	4
• Confidentiality	5
• Supervision	5
• Health and Safety	6
• Safeguarding	6
• Allegations against Staff and volunteers	6
• Volunteer suitability	7
• Complaints	7
• Absence	7
• Internet Use and Social Networking	7
• Equal Opportunities	8
Appendix 1: Volunteer information form	9
Appendix 2: Volunteer agreement form	11
Appendix 3: Code of Conduct for volunteers	13
Appendix 4: Volunteer Application Form	15

## Key contacts

Name	Role	Contact details
Julie Foot	Headteacher	01869 242182
Joanne McGill	Deputy Headteacher	01869 242182
Jade Levine	Designated Safeguarding Lead (DSL)	07984 095374 01869 242182
Karen Sargant	Assistant Headteacher Deputy DSL	01869 242182
Hayley Laughlin	Assistant Headteacher Deputy DSL	01869 242182
Alison Beasley	Designated Safeguarding Manager for The Gallery Trust	07944 901170 a.beasley@thegallerytrust.co.uk
Helen Barter	Safeguarding Trustee for The Gallery Trust	h.barter@thegallerytrust.co.uk
MASH	Multi Agency Safeguarding Hub (MASH)	0345 050 7666
Jo Lloyd	Local Authority Designated Officer (LADO)	01865 810603 lado.safeguardingchildren@oxfordshire.gov.uk

## 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.

Your main contacts in our school are:

- The Headteacher: Julie Foot
- The Designated Safeguarding lead (DSL): Jade Levine
- The Deputy DSL: Karen Sargant and Hayley Laughlin

Your main contacts in the Trust are:

- The Designated Safeguarding Manager Alison Beasley
- The Safeguarding Trustee: Helen Barter

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.

### **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 Barred List check as well and enhanced DBS check if in regulated activity through the Disclosure and Barring Service (DBS).
- 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, and a letter of assurance must be provided from the organisation.

### **Expectations of volunteers.**

Before starting to volunteer in our school all volunteers will:

- complete a volunteer application form
- provide two satisfactory references
- be interviewed by a senior member of staff
- undergo a DBS check (if appropriate) \*
- complete and return.
  - a self-declaration form
  - Appendix 2, volunteer information form
  - Appendix 3, volunteer agreement form

- Appendix 4, staff and volunteer suitability form
- provide photographic evidence of their identity
- undergo Safeguarding training
- receive a health and safety briefing
- sign in at reception and wear a visitors badge at all times while on site
- observe confidentiality of students and staff

**\*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 can be found in [Keeping Children Safe in Education 2024 \(gov.uk\)](#) . The Senior Leadership Team can also speak to the DSM 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 in the last 5 years 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.

### 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 school's 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 Manager 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 DT 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. The DSL for our school is Jade Levine. If you are worried about the safety of any young person in our school, you must report this to Jade or the Deputy DSLs. They can be contacted by ringing 01869 242182.

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)

### 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 Manager 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 form (appendix 5), 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**



**Volunteer Information Sheet**

Name of Volunteer:	
Other names known by (including maiden names)	
Phone (landline and mobile):	
Address:	
Car registration number:	
Next of kin details: Name: Contact number:	
Do you have any disabilities / other needs we need to take into account when working as a Volunteer in school? <i>(please give details)</i>	
An Enhanced DBS check is required to be completed by all regular Volunteers. Please confirm your DBS status: Number: Date:	
Signed:	Date:

*To be completed by the Business Manager:*

Proof of identity checked with following documents:	DBS action:
When will the volunteer be in school?	For what purpose?

**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 2**



**Volunteer agreement form**

	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/School	
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**

- Tell a child off. As a volunteer, you are not expected to discipline children. If there are any problems, tell the class teacher straight away and he or she 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	

## 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 <b>(You will receive a notification from EPM regarding your DBS check and also from Smart log regarding your online Safeguarding &amp; Prevent Training)</b>	
Address	

<b>Emergency contact name and number:</b>	
<p><b>Work/Volunteering experience:</b> Please detail your previous work and volunteering experience.</p>	
<p><b>Personal Statement:</b></p> <p>1) Tell us a little about yourself and why are you interested in volunteering at one of The Gallery Trust's schools?</p> <p>2) Why have you chosen to volunteer at this time?</p> <p>3) What skills/ experience will you bring?</p>	
<b>Do you have any support needs that you would like us to be aware of?</b>	
<b>References</b>	<p><i>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.</i></p>
<b>Referee 1</b>	<b>Referee 2</b>
<b>Name:</b>	<b>Name:</b>

<b>Role:</b>	<b>Role:</b>
<b>Relationship to you:</b>	<b>Relationship to you:</b>
<b>Email address:</b>	<b>Email address:</b>

**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**

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:
- 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)

YES/NO

Signed:

Date:

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)?

YES/NO
Signed: _____ Date: _____

Have you received a criminal caution or conviction from overseas?
YES/NO
Signed: _____ Date: _____

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"><li>• Orders disqualifying you from caring for children</li><li>• Orders disqualifying you from private fostering</li><li>• Any refusal of an application for you to be registered in relation to a children's home</li><li>• Care/child protection orders issued in respect of a child in your care</li></ul>
YES/NO
Signed: _____ Date: _____

Please provide further information if you have answered 'Yes' to any of the questions above:
I will make the school aware of any changes in my circumstances, including any cautions or convictions that affect my suitability to care for children.
Signed: _____
Print Name: _____ Date: _____

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